



NOTRE DAME HIGH SCHOOL

**CO-CURRICULAR MANUAL
FOR STUDENTS**

INTRODUCTION

Becoming involved in at least one co-curricular activity at Notre Dame High School greatly enhances a teacher's and/or a student's school experience. Every activity has its own requirements as well as a social and service component. Each activity affords an opportunity for participants to become acquainted with those who have similar interests. All are welcome to participate. "Organizations which are exclusive except those where membership is determined by academic performance are prohibited. Organizations contrary to the Mission of Notre Dame High School are prohibited." (Student Handbook)

A NOTRE DAME HIGH SCHOOL SPONSORED ACTIVITY CAN:

- a. give students practice in a democratic self-government
- b. extend and reinforce the instructional program
- c. honor outstanding student achievement
- d. provide opportunities for community service
- e. build student morale and positive participation in the school community
- f. offer relevant and authentic learning experiences
- g. promote the wise use of leisure time, including Activity Period
- h. provide a venue for the constructive use of unique talents and skills
- i. promote the development of new recreational interests and skills

CRITERIA FOR THE ESTABLISHMENT OF CLUBS:

Clubs may be established to allow students with similar interests and ideas the opportunity to become involved in those pursuits which fall within the scope of educational, service or spirit activities.

Students may be permitted to organize clubs within the following criteria:

- a. Students may organize co-curricular clubs provided that the club formation and activities are student-initiated and voluntary.
- b. Membership in a student-organized co-curricular club is open to all students.
- c. A student organized co-curricular club shall have a school moderator who ensures that school policies are observed.
- d. Non-school persons (i.e., persons who are not students) shall not direct, control, conduct, or regularly attend the meetings or activities of student-organized co-curricular clubs.
- e. The activities of a student-organized co-curricular club shall take place only during non-instructional time.
- f. Student-organized co-curricular clubs are contrary to the following:
 - interfere with the orderly conduct of the educational purpose and activities of the school; promote, encourage, or sanction activities that are unlawful; contrary to Catholic Christian teachings.
 - The school's Assistant Principal retains the right to prohibit activities and meetings and to disband clubs.
- g. Student-organized co-curricular clubs must have a club purpose statement which is approved by the Assistant Principal prior to initiation of club activities.
- h. Meetings or activities sponsored by a club may not be held on a Sunday, without the permission of the Principal.

INITIATING A PROPOSAL

Proposals for new clubs should represent the interest of a group of students. School administration will provide a standard format, requirements, and advice on production of the purpose statement. No club can operate without first completing the Club Registration to initiate the approval process. The following are the steps that must be taken to propose a new club:

- a. Student must draft, in writing, a proposal to the Assistant Principal for Student Life or the Assistant Administrator for Student Life.
- b. The proposal must include:
 1. The name of the club
 2. Suggested moderator
 3. The purpose of the club
 4. The goals for the club
 5. Proposed activities
 6. Meeting Dates, times and location
 7. Identified service project **
 8. Minimum of 12 members**Choose a project that best matches your club and the ND school community. If needed, see the service coordinator for suggestions.

If approved, the club will function as a provisional club for one year, in order to assess viability.

CLUB PROPOSAL

Name of Club: _____

Moderator: _____

Purpose:

Goals:

Activities:

Meeting Dates:

Service Project:

Identifiable Qualities of Leadership and Selection Process:

Membership:

Submitted By: _____ Grade: _____ Date Submitted _____

CLUB OFFICERS***

The club officers are critical to the success of the club. Their time and dedication can help insure that a club will remain viable, will be fun and productive.

Club President

The president is the leader of the club. The club is usually only as effective as the president, who must be committed to the goals and purposes of the organization. The club moderator will work with those students expressing desire in leadership. Each individual moderator will determine the criteria with which to fill leadership positions, i.e. appointed, elected within the membership.

Duties:

- Prepare an agenda with other club officers
- Meet with club advisor to review agenda
- Ensure all club members are notified about the time and location of the meeting
- Conduct the meeting

Club Vice-President

The vice president assists the president in carrying out his/her duties. In the absence of the president, the vice-president presides at club meetings and carries out all additional responsibilities normally done by the president.

Club Secretary

The secretary must take accurate notes at all meetings and prepare minutes. The secretary assists the president in keeping permanent records for the club and copies of all minutes and committee reports.

Club Treasurer

The club treasurer is responsible for maintaining accurate financial records for all expenditures. The treasurer reports all money spent and collected and of the account balance.

***Where applicable

ACTIVITY FUNDING

Student Clubs and Organizations may:

- request monies from the operational budget to support activities
- ask the Student Government for funds to support a charitable outreach

BEST PRACTICES

For healthy and balanced participation in co-curricular activities, students should be able to meet the responsibilities and requirements of the activity, while prioritizing and satisfying the responsibilities of his/her scholastic requirements.

Student Conflicts with Meetings/Practices: Students are encouraged to participate in a variety of activities. They should be able to investigate their varied interests and talents. Therefore, when a student has two meetings/practices scheduled for the same time, it will be understood that they will leave one early and arrive at another late. Moderators and coaches will support and guide students in making these decisions. Students should not over commit themselves, but they should be permitted a variety of co- curricular experiences.

Juniors and Seniors will hold only one major leadership position. They may also be involved in other clubs, a sport or a theatrical performance.

Freshmen and Sophomores are encouraged to participate in two co-curricular activities in addition to a sport or a theatrical performance.

CLUB SHIRTS

Clubs may design their own club “uniform” shirt. The shirt must include the approved Notre Dame Logo. Upon approval, of the club design, by the moderator and the Assistant Principal for Student Life, club representatives may contact the School Store for pricing and ordering.

Club shirts may be worn 2 times per month and only on meeting days. Performing Arts Production shirts may only be worn on the opening night of the performance.

INACTIVE CLUBS

An inactive club is one that shows no evidence of activity for one semester. Clubs may become inactive periodically due to lack of student interest or moderator leadership. These clubs are not in suspension and thus may resume active status when there is student interest and/or a moderator appointed. Stipends will be adjusted accordingly.

2019-2020 Active Clubs

ACADEMIC

Cyber Patriot	Bridgewater, Brian
Debate Team	Gibilisco, James
Future Educator's of America (FEA)	Blemings, MariAnn; Stevenson, Rose
Hip Happenin' Book Club	Repsik, Beth
History Club	Patton, Jason
Journalism Club	Bannon, Cindy
Math League	Bauch, Donald; Delworth, AnnMarie; Kapatsyna, Olena
Mock Trial	Palazza, Eileen
Model UN/Model Congress	Ashe, Courtney; Bannon, Cindy; Wroblewski, Peggy
Robotics	O'Bryne, Ned
Science Bowl	Bauch, Hope

ARTS

Concert Band*	Gibilisco, Sr., Jr.
Fashion Club	Blemings, MariAnn
Film Club	Savarese-Ahearn, Georgia
String Ensemble**	Gibilisco, Sr., Jr.

**music activities beyond credited courses

CULTURE CLUBS

American Sign Language Club (ASL)	Weiland, Lisette
Animee Club	Ashmen, Christina
Asian American Club	Ashmen, Christina
French Club	Sues, Marina
German Club	Koebele-Demaree, Regina
Italian Club	Savarese-Ahearn, Georgia
Latin Club	Koebele-Demaree, Regina
Irish American Club	Ellsworth, Mary
Shades Club	Berko, Isabel; Marx, Eileen; Stevenson, Rose
Spanish Club	Ward, Marilyn

LEADERSHIP

Leadership Club	Wroblewski, Peggy
National Honor Society	Carella Anna; Mocerj, Robin
Patriots Club	McKenna, John
Peer Leaders	Coppola, Jacqui; Graham, Carolyn
Student Government	Maclsaac, Eleanor
Student Government Grade 12	Coppola, Jacqui
Student Government Grade 11	Maley, Kathy
Student Government Grade 10	Clancy, Sean
Student Government Grade 9	Brauer, Kristen
Take 2	Magro, Rebecca

FAITH AND JUSTICE CLUBS

Big Brothers/Big Sisters	Graham, Carolyn
Breakfast Club	Graham, Carolyn
Campus Ministry	Maley, Kathy; Reed, Tracey
Catholic Athletes for Christ	McKenna, John; Treacy, Jim
Celebrate Life Club	Hart, Eileen
Environmental Club	Bauch, Hope
Football Bible Study	McKenna, John
Justice Club	Marx, Eileen
Notre Dame Visionaries (Niceties)	Palazza, Eileen
ND Cares	Wargo, Diane
Operation Smile	Ward, Marilyn
Soccer Bible Study	McKenna, John
Service Clubs	Graham, Carolyn
Spectrum	Sewnig, Catherine

PUBLICATIONS

ETC Magazine	Brydges, Brittany; Lobis, Steven
Photography	Brydges Brittany; Rynkewicz, Judy
The Voice	Bannon, Cindy
Yearbook	Hubert, Jennifer

SCHOOL SERVICE

Broadcasting	Schafer, Gregory
NDTV	Chebra, Dave
ND Business Club	Moceri, Robin

JUST FOR FUN

Crew Club	Trattory, Chris
Pep Rally Club	Wargo, Dianne
Ping Pong Club	Koebele-Demaree, Regina
Intramurals	Schafer, Greg
Mindfulness Club	Coppola, Jacqui



*Notre Dame High School
Performing Arts Department*

SPRING MUSICAL AUDITION FORM

Name: _____

Grade: _____ Telephone: _____ E-mail: _____

Height: _____ Weight: _____ Hair: _____ Eyes: _____

I am auditioning for: Lead _____ Chorus _____

Past acting/singing/performing experience: _____

Please circle:

I will/will not accept a part other than a lead.

I can/cannot have flexibility in my after school and weekend schedule.

I do/do not participate in a winter sport.

(Please do not write below this line)

Tonal Production – Focused tone with appropriate breathing and vowel placement in all ranges and registers. Open, resonant, full tone in all ranges and registers with accurate intonation throughout. Consistently appropriate technique is evident through posture and diction. Consonants are clearly enunciated at beginnings, middle and ends of words throughout the performance. { 1 2 3 }

Physical Characterization – Excellent use of physical acting that is suitable and believable. Performer does not move unnecessarily. Performer has a clear focal point throughout the piece. { 1 2 3 }

Expression/Performance – Character portrayal is clearly visible throughout the performance. Performer portrays natural emotions that impact the audience. Excellent musical expression with regard to phrasing, dynamics and tempo. { 1 2 3 }

Appropriate Repertoire – The student has chosen a piece/character that fits their vocal and physical type. { 1 2 3 }

Adjustment-The student listens to questions posed by director, follows direction, makes definitive acting choices, and is confident and believable. { 1 2 3 }

Collaboration-The student works well with other actor and fits into the scheme of the director's vision.

{ 1 2 3 }

Total Score _____

Comments-



*Notre Dame High School
Performing Arts Department*

JAZZ BAND/CHAMBER ORCHESTRA AUDITION FORM

Name: _____

Grade: _____ Telephone: _____ E-mail: _____

Instrument: _____

(Judges only write here)

Tonal Production	1	2	3	4	5
Intonation	1	2	3	4	5
Performance	1	2	3	4	5
Technique	1	2	3	4	5

Tonal Production – Focused tone with consistently appropriate breathing and embouchure/bowing skills in all registers/ranges. Open, resonant, full tone in all registers and ranges. Consistently accurate breathing and embouchure skills/correct use of the bow.

Intonation – Ability to stay in pitch throughout the entire length of the piece. Pitch adjustments happen quickly when necessary.

Performance – Expression is clearly evident with accurate style elements, interpretation, phrasing, dynamics and tempo.
All notes and rhythms are performed accurately with correct pulse throughout.

Technique – Consistently appropriate technique is evident through articulations, hand position and/or posture, left hand facility, posture and shifting, and bow control throughout the performance.

Total Score: _____

Comments-



*Notre Dame High School
Performing Arts Department*

SENIOR SOLO/OPEN HOUSE AUDITION FORM

Name: _____

Name of Piece: _____

Voice Classification (please circle): Soprano Alto Tenor Baritone Bass

Instrument: _____

(Judges only write here)

Tonal Production	1	2	3	4	5
Intonation	1	2	3	4	5
Appropriate Repertoire	1	2	3	4	5
Performance	1	2	3	4	5

Tonal Production – Focused tone with appropriate breathing and vowel placement in all ranges and registers. Open, resonant, full tone in all ranges and registers.
Consistently appropriate technique is evident through posture and diction.
Consonants are clearly enunciated at beginnings, middle and ends of words throughout the performance.

Intonation – Ability to stay in pitch throughout the entire length of the piece. Pitch adjustments happen quickly when necessary.

Performance – Expression is clearly evident with accurate style elements, interpretation, phrasing, dynamics and tempo
All notes, rhythms and intervals are performed accurately with correct pulse throughout.

Appropriate Repertoire – The student has chosen repertoire that fits their vocal type and is appropriate for the setting of the performance.

COMMENTS ON BACK

Total Score _____



*Notre Dame High School
Performing Arts Department*

DANCE AUDITION FORM

Name: _____

Grade: _____ Telephone: _____ E-mail: _____

Dance Experience: _____

Special Talents (Gymnastics, etc.) : _____

(Please do not write below this line)

Strength and Flexibility - The student demonstrates full range of motion and freedom of movement without strain. Student demonstrates strength, flexibility and co-ordination to execute and perform dance movements in any given combination.

1 2 3 4 5

Technique-The student shows the ability to maintain their center and stay balanced while dancing. The student performs with Genre appropriate posture, clean lines and extensions. The student demonstrates the ability to spot during turns, and perform Jumps and elevations with strong take offs and soft landings. The student dances with straight legs and pointed toes while executing movements.

1 2 3 4 5

Performance- The student is able to learn choreography quickly and watch for details. The student performs the choreography with musicality, character, space awareness and confidence.

1 2 3 4 5

Total Score _____

Class Placement _____

Comments-