



NOTRE DAME HIGH SCHOOL
CHARACTER • COMPASSION • CONFIDENCE

STUDENT & PARENT/GUARDIAN HANDBOOK

2021-22

Notre Dame High School
One Notre Dame Way
West Haven, CT 06516
www.NotreDameHS.com

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NOTRE DAME HIGH SCHOOL — MISSION, VISION, VALUES



Our Mission

To inspire academic excellence, nurture personal growth and foster integrity and compassion in young men of diverse talents, backgrounds and beliefs through our Catholic, Holy Cross tradition.

Our Vision

To be a transformative leader in educating the hearts and minds of young men by maximizing innovation, tradition and the strength of our community to empower every Notre Dame student to realize his full potential.

Our Core Values

Tradition: Notre Dame High School remains anchored in the Holy Cross mission to educate the hearts and minds of young men.

Innovation: We embrace innovative teaching practices and support diverse learning styles to help students become flexible, independent, 21st-century thinkers.

Transformation: We help develop each Notre Dame student into a young man of character, compassion and confidence who is college- and life-ready.

THE NOTRE DAME CODE

The Notre Dame Man is an exemplar of healthy Christian life. He takes the time to read and reflect on the Good News, and frequents the Sacraments. The Notre Dame Man is sensitive to the needs of those less fortunate than he, and he transforms this concern into action. He is generous with his time and his possessions.

Openness and honesty are the hallmarks of the Notre Dame Man, because his life is guided by principles. He strives to know himself and to know others, and in doing so, searches out the Truth that is God.

The Notre Dame Man takes proper care of his body, for God has given it to him. He keeps himself fit, and engages in some sport or exercise to maintain his health and train himself in the qualities of good sportsmanship.

Socially, the Notre Dame Man is always a gentleman. He cultivates genuine friendships with good companions. He is a worthwhile citizen who strives to promote the common good by serving his God, his country and his community.

In a word, a man of faith and honesty, of strength and character through self-mastery, of respect for the Christian family and lawful authority, of leadership in the pursuit of good - that is a **NOTRE DAME MAN**.



OBJECTIVES OF A NOTRE DAME HIGH SCHOOL EDUCATION

- Engage his natural curiosity through meaningful learning experiences that cultivate critical thinking skills
- Acquire in-depth understanding and knowledge that explores the interconnectedness of the different areas of human thought and activity
- Arrive at reasoned and ethical decisions on a wide range of issues by applying critical thinking skills
- Effectively communicate ideas and information through collaboration with others and presentation of work to various audiences and in different settings
- Accept responsibility for one's actions and acting with a sense of integrity, honesty, and respect for others
- Expand one's understanding and appreciation of varied points of view, cultures, traditions, and histories
- Develop and demonstrate a personal commitment to improving their local and global communities
- Be a positive risk-taker who exhibits courage and independence in searching out new ideas and experiences
- Find the balance between spiritual, emotional, and intellectual aspects of one's life
- Be a reflective thinker able to acknowledge one's strengths and weaknesses and work towards improvement

Educational Opportunity/Anti-Discrimination Policy

Notre Dame High School maintains a policy of equal educational opportunity and does not discriminate on the basis of race, color, or national origin in its educational programs or any of the activities which it operates.

Handbook Authorization

Failure to read this handbook does not excuse students and parents/guardians from rules and procedures described herein. Personal factors, illnesses, or contradictory advice from any source are not acceptable grounds for seeking exemption from these rules and procedures. By enrolling and attending Notre Dame High School, students and parents/guardians are agreeing to the policies and procedures within the Student/Family Handbook. Notre Dame High School reserves the right to change any of its provisions or requirements at any time within a student's term of enrollment.

NOTRE DAME HIGH SCHOOL

Mr. Robert F. Curis, President

ADMINISTRATION

- Mr. Michael Abbott '95, *Vice President for Mission Effectiveness*
- Mrs. Rachel Blessing, *Business Manager*
- Mrs. Emily Brady, *Vice President for Development and Alumni Relations*
- Mr. Pasquale Izzo '00, *Vice President of Enrollment Management*
- Mrs. Casey LaMonaca, *Associate Vice President for Student Success*
- Mr. Joseph Ramirez, *Vice President for Student Success*
- Mr. Jason Shea '96, *Director of Athletics*
- Mr. Ruben Valencia, *Vice President for Academic Affairs*
- Mrs. Kathleen Wielk, *Vice President for Community Relations and Leadership Giving*

PROGRAM DIRECTORS

- Mrs. Sue Bonaventura, *Director of Digital, Branding and Design*
- Mr. Chris Ciuca, *Director of Facilities*
- Mr. Brian Footit, *Director of Instructional Technology*
- Mr. Dominick Mastriano '86, *Director of School & College Counseling*
- Br. George Schmitz '65, CSC, *Director of Planned Giving*

STAFF

- Mrs. Evis Amiti, *Business Office Associate*
- Mr. Nick Defeo, *Admissions Counselor*
- Mrs. Suzanne Carlona-Torre, *RN School Nurse*
- Ms. Colleen Schulken, *Main Office Coordinator & Executive Assistant*
- Mrs. Sandy Wilson, *Database Manager*

ACADEMIC FACULTY

STUDENT SUCCESS

Academic Center

- Ms. Kathleen Matthews, *Coordinator*
- Mrs. Martha Giammatteo
- Mr. Dennis Yacono '07

School and College Counseling

- Mr. Dominick Mastriano '86, *Director of School & College Counseling*
- Ms. Jordyn Nappi

ACADEMIC DEPARTMENTS

English

- Mrs. Lucy Abbott, *Chair*
- Mrs. Kimberly Butz
- Mr. John Fallon
- Dr. Sean Gleason '03
- Mr. Jason Kern
- Mrs. Betsy Whittaker

Entrepreneurship

- Mr. Brian Footit
- Mr. Joseph DeCaprio

Fine Arts

- Mrs. Christine Evans, *Chair*
- Mrs. Judith Doherty
- Mr. Russell Fisher

World Languages

- Mrs. Carmen Gunneson, *Chair*
- Mr. Omar Espinosa '97
- Dr. Sean Gleason '03
- Dr. Erin McCarthy-King
- Mrs. Dacia Mirabelle

Mathematics

- Mr. Christopher Smith '04, *Chair*
- Ms. Rachael Dolan
- Mrs. Nicole Graham
- Mr. Kwesi Koomson
- Dr. Paul Mountcastle
- Mr. Dennis Yacono '07

Physical Education

- Mr. Anthony Mortali

Religious Studies

- Mr. Michael Abbott '95, *Chair*
- Mr. Michael Celentano '86
- Mr. Jonathan Delavan
- Reverend Geoff Sinibaldo

Science

- Mrs. Elizabeth Coluccio, *Chair*
- Mrs. Carella Barrett-Rafala
- Mrs. Susan Dalo
- Mr. Donald Martone '87
- Mr. Noah Wilson

Social Studies

- Mr. Timothy Furtak '02, *Chair*
- Mr. John DeCaprio
- Mr. Adam Laput '89
- Mr. Matthew Milano '07

SIGNATURE PROGRAMS

International Baccalaureate Diploma Program

- Mrs. Kimberly Butz, *Director*

Leadership

- Mr. John DeCaprio

Moreau Honors Program

- Mr. John DeCaprio
- Mr. Jason Kern
- Reverend Geoff Sinibaldo

NDXL

- Mr. Matthew Milano '07, *Director*

Peer Counseling Program

- Mr. Michael Abbott '95
- Mr. Michael Celentano '86

Sports Medicine

- Mr. John Warrick

Technology/Engineering/Design

- Dr. Yolanda Valencia

Video Production

- Mr. Andy Pohlen

DAILY SCHEDULE

Monday – Friday

Warning Bell 8:05

Period 1 8:10 to 9:05

Period 2 9:10 to 10:05

TA 10:10 to 10:25

Period 3 10:30 to 11:25

Community Period 11:25-12:35

Period 4 12:35 to 1:30

Period 5 1:35 to 2:30

ACCREDITATION, GRADUATION REQUIREMENTS, ACADEMIC POLICIES

Accreditation

Notre Dame High School is fully accredited by the Connecticut State Department of Education and the New England Association of Schools and Colleges.

The curriculum fulfills the expectations of the National Catholic Education Association and the educational mission of the Congregation of Holy Cross. Its values are clearly expressed in the Mission Statement at the beginning of this Handbook. The curriculum also fulfills the diploma requirements for secondary schools in the State of Connecticut.

Graduation Requirements

Each student must take a minimum of six courses per semester. In all cases, four (4) courses must be from Level I to Level IV and the remaining may be from any of the five levels.

Class of 2025

The minimum course requirements to be eligible to receive a diploma for Class of 2025 from Notre Dame High School are:

Religious Studies	4 credits	Fine Arts	0.5 credit
English	4 credits	Life Skills	0.5 credit
Social Studies	3 credits	Physical Education	0.5 credit
Math	4 credits	Experiential Learning	2.0 credits
Science	3 credits	Electives	2.5 credits
Foreign Language	2 credits		

TOTAL CREDITS REQUIRED FOR GRADUATION ARE 26

Class of 2024

The minimum course requirements to be eligible to receive a diploma for the Class of 2024 from Notre Dame High School are:

Religious Studies	4 credits	Fine Arts	0.5 credit
English	4 credits	Life Skills	0.5 credit
Social Studies	3 credits	Physical Education	1 credit
Math	4 credits	Experiential Learning	1.5 credits
Science	3 credits	Electives	2.5 credits
Foreign Language	2 credits		

TOTAL CREDITS REQUIRED FOR GRADUATION ARE 25.50

Class of 2022 and Class of 2023

The minimum course requirements to be eligible to receive a diploma for the Class of 2022 and 2023 from Notre Dame High School are:

Religious Studies	4 credits	Fine Arts	1 credit
English	4 credits	Life Skills	0.5 credit
Social Studies	3 credits	Physical Education	1 credit
Math	4 credits	Experiential Learning	1 credit
Science	3 credits	Electives	2 credits
Foreign Language	2 credits		

TOTAL CREDITS REQUIRED FOR GRADUATION ARE 25

Honors

The Honor Roll is calculated on a simple average of the end of each quarter grades of all courses which have a numerical grade.

First Honors: a student has achieved an average of 90% or better.

Second Honors: a student has achieved an average of 85% to 89%.

In each case, no individual grade may be below 75%, nor may grades be incomplete in a course for credit.

Students that have an incomplete for their service requirement will also be ineligible for the honor roll.

Students with honors may apply for membership in the National Honor Society. Membership is granted by a Faculty Review Committee. Selection for membership is based on outstanding scholarship and demonstrated character, leadership, and service.

Academic Honesty Policy

DEFINITION OF ACADEMIC DISHONESTY

Notre Dame High School academic dishonesty is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components.

ACADEMIC DISHONESTY INCLUDES:

- Plagiarism: defined as the representation of the ideas or work of another person as the student's own, intentionally or unintentionally.
- Collusion: defined as supporting academic dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication: defined as the presentation of the same work for different assessment components.
- Impersonating another student.
- Altering grades on a computer database and/or other forms of misuse of technology.
- Electronic language translators are strictly prohibited. Typing phrases or copying sentences into a translator and then presenting the translation as your own work is considered academic dishonesty.
- Any other behavior that gains an unfair advantage for a student or that affects the results of another student's work/grade. Examples include but are not limited to the following: taking unauthorized material into or out of a classroom, misconduct during an assessment, falsifying records, and disclosure of information to and receipt of information from a student about the content of an examination paper within 24 hours after a written examination.

REPORTING AND INVESTIGATING ACADEMIC DISHONESTY

When a teacher has reason to believe that academic dishonesty has occurred, the following steps will be taken:

- The teacher will investigate and make an initial determination and classification of the level of the offense (1, 2, or 3).
- The teacher will contact the V. P. for Academic Affairs and V. P. for Student Success to evaluate. If a review committee is needed it will meet and discuss the level of the offense(s) and determine the appropriate consequence(s).
- The V. P. for Student Success will make a determination and communicate to the teacher, who will follow up with the student and family.

When another student has a reason to believe that academic dishonesty has occurred, the following steps will be taken:

- The student will contact an administrator, the V. P. for Academic Affairs or a trusted teacher or counselor. At the time of the report, the student will be asked to put the suspicion in writing, but it is up to the review committee to attempt to maintain the student's anonymity, if at all possible. If this is not possible, based upon the investigation or accusations, this outcome will be explained to the student reporting the suspicion.
- When evidence of academic dishonesty is presented to the V. P. for Academic Affairs and V. P. for Student Success, an investigation will be conducted to determine the validity of the accusation.

Level of Offense	Possible Offenses	Potential Consequences
<p style="text-align: center;">Level 1</p>	<ul style="list-style-type: none"> - Copying another student's assignment - Providing for or assisting another student in copying assigned work - Sharing an assignment in violation of the expectation that students work alone - Other comparable offenses, including the violation of assessment procedures intended to safeguard fairness 	<ul style="list-style-type: none"> - Parent notification by teacher - Score of 0 on the assignment - A record of the incident in student's discipline file
<p style="text-align: center;">Level 2</p>	<ul style="list-style-type: none"> - A second time offense of a Level 1 offense - Inappropriately sharing any assessment (or part thereof) with another student - Submitting work that has been developed by another as one's own - Committing academic dishonesty on any summative assessment - Using physical or electronic methods of receiving or giving questions or answers on an assessment 	<ul style="list-style-type: none"> - Parent notification by teacher - One day suspension - Score of 0 on the assignment - A record of the incident in student's discipline file

Level of Offense	Possible Offenses	Potential Consequences
Level 3	<ul style="list-style-type: none"> - A third time offense of a Level 1 offense - A second time offense of a Level 2 offense - Stealing, accessing, or improperly possessing any examinations or other assessments, either physically and electronically - Altering grades on a computer database - Committing academic dishonesty on any midterm or final examination - Committing academic dishonesty on any IB assessment - Impersonating another student for any reason 	<ul style="list-style-type: none"> - Parent notification by teacher - Out of School Suspension - Disciplinary review for possible dismissal - Subject to removal from the course and/or forfeit of weighted grade - A record of the incident in student's discipline file - Teachers have the option of rescinding college recommendations - Not eligible for year and Academic Achievement Awards

AP/E.C.E./College Credit

Advanced Placement Courses: Presently, Notre Dame High School offers the following Advanced Placement courses: Calculus AB, Biology, English Language and Literature, English Composition and Literature, Government & Politics, Spanish, U.S. History, and Physics. Additional A.P. courses are also available in the Virtual High School. The Advanced Placement examinations are offered in May by the College Board. Students who do well on these exams may receive college credit from the college they eventually attend. Students enrolled in Advanced Placement courses are highly encouraged to take the AP exam.

University of Connecticut Early College Experience: The UConn Early College Experience (ECE) provides academically motivated students the opportunity to take university courses while still in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head-start on a college degree. ECE instructors, who are certified as adjunct professors by UConn faculty, create a classroom environment fostering independent learning, creativity, and critical thinking – all pivotal for success in college. Notre Dame offers ECE courses in English, world language, and science. To support rigorous learning, the University of Connecticut library resources are also available to students. ECE students must successfully complete the course with a grade of C or better to receive university credit. University credits are usually transferable to other universities. Students are charged a per credit fee in the fall by the University of Connecticut. For additional information visit: www.ece.uconn.edu.

College Credit Courses: Juniors and seniors have the opportunity to take college credit courses at the area colleges. Courses are offered in all academic areas. Approval of the School Counselor and Vice President for Academic Affairs is required to take these courses during the school day. The student has the option of including these courses on his permanent record.

International Baccalaureate Program (IB)

The IB Diploma Program furthers ND's mission of cultivating hearts and minds through challenging, interdisciplinary coursework that exposes students to the challenges and opportunities of engaging with an ever-changing, interconnected world. Notre Dame Students take courses, usually two years in length, in all areas of human knowledge that stretch their critical thinking, writing, and presentation skills while introducing them to the idea of thinking across disciplines and making them aware of the variety of perspectives and approaches to learning. This style of teaching produces students capable of original thought, who are confident in their perspectives and willing to listen and be informed by others. The IB focuses on deep understanding of the content that is taught and focuses on developing 21st century skills that will translate to any career path. Students work on areas of strength and weakness over their two years as they go through their coursework and additional requirements. The IB Diploma is the only course of study at the high school level that has world-wide acceptance. Admission into the IB Program is through application in the sophomore year. ND IB students will receive two diplomas, one from ND and one from the IBO, marking their accomplishment as both an ND student and an IB scholar. The IB Diploma opens doors to the best colleges and universities in the United States and abroad.

Homework/Study

All courses will have a one page list of guidelines that will be posted or distributed for students by the first week of the semester. The guidelines will state the course goals, objectives and expectations, homework policy, grading policy, late assignment regulations, make-up work, notebook requirements, and extra help sessions.

All courses have homework at night. This homework may include: study and review of the day's work, and written and/or reading assignments. At times, long range assignments are given. Parents/guardians should always check with their sons or online to see that homework is being done.

Teacher guidelines will provide clarification as to what is required for each individual class.

Assessment

Grades will be posted electronically at the end of each quarter. Parent/Teacher/Student Conferences are held in October. Students are expected to accompany parents to all conferences for clarity of communication and appropriately placed responsibility.

An incomplete grade is usually given when a student has missed a significant number of assignments, tests and course work because of illness or similar circumstances. Students who have received an incomplete will be responsible for completing the necessary requirements within 10 days after the incomplete is received. Students are responsible for contacting the Vice President for Student Success to determine the limitations of the incomplete grade.

A failing grade is any grade or average below 65 percent. Failed courses must be made up in an approved summer school program for a student to return to Notre Dame High School for the next academic year. Any student who loses three credits will normally be asked to withdraw from Notre Dame. If a student fails a required course in summer school, he may be asked to withdraw from Notre Dame.

Student-Athletes must pass four courses per grading period in order to be eligible to participate on an athletic team at Notre Dame High School per the CIAC rules. Failure of two courses at the end of the marking period will result in game suspension lasting 20 days at which time the student's eligibility will be re-accessed and can be fully reinstated if the academic requirements of Notre Dame are met. If the student is still failing two or more classes he will continue on game suspension for another 20 days and repeat the above process for reinstatement to full participation.

- Student-Athletes may participate in practices. However, if a student fails to show improvement in his courses after 20 days, he will no longer be eligible to practice with his team.
- Student-Athletes who do not meet the CIAC standard for eligibility at the end of a grading period will not be eligible to participate in athletics during the next marking period.
- Once reinstated the player is eligible for the rest of the marking period

A student who fails two or more courses based on the quarter grade will be placed on Academic Probation. Any student who receives an incomplete grade for any courses during a quarter may not participate in any co-curricular activities until the course work has been completed.

A student may be placed on Academic Probation at any time at the discretion of the Vice President for Student Success.

STUDENT SUCCESS

Department of School and College Counseling

The School and College Counseling Department helps students acquire skills in the social, personal, educational, and career areas necessary for living in a multicultural society. The philosophy of the department is to help students develop themselves to their fullest potential. The staff achieves this by enabling students to understand themselves better, clarify their goals, and grow in their educational, spiritual, vocational, personal, and social lives.

Counselors accomplish this by employing such interventions as guiding and counseling students individually or in small groups; by providing information through group guidance; by contributing to the development of effective learning environments; through student advocacy; by consulting with others.

All non-freshmen students are assigned to a school counselor according to their last names. All freshmen will be assigned to the freshmen class counselor. Counselors assist students to identify a problem, gather information, and look for solutions.

Teacher Advisory Program

Teacher Advisory Mission Statement:

The Notre Dame Advisory Program fosters a mentor/mentee relationship that helps to encourage academic excellence, personal growth, integrity and compassion in each individual student.

The goals of the Teacher Advisory Programs are to:

- provide students with a meaningful relationship with an adult
- have a teacher monitor the student's progress both academically and socially
- personalize the educational experience the student is receiving
- help build a positive school culture and community

The Teacher Advisory Period will meet every school day for fifteen minutes. During the Teacher Advisory Period, the mentor will meet with the advisory group, read the daily prayer and announcements. This period should be used as a daily check-in for the students with their mentor.

The mentor will meet twice privately during a quarter with each student assigned to his/her advisory group. This meeting can occur before or after school, during the community period or during the student's study hall. This meeting will be used to build rapport and to set academic, co-curricular and social goals. The advisor period is required of all students and is considered a very important part of the school day.

Academic Center

The Notre Dame High School Academic Center provides limited academic support services, such as support for writing, mathematics, and organizational skills, that are available to students. It is important for all students to learn skills necessary for academic success and students are encouraged to utilize programs and services offered by the Academic Center. Group workshops may be offered on topics such as time management, organizational skills, study techniques, and test preparation strategies.

Students with documented learning disabilities may receive services during regularly scheduled sessions that meet during the student's study periods. The academic support services are designed to help students become confident, independent learners with a solid foundation in 21st-century skills required to achieve educational success.

Campus Ministry

Campus Ministry at Notre Dame seeks to serve the human and spiritual growth needs of the whole community—students, parents, faculty, staff, and administration. This happens through daily prayer, regularly scheduled liturgies, prayer services, and retreats.

Peer Counseling Program

This program involves selected seniors who go through an intense training process which begins in the summer and continues into their senior year. The focus of the training and the program is to enable and encourage our students to lead by serving—living the Christian ideal as a way of life.

Peer Counselors at Notre Dame serve in a variety of ways throughout the school year, including Freshmen Orientation and in the Retreat Programs.

Many members of the senior class apply for this program but because of its special training requirements, not all those who apply are accepted. The application process usually takes place before courses are selected for senior year (February/March).

Health Services

The school nurse is available every day. The nurse is available to assess unexpected illness and injuries and to make appropriate referrals, as well as supervise authorized medications. If a student is to be released from school because of illness, parental permission is required through the school nurse and attendance office. Students **SHOULD NOT** call a parent before they see the school nurse. Furthermore:

- The school nurse screens all medical and parental excuses from gym.
- Medical issues requiring medication and/or supervision by a health care professional must be reported to the school nurse.
- Connecticut State Law requires that no medication, prescription or non-prescription, be taken by or given to any student unless ordered, in writing, by a physician. Such an order must be signed by both parent and physician and must be on file at school.
- Students who carry doctor-required Epi-pens and inhalers must have them on them at all times. Students may be asked to show them to a teacher or the school nurse. A student will be given a detention if they are not carrying them on their person.

A physical examination (performed in the year of entry) listing all immunizations is required of all students entering Notre Dame High School. A student may be excluded from school if he does not meet the State regulations on physical and immunizations. Immunizations must be up to date.

All candidates for sports teams are required to obtain a yearly physical exam. This covers all sports for the entire year and must be submitted to the nurse prior to participation. The state health assessment form must be used and all physicals are kept on file by the school nurse. All new entry forms are sent to parents in April or can be accessed from the Admissions office after June. Medication and health assessment forms can be accessed through the Notre Dame High School website under the Admissions tab.

New federal regulations on privacy prohibit faxing medical information. If parents wish to receive copies of a physical form and/or immunizations, the same regulations apply.

CAMPUS LIFE

Getting Involved

All students are actively encouraged to get involved in clubs and extracurricular at Notre Dame and to be part of our vibrant community. Clubs meet during Community Period and a schedule will be posted on the Notre Dame website, the announcement TVs, and in Google Classrooms. With more than 40 clubs available, there is a club for everyone. To see a full listing with descriptions, meeting dates/places, and Google Classroom codes- please visit www.notredamehs.com/studentsuccess/clubs-2020-21.

Parking

An online application must be completed to be eligible to park on campus. Parking spaces in front of the building are reserved for visitors. All other spaces are assigned through the Vice President for Student Success. Each student is required to have the issued parking tag on the rear view mirror of his car. Parking on school property is limited and at a student's own risk. Cars assigned to parking near the athletic fields must be moved immediately after school. Students are not allowed to loiter or go to parked cars before, during or after school. Any vehicle is subject to search by school authorities. Such a search may be conducted without warrant for any reasonable purpose. A student who is irresponsible with his car in any way will be forbidden from driving a car on school property. Notre Dame High School is not responsible for off-campus parking.

Before, During, and After School

Students are expected to enter the school building immediately upon arrival at school. Loitering in the immediate vicinity of school is prohibited. This includes 7-11, McDonalds, Dunkin Donuts, UNH property, and the local neighborhood.

This is a time for students to complete business they may have before classes begin. It is a good time to receive extra help, and arrange appointments with your counselor, school nurse, and/or teachers.

The athletic locker rooms will not be accessible before school or during the school day. The locker room will be unlocked by a coach at 2:30. Students who have equipment to be stored, may store it on the shelving until the locker room is opened at 2:30pm. No student will be allowed to be in the locker room without supervision.

Ordinarily, classrooms are available by 8:00 each morning. For the security of each student, it is necessary for a teacher to be in each classroom before students enter the room.

Students who are still in the building after 3:30 pm should be in the Cafe. All students should make plans to be picked up by 4:00 pm. There will be no direct adult supervision in the building after 4:00 pm.

Ordinarily, students remain in the building throughout the duration of their schedule. Permission from the President, Vice President for Student Success, or Vice President for Academic Affairs is necessary for a student to go to a parked car. Permission is likewise required for a student to leave the campus.

For reasons of good order, safety, legal responsibilities, and the well-being of each student, use of areas listed below require specific teacher supervision, and observance of the rules for the use of that space.

Art Room	Student Success Center	Auditorium
Music Room	Locker Rooms	Chapel
Stage in Gym	Stage in Auditorium	Gymnasium
Technology Rooms	Storage area below stage	Weight Room
Projection Booth in Music Room	Team Room	Wrestling Room

If a Junior or Senior has a last period study hall, he may leave early unless the school is notified in writing by a parent or guardian that they do not wish him to be dismissed early. Underclassmen may not leave.

Seniors with first period study may report to school at the start of second period of the day once the class is granted the privilege by the Vice President of Student Success.

Cafeteria

The cafeteria is a place where students may gather to relax and to have breakfast or lunch. It is a social place designed to allow the student body a break from its daily schedule. The basic requirements of good order and consideration of other students apply here as well as throughout school. In addition, the moral responsibilities of food consumption and wasting of food are the serious obligation of each student. Students are always expected to discard refuse, recycle, and assist in keeping the cafeteria clean and in good order for the benefit of all who use the facility. The cafeteria is managed by a food service company in cooperation with Notre Dame High School.

Student Success Center/Media

Student Success Center and Computer Usage

Notre Dame provides ample time and opportunity for students to utilize the computing and printing capabilities found at Notre Dame High School.

To use the Student Success Center, a student first reports to their study hall in the cafeteria, attendance is completed and the proctor will dismiss students to the Student Success Center. The Student Success Center will be a quiet place of study during the day as well as during Community Period.

It is necessary that students read and follow the "Acceptable Use Policy for Computer, Network, Internet, and Email Services" in order to protect from the misuse of these resources and protect the school's computer equipment from abuse.

Lockers

Each student is assigned a locker, which he is expected to keep in good order throughout the year. LOCKERS MUST BE LOCKED AT ALL TIMES. Backpacks may not be carried throughout the school day and should be left in a student's locker.

Athletic lockers are assigned through the Office of the Director of Athletics. All Athletic lockers are to be secured by a combination lock purchased from their coach. The use of any other locking device is prohibited.

Valuable items should never be left in any locker. The school is not responsible for lost or missing valuables.

Lockers are the property of Notre Dame High School and are liable for inspection at any time.

Students are not allowed access to athletic lockers during the school day and are not to be in the locker room area at any time without supervision. **There are shelving units available for students to leave sports equipment and clothing during the school day. Valuables should not be left in this space.**

Elevator Usage

Students are only allowed to use the elevator for medical reasons. These students will need to see the school nurse for permission and a special medical pass.

Safety

Notre Dame High School has a safety and crisis intervention plan outlining procedures for various situations that might put the school or a member of our community at-risk. Students and faculty are made aware of these procedures and practice safety drills.

All visitors must be buzzed in, report to the main office, and identify themselves with a picture ID during school hours. Visitors will also be required to sign in/out and be given a lanyard to identify themselves as a visitor.

Additional security procedures are in place through the use of 24-hour filming by both internal and external cameras. Notre Dame High School attempts to create a safe learning environment and does not allow weapons of any kind on our property except for members of law enforcement.

ATTENDANCE

Calendar

A school calendar is posted online indicating all school days, school holidays, recess, and early dismissal as well as all major events and regular meetings. Extended vacations or other outside school appointments that require absences from regular instruction are strongly discouraged. If absences are anticipated, students and parents must contact, in writing at least one week in advance, the Vice President for Student Success to receive written authorization and instructions. Students are responsible for all missed class work and related assignments. Teachers are not required to give extra help for extended vacations. **Please be aware that Notre Dame will continue to follow the guidance of the Connecticut Department of Health and any Executive Order issued by the Governor in regards to traveling out of state.**

School Absence

When a student is absent from school, his parents must fill out the Student Absence Form by 10:00am. This form is located on the Notre Dame website on the [ND Family page](#). Please do NOT call the main office to report an absence.

Notre Dame will continue to follow CDC and State of Connecticut guidance regarding quarantining due to Covid 19.

Attendance is recorded by class, and, therefore, students must be very conscious of the number of days they are absent from school. There is often a misunderstanding that certain days are considered "excused" and others are "not excused." The only excused days are those that involve missing school when students are on a school sponsored trip (retreat day, class trip), when there is a death in their immediate family, or when they are under a doctor's care for an extended illness. It is recommended that family vacations and personal days be taken or scheduled around the school's days off and school vacations. Parents can track absences and lates by class through PowerSchool. Parents must communicate absences with the school in order for students to return to classes upon their return.

Classroom attendance is an integral part of the student's course of study and is a requirement for earning course credit. A student might lose credit for courses when his cumulative absence record exceeds seven classes per semester.

The Vice President for Student Success will review the information pertaining to the student's absences. The following are the possible outcomes:

1. The student will be allowed to remain in the class under conditions outlined by the Vice President for Student Success.
2. The student will be required to make up hours. Hours would range from a minimum of five to a maximum of ten to complete course requirements.
3. The student will receive an "F" for the class and not receive credit toward graduation.

When a student returns to school after an absence, he must have a written note explaining reasons for absence. A student who has been absent for 3 consecutive days must return to school with a note from a doctor that will be kept in his file.

Absence from school or class without permission is serious, considered truancy, and may lead to serious disciplinary action. Unexcused absences could result in loss of credit for missed assignments or tests.

Unusual circumstances surrounding absences should be made known to the V.P. for Student Success. Student absence from class for purposes of family travel or vacation results in a loss of valuable instructional time. If circumstances demand that students accompany their parents/guardians on travel or vacation during the school year, disciplinary action will not be taken. However, the number of school days missed as a result of family travel or vacation will be counted toward the total number of class absences for the semester in determining course credit. Parents should carefully consider the negative effects that absence from school may have on their son's total educational progress. It is the student's responsibility to make arrangements with teachers regarding the loss of instruction time and make-up work.

To participate in after school activities, including athletics, a student late for school must arrive by 10:00 am. A student leaving early cannot leave until 12:00 pm if he wishes to participate in after school activities, including athletics. A student may not be allowed to participate in after school activities if he habitually arrives late to school.

Absence from school excludes a student from participation in any co-curricular activity or attendance at a co-curricular activity on the day(s) of absence.

Early Dismissal

When a student is leaving early from school, his parents must fill out the Student Early Dismissal Form by the start of the school day. This form is located on the Notre Dame website on the [ND Family page](#). Please do NOT call the main office to request an early dismissal. The person that will pick the student up must come into the main office with a picture ID and sign out the student.

Lateness for School and Class

Almost always, being late for school or lateness for class is unexcused, and a detention will be issued. A student who arrives after the first period begins must receive a late pass from the Attendance Office, and will normally be issued a late detention upon the third late arrival. The legitimacy of written excuses will be determined by the Vice President for Student Success.

Students should make every effort to get to class on time. If a teacher detains a student after class, the student should receive a note from that teacher to bring to his next class.

School Closings and Weather Emergencies

COVID and Heat Related Closings

In the event of a heat advisory or a COVID related concern necessitating the closure of the school building and a move to remote learning for that day, Notre Dame will utilize the Alerts Management System and also send home an email communication. It is imperative that all students and families verify that their contact information is correct. Please email Ms. Schulken at cschulken@notredamehs.com if there are any changes to your contact information.

In the event of weather related school closings, TV Stations WFSB-3, WVIT-30 and WTNH-8 will carry news for Notre Dame High School as soon as the decision is made. Parents and students who register through PowerSchool will receive a call, text, and/or email through Alert Solutions.

School Sponsored Field Trips

Administrative approval must be received in advance for all school sponsored field trips. Parental permission in writing is also required. Field trips are an extension of the school day and all school rules apply. The administration reserves the right to revoke field trip privileges for any student not in good academic standing or behavioral standing. School work due on the day of the field trip must be submitted prior to the field trip.

STUDENT LIFE

Student I.D.

Each student will receive a picture identification card. It is expected that this student identification be carried by students at all times while at Notre Dame or at Notre Dame sponsored functions.

Appearance Code

All students are expected to comply with the Appearance Code beginning the first full day of classes. The Appearance Code helps a student maintain a sense of respect for himself as well as for the school community. Students should plan to purchase new clothing during their four years to ensure a proper fit. Students' appearance should be **neat and clean**.

- Green or White Polo shirt with the Notre Dame logo or any collared, full button-down Oxford-style dress-shirt with collar
- Any solid color dress pants, Dockers, or chinos
- Pants should not be ripped as a matter of style
- Pants must not in any way resemble cargo pants, have elastic cuffs, and cannot have more than 4 pockets (2 in front and 2 in back)
- Belt and socks
- Casual/dress shoe or athletic sneakers
- Flip-flops or crocs are not permitted
- (optional) Notre Dame grey fleece with the ND logo or the Sport-Tek Sport-Wick Stretch 1/2-Zip Pullover with the ND logo *A Green or White Polo shirt with the Notre Dame logo or any collared, full button-down Oxford-style dress-shirt with collar must be worn underneath
- Seniors may wear the provided senior sweatshirt. If they wish to take the sweatshirt off during the school day, an ND polo should be worn underneath. Hoods may not be pulled up at any time during the school day; failure to comply will result in the sweatshirt being confiscated by the Vice President for Student Success.

Summer Appearance Code

First day of school to September 30th and May 1st to the end of the school year students may choose to wear any solid color dress or cargo shorts - no athletic or denim shorts- in place of pants.

Masks

Notre Dame will follow the guidance and Executive Orders made by the Governor and the State of Connecticut Department of Health regarding the wearing of masks indoors and outdoors. This policy may be updated throughout the year at their discretion and the discretion of the Administration.

Additional Policies

- Hats are not to be worn or carried during the school day.
- Hair must be of a reasonable length and must be neat.
- No unconventional hairstyles are permitted, such as lines/designs in the hair or mohawks.
- The administration will define terms such as “neat” on an individual basis.
- No headbands are allowed.
- All students with facial hair must keep it well-groomed, at the discretion of the Administration.

The administration reserves the right to hold students out of class or be sent home for flagrant or repeated violations of the dress code. All students are expected to comply with the Appearance Code beginning the first full day of classes.

Athletic Dress Policy During the School Day

Members of varsity athletic teams may wear designated team clothing once given permission by the Vice President for Student Success. The team captains will designate the apparel and ALL team members can wear the same shirt design after it is cleared with the Vice President for Student Success. Violation of this policy may result in the loss of this privilege. Freshman athletes do not have permission to wear athletic gear at any time unless they are a member of a varsity team.

Photography/Quotations/Digital Recordings

Photos and quotations from students may be taken for use in school publications or for distribution to local press. The purpose of the photo/quote would be to recognize students for honors and awards or highlight Notre Dame High School. It is understood that Notre Dame may transfer, use, or cause to use these photos/quotes in school brochures, newsletters, advertising, posters, displays, slide shows, videotapes, commercials, catalogs, our website, and like publications or literature without limitations or reservations. Classes may be recorded for the purpose of teacher evaluation or students receiving their education at home. Parents authorize and give full consent to Notre Dame High School to publish, record or quote their child unless a signed letter is on file with the President that states a student cannot be photographed or quoted.

Backpacks

Students are not allowed to carry backpacks for the 2021-2022 school year. They must be left in the locker during the school day.

Fire Drills

Students follow emergency exit directions posted in each room. The school must be exited in a quiet and orderly fashion.

School Emergency/Evacuation

Should a school-wide emergency occur, students will be directed to the University of New Haven or nearest safe haven. If necessary, pick-up and bus service would be from that location. Parents would be informed of this via email, ND's website, Alert Solutions or the media.

Behavior and our Notre Dame Code

A Notre Dame High School student is expected to conduct himself within the classroom in a manner that allows each student to receive the benefits of classroom instruction. It is to be understood that a student is responsible for his personal actions and decisions.

Classroom teachers will be given discretion to handle disciplinary issues that arise within their classroom. Any student that is continually not observing their commitment to the Handbook and the Notre Dame Code is subject to a behavioral referral to the Vice President of Student Success. Further disciplinary action may be taken at that time.

At any school function or any activity in which a student participates as a Notre Dame student, the student will be subject to school regulations. It is important to note that negative behavior, whether inside or outside the school which is detrimental to the reputation of the school can result in the student being disciplined. These actions may result in the student being asked to withdraw or being dismissed from Notre Dame High School.

Behavioral Detention is a consequence of student behavior that is disorderly, that causes inconvenience, annoyance, alarm, that is reckless and creates risk. In essence, detention is the penalty for not observing a student's commitment to the Handbook and and Code of Living at Notre Dame.

Verbal notice of assigned detention is ordinarily given to the student at the time of the incident. Teachers will verbally inform student of the infraction and will electronically send the infraction to the Vice President for Student Success and the student.

Notre Dame students are responsible for their actions off-campus and during non-school hours and could be subject to disciplinary action for various violations.

Any Notre Dame student who is arrested for any reason should report this to the Vice President for Student Success. Notre Dame will take the appropriate action based on each individual incident. Not reporting an arrest could put the student in further jeopardy.

A student may be required to appear before the Disciplinary Board and might be placed on Disciplinary Probation for any accumulation of detentions, absences, serious offense, or a pattern of behavior. He will be required to meet with his School Counselor regularly if he is placed on Disciplinary Probation.

The following behaviors are prohibited and subject to Administrative Disciplinary Review

- Gambling is prohibited in the school building.
- Hazing or initiations are absolutely prohibited. Hazing includes any activity expected of someone that humiliates, degrades, abuses or endangers a person's physical or emotional health for the purpose of initiation or membership in or affiliation with any organization, regardless of the person's willingness to participate.
- Physical violence is prohibited. It is a serious matter and is a reason for immediate suspension of a student. Physical violence can also be a reason for dismissal. Any threat of physical violence toward another student or faculty member will be treated as a serious matter resulting in suspension and/or dismissal.
- Harassment/bullying of any kind is contrary to the Notre Dame Code and will not be tolerated. This includes physical, sexual, verbal, written or electronic harassment toward a student or staff member. This would include formulating objectionable websites and slandering faculty, staff, the school, or students through websites, social networks, and chat rooms. Harassment and bullying are serious matters and could lead to suspension and eventual dismissal. When harassment/bullying is identified, the following will take place:
 1. The Vice President for Student Success will investigate the claim
 2. All parents of students involved will be notified
 3. Disciplinary action will be determined based on each individual case

- Recording or taking pictures in school are prohibited unless a student has explicit permission from a faculty member. Failure to abide by these rules will result in disciplinary action.
- Weapons of any kind and description designated by the Vice President for Student Success as weapons are prohibited. Possession of a weapon will result in an immediate suspension. Although it is impossible to list every weapon, Swiss Army Knives, Boy Scout knives and cutting implements used for work are considered weapons.
- The possession of and/or trafficking of a controlled substance is prohibited and reason for dismissal. A student arriving at school or school events under the influence of a controlled substance is subject to dismissal.
- Use of any tobacco product or electronic cigarettes on the Notre Dame campus is prohibited. The limits of the campus are determined by the administration.
- Theft of the property of another is a reason for dismissal. The sale of goods and the exchange of money is prohibited.

Students responsible for defacing the building, and/or breaking school property for any reason must pay the full cost of the replacement, plus labor charges assessed.

A student may be required to appear before the **Disciplinary Board** and might be placed on **Disciplinary Probation** for any accumulation of detentions, absences, serious offense, or a pattern of behavior. He will be required to meet with his School Counselor regularly if he is placed on **Disciplinary Probation**.

Disciplinary Board Hearing

The Disciplinary Board members consist of faculty and the student's Teacher Advisor. The format of the meeting is as follows:

- Vice President for Student Success presents all relevant information pertaining to the incident and the student's academic and behavioral history
- The student has an opportunity to share his perspective
- Discipline Board members are given the opportunity to ask questions
- The parents/guardians are given an opportunity to comment

After the proceedings the family is sent home. The teachers on the Disciplinary Board deliberate and render a decision with appropriate consequences. The parents/guardians will be notified of the decision. They may appeal the decision of the Board with the Vice President for Student Success and the Vice President for Academic Affairs.

Discipline Probation is very serious, and may result in dismissal of a student. A student's behavior at times may be serious enough to warrant suspension from classes either in school or at home, depending on the offense. When a student is suspended, he may make up his class work; however, he may not attend any school activity, including participation in athletics. A student on disciplinary probation may not hold office in any club, honor society or sport eg... captain. Students who are on disciplinary probation requesting to attend a Notre Dame or any other school sanctioned event will be approved by the Vice President for Student Success.

The Administration of Notre Dame High School, at its discretion, may begin a conversation with parents and students to determine if continuation as a student at Notre Dame is best for a particular student and/or the school community. These conversations are the beginning of a dismissal process that may or may not result in the voluntary or involuntary release of a student.

TUITION POLICIES

Notre Dame offers several tuition payment plans for families to plan financially for their tuition expenses. We have partnered with Smart Tuition to offer these plans. You may choose to receive a monthly invoice or set up recurring automatic payments from your bank account or credit card (Visa, MasterCard, Discover, and American Express).

SENIOR GRADUATION FEE: In addition to tuition, each senior will be assessed a graduation fee. This fee covers the cost of the yearbook, cap and gown and three tickets to the graduation dinner. This fee is included in the senior year tuition.

FINANCIAL AID: Financial Aid is available to qualifying students in the form of partial scholarships from endowed and donated funds. Any Notre Dame student (including incoming freshmen) may apply in October for the following year. Families are required to apply annually for financial aid. Families that are delinquent in their tuition payments for the current year are not considered eligible for financial aid awards. Scholarships are based on financial need, academic achievement, a good disciplinary record and special family circumstances. Notification of financial aid – scholarship awards are sent to incoming freshmen with their acceptance letters. Upperclassmen will be notified prior to registration.

INDIVIDUALIZED PAYMENT SCHEDULE: Extraordinary circumstances related to tuition payments must be discussed with the Business Office PRIOR to the due dates for payments. Please contact the Business Office, 203-937-3217, in order to make an appointment to discuss payment arrangements. Any individualized arrangements must be put in writing and signed off by both the Business Manager and Parent/Guardian and will be kept on file in the Business Office. This document will serve as a basis for any decision/discussions regarding tuition policies.

STUDENT WITHDRAWAL: A student who withdraws after June 30, 2021 is liable for sixty five (65%) of the full year's tuition. There is no tuition refund if the withdrawal occurs after October 16, 2021. Students that withdraw from Notre Dame High School must pay all balances due Notre Dame High School at the time of the withdrawal. Under no circumstances will Notre Dame High School provide transcripts or records for a student withdrawing from Notre Dame High School until all payments or amounts due Notre Dame High School are paid in full.

HARDSHIP: Returning students with remaining balances from the prior year will not be allowed to return to classes. During the beginning of August of each year student accounts are reviewed. If the account is not compliant with the payment program selected, the student will not be able to participate in any extracurricular activities and if the account is not current by September 5th, the student will be asked to withdraw. Persons experiencing hardship should contact the Business Office prior to the August review.

Seniors, in addition to complying with the above statement, must have all financial obligations paid in full by the end of February. If the obligations are not met, the student will not be allowed to take final exams, participate in prom, or other graduation activities, including commencement ceremonies. Notre Dame will not provide colleges, universities or other institutions transcripts or academic records for any student for which the financial obligations have not been met.

APPENDICES

A. SERVICE: CAMPUS MINISTRY

Campus Ministry at Notre Dame High School exists to support the spiritual growth and moral development of our school community. By educating the mind and heart, we seek to cultivate the faith lives of our constituents through transformative and meaningful encounters with each other. We strive to make God known, loved, and served through direct service to those who are in need and deepening one's relationship with Christ through prayer, worship and retreat experiences.

SERVICE OUTREACH

Holy Cross Texas Pilgrimage

The word "pilgrimage" truly sums up the purpose of this journey. On this one week experiential learning (NDXL) trip, students travel to the Lone Star State to meet Holy Cross family members in San Antonio and Austin, Texas with the purpose of learning and ministering beside them to serve our immigrant brothers and sisters seeking safety and compassion. Our hope is to expand our horizons of understanding while growing in faith and understanding of our Holy cross Mission to make God known, loved and served.

Appalachia

Notre Dame High School works with Christian Appalachian Project in our shared mission of building hope, transforming lives, and sharing Christ's love through service in Appalachia KY.

Our Appalachian/ CAP service outreach program is available to all students, faculty and alumni who wish to live out our Holy Cross Mission through service to some of our nation's most vulnerable.

This week long Summer mission service trip involves hands-on building and remodeling homes as a team united in prayer and in service to others.

CROSS AND ANCHOR CLUBS

While all of Notre Dame's clubs and organizations reflect the mission of our school, Cross and Anchor clubs pay particular attention to the spiritual life of our students through service, prayer and fellowship. Their missions are rooted in the traditions of the Congregation of Holy Cross who "make God known, loved and served" and who founded our school in 1946. Their motto, said by our students at club meetings is Ave Crux, Spes Unica -Hail the Cross, our only hope.

Saint Bro Andre Committee

The St. Br. Andre committee is a committee of students that helps organize prayer and liturgy at Notre Dame. The committee meets regularly and advises and organizes all aspects of spiritual life for our students and community.

CSMC

The Christian Student Mission Club's mission is to bring hope to everyone we encounter through a variety of community service activities. A tremendous emphasis is placed on service and the impact our community can make by sacrificing time, talents and treasure. ND students identify, plan, and participate in dozens of enriching service opportunities in our local communities, as well as fundraisers and projects that impact citizens in developing countries around the world.

Interact

The Interact Club is a non-denominational organization linked with the Rotary Clubs of Orange and West Haven. Our mission is synonymous with Notre Dame's mission: to provide service opportunities for our students in the communities surrounding our school. Although Rotary Clubs International is unaffiliated with any religious organization, we have adopted the Interact Club as another important service outreach program for ND students.

Knights Errant and Laudato Si

Nature can help us to cope with what is troubling us. The fresh air, the quiet, the stillness of water can settle even the most anxious mind. These clubs offer students the opportunity to get in touch with the natural world around them. It is accomplished through monthly hikes on local trails, and an increased awareness of stewardship and our responsibilities to God's creation.

WORSHIP

Bro Andre Bessette Chapel

School Prayer-Student lead prayer daily with the entire school daily. There is a prayer service in the St. Br. Andre Chapel each morning before our school day begins. The intentions of the book of intentions are remembered in the prayers as well as all the intentions of the ND community. Classes can organize prayer services for their specific classes and this is done several times throughout the year. The Chapel is opened throughout the day for private prayer and reflection and is a sacred space for students to build their personal relationship with God and increase their own individual spirituality.

School liturgies are on all Roman Catholic Holy Days of Obligation and other important feasts of the Congregation of Holy Cross. The entire school participates in the liturgies and they involve students in all parts of the mass.

Prayer Services for Advent, Lent, and other Holidays are also organized for the entire school by Campus Ministry and the St. Br. Andre Committee.

The Sacrament of Reconciliation is Celebrated in the School during Lent with a Reconciliation Service and several local priests that celebrate the sacrament with our students.

Interfaith Space

Embracing religious diversity on campus means accommodating the spiritual needs of all of our students. Our Interfaith space brings together religiously diverse students and values the spiritual practices of our student population. The space can create an opportunity for students who do not identify with a particular tradition to find opportunities to gather and reflect. Opportunities for dialogue with Catholic priests and community religious leaders not of the Catholic tradition are available.

RETREAT

Spes Unica! Retreat

The Spes Unica retreat offers all students the opportunity to step out of their daily routines in order to spend focused time in prayer and reflection with Our Lord. This weekend long retreat is offered twice yearly, Fall and Spring. The retreat allows each student to experience the ND brotherhood and prayer in Holy Cross. Students will also learn more about the Holy Cross mission and charism entrusted to them.

BRO Brother Reaching Others

Brothers Reaching Others (BRO) is a student-led group that exists to provide students with a mini-retreat experience once a month. Students enjoy an evening of fellowship, reflection, pizza and prayer. BRO strives to nurture healthy relationships through guided fellowship and guided reflection on the connection our faith has to our everyday life. A true BRO experience occurs when a student leaves feeling that their mind has been informed and their heart further cultivated through faith.

FR. JAMES DUJARIE PEER COUNSELING PROGRAM

This program involves selected seniors who go through an intense training process which begins in the summer and continues into their senior year. The focus of the training and the program is to enable and encourage our students to lead by serving—living the Christian ideal as a way of life.

Peer Counselors at Notre Dame serve in a variety of ways throughout the school year, including Freshmen Orientation and in the Retreat Programs.

Many members of the senior class apply for this program but because of its special training requirements, not all those who apply are accepted. The application process usually takes place before courses are selected for senior year (February/March).

SERVICE PROGRAM

The Notre Dame High School Community lives the Gospel call to serve through the vision of the founder of the Congregation of Holy Cross, Blessed Basil Anthony Moreau. Moreau's vision is summed up in these words regarding our students:

We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart.

-Bl. Basil Moreau C.S.C, Circular Letter 36, 1849

Therefore, the student, being educated in the tradition of the Congregation of Holy Cross, will find the challenge to growth directed toward both his mind and his heart. Christian service is then an integral and necessary part of a Notre Dame education in the Holy Cross tradition.

The Service Program at Notre Dame High School was conceived in an effort to respond to the recent challenges of the global pandemic and our response as people of hope. More importantly, it serves to fulfill our mandate as Holy Cross people of faith to have the competence to see and courage to act.

The mission is not simple, for the impoverishments we would relieve are not simple. There are networks of privilege, prejudice and power so commonplace that often neither oppressors nor victims are aware of them. We must be aware and also understanding by reason of fellowship with the impoverished and by reason of patient learning. For the kingdom to come in this world, disciples must have the competence to see and the courage to act. *-Holy Cross Constitutions*

The Competence to See and Courage to Act

The service program is designed around six key components; Research, Inquiry, Engagement and Resilience, Creativity, Documentation, and Reflection. Each of these components can be found in detail on the Service Ministry Google Classroom Page. **Code: 2az5y3e** A list of steps, student guide, and other resources are available here.

The Competence to See and Courage to Act

The service program is designed around six key components; Research, Inquiry, Engagement and Resilience, Creativity, Documentation, and Reflection. Each of these components can be found in detail on the Service Ministry Google Classroom Page. Code: 2az5y3e A list of steps, student guide, and other resources are available here.

Teacher guidance, progress, and reflection will all be an important part of our teacher advisory program throughout the academic year.

Freshmen

Members of the Class of 2025 will complete their service projects within their Teacher Advisory Class. TA Teachers and Senior Peer Counselors will guide the TA group to design their projects in September, and carry out their service projects throughout the school year.

Sophomores and Juniors

Members of the Classes of 2024 and 2023 will complete their service requirements individually. Students may also work collaboratively in small groups if they choose to. Students may choose to begin their service projects during the summer months, or begin them at the onset of the new school year. Each step will have an assigned due date throughout the first semester. Steps 1-3 will be due during Quarter 1, Steps 4-6 will be due during Quarter 2. All service requirements will be due by the end of the first semester.

Seniors

Members of the class of 2022 Senior service will be completed through the Social Studies Department. This will include a service requirement of volunteer work for a political campaign. The candidate will be of the student's choice.

Students will also complete a Faithful Citizenship Project connecting the political campaign to the Church's teachings. As a Holy Cross community, we are called to inspire each other to ask the tough questions and more importantly take action.

1. Why did you choose this area of interest (Step 1 Research & Step 2 Inquiry)
2. Why did you choose this organization (Step 1 Research & Step 2 Inquiry)
3. What did you do? (Step 3 Engagement, Step 4 Create, Step 5 Documentation)
4. How did this make you more caring?
5. How has this challenged you, or changed your perspective?
6. How did you achieve the competence to see and what gave you the courage to act?

B. TRANSCRIPT

Weighted Overall Average Scale of Point Values

The Notre Dame transcript includes all final grades, credit granted, attendance records, the overall average, and the weighted overall average. The overall average is the cumulative average of all his courses taken on a 100-point scale. The overall weighted average is based on a 4.0 scale and the level of difficulty factored in for all courses Level 4 through Level I. A course designated as belonging to the (*) category, although important to the curriculum, will not be included in the weighted overall average.

The scale of point values which has been established for grades received in courses at the various levels are as follows:

Grade	Level 4	Level 3	Level 2	Level 1
99	5.000	4.500	4.250	4.000
98	4.925	4.425	4.175	3.925
97	4.850	4.350	4.100	3.850
96	4.775	4.275	4.025	3.775
95	4.700	4.200	3.950	3.700
94	4.625	4.125	3.875	3.625
93	4.550	4.050	3.800	3.550
92	4.475	3.975	3.725	3.475
91	4.400	3.900	3.650	3.400
90	4.325	3.825	3.575	3.325
89	4.250	3.750	3.500	3.250
88	4.175	3.675	3.425	3.175
87	4.100	3.600	3.350	3.100
86	4.025	3.525	3.275	3.025
85	3.950	3.450	3.200	2.950
84	3.875	3.375	3.125	2.875
83	3.800	3.300	3.050	2.800
82	3.725	3.225	2.975	2.725
81	3.650	3.150	2.900	2.650
80	3.575	3.075	2.825	2.575
79	3.500	3.000	2.750	2.500
78	3.425	2.925	2.675	2.425
77	3.350	2.850	2.600	2.350
76	3.275	2.775	2.525	2.275
75	3.200	2.700	2.450	2.200
74	3.125	2.625	2.375	2.125
73	3.050	2.550	2.300	2.050
72	2.975	2.475	2.225	1.975
71	2.900	2.400	2.150	1.900
70	2.825	2.325	2.075	1.825
69	2.750	2.250	2.000	1.750
68	2.675	2.175	1.925	1.675
67	2.600	2.100	1.850	1.600
66	2.525	2.025	1.775	1.525
65	2.450	1.950	1.700	1.450
Below 65	0	0	0	0

Only Level 4 through Level I courses will be included in the weighted overall average.

C. NATIONAL HONOR SOCIETY

I. SELECTION

- A. Eligible students are invited to apply for membership in the National Honor Society. Membership will be granted only to those students selected by the Faculty Committee. Selection for membership is based on outstanding scholarship, demonstrated character, leadership, and service.
- B. Once they have been selected, members of the NHS have the responsibility to continue to demonstrate the above mentioned four qualities.

II. SELECTION PROCEDURE

A. Scholastic Procedure

1. **Seniors:** a senior must have a cumulative average of 88 percent for the freshman, sophomore, and junior years and for the first semester of the senior year while carrying at least six courses at all times. If their cumulative average for freshman, sophomore, junior, and senior years has not dropped below 88 percent, and they continue to meet the remaining criteria, they will receive their permanent membership at the annual Honors Convocation in May.
2. **Juniors:** Juniors will be inducted into the Notre Dame Chapter of the National Honor Society at a ceremony in February. Students eligible for induction must have a cumulative average of 88 percent for their freshman and sophomore years and the first semester of their junior year, with **NO** 1, 2, or * level final grade below 72% and/or no level 3 or 4 final grade below 70% while carrying at least four courses at all times. Students who meet the scholarship requirements will then be evaluated on their service, character, leadership, extracurricular activities, and the degree of difficulty of their academic courses. Juniors inducted into the National Honor Society will be reevaluated at the end of junior year. If a junior's cumulative average for freshman, sophomore, and junior years drops below 88%, or any final grade junior year is below 78% and/or no level 3 or 4 grade below 75%, he will be automatically dismissed from the society and cannot be reinstated. Additionally, all juniors must continue to meet the remaining criteria to maintain membership.

Students not selected or eligible for induction as juniors but who meet all National Honor Society requirements at the end of junior year will be eligible for induction in January of their senior year.

B. Demonstrated Criteria

Character, Leadership, Service - Those students who are scholastically eligible must complete the Student Activity Information Form. This form will be distributed by the moderator of the NHS.

C. The Faculty Council

After the Faculty Council reviews the Student Activity Information Forms, they will select those students who will be honored with induction into the National Honor Society.

D. Appeals

Any appeals regarding selection or eligibility will be heard by the Faculty Council.

E. Removal from National Honor Society

Any member of the National Honor Society who fails to abide by the bylaws of the National Honor Society may be removed from the National Honor Society.

Copies of the selection procedure are available upon request.

D. POLICY ON THE EDUCATION OF STUDENTS DIAGNOSED WITH SPECIAL HEALTH CARE NEEDS

Notre Dame High School is committed to ensuring that no one regardless of position, status, race, creed or gender is to be denied those basic rights to which they are entitled under God and civil law. The School recognizes its responsibility to provide a safe working environment for its employees, students and for those with special medical conditions.

In order for students with special health care needs to access education, the following is required:

- Assessment and monitoring of the health status of the student
- Determining the ability of each student to manage his needs
- Safe professional practices and consistency
- Services, program modifications, or accommodations may be made on individual needs
- Instructional programs that strike a balance between education, health, growth and development, social normalcy, and safety needs
- Education of school personnel
- Interventions and individual health care plans for students with special health care needs based on medically accurate information, evidence based practices, and Notre Dame's ability to address the special health care needs

Categories (with examples) of students with special health care needs are (list is not inclusive):

- Chronic Disease: asthma, cancer, cystic fibrosis, diabetes, food or environmental allergies, sickle cell anemia, Crohn's Disease
- Chronic Infectious Disease: hepatitis B infection, HPV infection, mononucleosis, HIV/AIDS
- Psychological Conditions: mental health disorders, attention deficit disorders
- Acquired Disability: traumatic brain injury
- Acute Illness: infections, pneumonia
- Temporary Conditions: fractures, surgery

E. POLICY FOR STUDENT USERS, POSSESSORS AND SELLERS OF A DRUG SUBSTANCE OR ALCOHOL ON SCHOOL PROPERTY, IN SCHOOL VEHICLES AND AT RELATED/SPONSORED FUNCTIONS

The use of drugs, alcohol and other chemicals among young people has become a major problem in our society. The use and availability of these substances on school campuses interferes with the educational process and negatively affects the entire school community. Consequently, Notre Dame High School has adopted and implements this policy. The goals of the policy are the following: intended to help eradicate the influence of such substances within the school environment, to act as a deterrent, to hold students accountable, to offer support to families, and to protect all of our students.

This Drug/Alcohol Abuse Policy applies:

- Before, during and after school hours
- To all students who are in school and/or on any school premises or property
- To students off school property at any school-sponsored or school-approved activity, event or function, or at any time when students are subject to the authority of school personnel
- To students in any school-owned or school-approved vehicle used to transport students to and from school activities
- To students whose conduct at any time, or anywhere obstructs the mission, philosophy or objectives of Notre Dame High School, or jeopardizes the safety or welfare of students or employees

Note: This policy does not apply to the legal possession and use of prescription medication.

It is against school policy for any student:

- To possess, use, transfer, or sale of alcoholic beverages or controlled substances. This also pertains to the use and/or buying and selling of "look-a-like" drugs
- To be present at gatherings where students use the above substances
- To possess, use or transmit drug paraphernalia or counterfeit drugs
- To possess, use, transmit or be under the influence of any other chemicals or products with the intention of causing a state of exhilaration or euphoria or otherwise altering the student's mood or behavior

Any student engaging in the prohibited activities will be subject to immediate suspension. After the suspension, the following will occur:

If the student is found to be transferring or selling any type of alcoholic beverages or controlled substances, a Board of Discipline will be held. The sale, distribution or transmission of alcohol or other drugs could be grounds for immediate expulsion. The Board of Discipline will make recommendations of a disciplinary course of action to the Administration. The Administration will contact the parents with disciplinary consequences.

If a student is found to be in possession or under the influence of any other chemicals or products with the intention of causing a state of exhilaration or euphoria or otherwise altering the student's mood or behavior a formal interview takes place between the Vice President for Student Success and the student's parent or guardian. In that interview, the student will be considered for re-entrance into the school community based upon the following conditions:

1. A contract will be signed by both the student and the parent or guardian, in which the student agrees to remain drug/alcohol-free.
2. The student and family agree to a drug and alcohol assessment provided at a State-approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations. The evaluation will be at the expense of the parents/guardian.
3. The student follows all recommendations made by the alcohol/drug counselor.
4. The student and parent or guardian provide appropriate documentation regarding successful completion of requirements through a signed release of information forms with each counselor/program.
5. Other disciplinary consequences may result from an administrative review of the student's overall behavior.

Refusal to meet these conditions will result in the student withdrawing immediately from Notre Dame High School. Any student engaging in the prohibited activities while under contract to remain drug/alcohol-free will be suspended immediately and referred to the Board of Discipline which will make a recommendation(s) to the Vice President of Student Success and the Vice President of Academics on a course of action.

Whenever deemed appropriate, the Vice President for Student Success will notify the proper legal authorities.

In addition, a student-athlete who violates this policy is subject to suspension from public performances (scrimmages and games) in the present or next athletic season in which he participates.

F. EDUCATION RECORDS

DEFINITIONS

For the purpose of these policies and procedures for education records, Notre Dame High School has used the following definitions of terms:

Disclosure: To permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in those records, to any party, by any means, including oral, written or electronic means.

Education Records: Any information recorded in any way (e.g. handwriting, print, tape, film, microfilm and microfiche) that is (1) directly related to a student and (2) maintained by Notre Dame High School **except:** Personal records that are kept in the sole possession of the school staff member who made them and that are not accessible to or revealed to any other person except the staff member's temporary substitute; alumni records that contain information about a student after he is no longer in attendance at Notre Dame High School. These records do not relate to the person as a student.

Eligible Student: A student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.

Extra-Confidential Records: Education records to which access by school officials and by other parties identified in Section 99.31 of the FERPA regulations should be strictly limited by the need to know. The extra-confidential records maintained by Notre Dame High School include psychiatric evaluations, family assessments, and child abuse reports.

Parent: A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or a guardian.

Party: An individual, agency, institution or organization.

Personally Identifiable Information: Information that includes, but is not limited to: the student's name, the name of the student's parent or other family members, the address of the student or student's family; a personal identifier, such as the student's social security number or the student's school identification number; a list of personal characteristics that would make the student's identity easily traceable, and other information that would make the student's identity easily traceable.

Student: Any person who attends or has attended Notre Dame High School.

Parents and eligible students are notified annually by Notre Dame High School of the rights accorded to them by the Family Educational Rights and Privacy Act (FERPA) of 1974. Eligible students and parents of high school students are notified annually of their FERPA rights by the publication of these rights in the high school's student handbook.

The annual notification of rights informs eligible students and parents that they have a right to:

- (1) Inspect and review the student's education records;
- (2) Request the amendment of the student's education records to ensure that the records are not inaccurate, misleading or otherwise in violation of the student's privacy rights or other rights;
- (3) Consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA regulations authorize disclosure without consent;
- (4) File with the United States Department of Education a complaint concerning alleged failures by Notre Dame High School to comply with FERPA regulations; and
- (5) Obtain a copy of Notre Dame High School policies for student education records. Copies of these policies are located in the office of the President.

Requests by parents and eligible students to inspect and review the student's education records will be accommodated within 45 calendar days after the receipt of such requests. As required by Section 10-76d-18(b)(1) of the Regulations of Connecticut State Agencies, requests by parents of students requiring special education and related services will be accommodated within ten school days of the receipt of such requests, within three school days of the receipt of such requests if the requests are made in order to prepare for a meeting regarding an individualized education program or within three calendar days of such a request if the request is made in order to prepare for a meeting related to any due process proceeding.

When a record contains information about students other than the eligible student or parent's child, the eligible student or parent will not be allowed to inspect or review the portion of the record that pertains to other students.

Notre Dame High School does not provide to an eligible student or parent the student's original education records. Copies of the official records must be mailed directly to the school or agency requesting the educational records. An exception to this policy is made, however, for the parents of students requiring special education and related services. As required by Section 1076(d)-18(b)(2) of the Regulations of Connecticut State Agencies, one free copy of the student's education records will be provided, within five school days of written request, to the parents of students requiring special education and related services.

The fee for copies of the student education records is \$3.00 per page. As required by Section 1076(d)-18(b)(2) of the Regulations of Connecticut State Agencies, one free copy of the student's education records will be provided, within five school days of a written request, to the parents of students requiring special education and related services. After one free copy is provided by the school to the parents of students requiring special education and related services, the standard fee per page will be charged for any additional copies of the student's education records.

DISCLOSURE OF EDUCATION RECORDS

Notre Dame High School will disclose personally identifiable information from a student's education records only with the written consent of the parent or eligible student except:

1. To school officials who have legitimate educational interest in the records:
 - a. A *school official* is: a person employed by or under contract to the school to perform a special task (e.g., attorney, auditor or medical consultant).
 - b. A *school official* has a *legitimate educational interest* if the official is:
 - Performing a task or responsibility that is specified in his or her job description, position description or contract agreement.
 - Performing a task related to a student's education.
 - Performing a task related to the discipline of a student.
 - Providing a service or benefit to the student and/or the student's family including, but not limited to, healthcare, parent effectiveness training, and homebound instruction.
2. To officials of another school, school system or institution of post-secondary education in which the student seeks or intends to enroll;
3. To authorized officials of the U.S. Department of Education, the Comptroller General of the United States and state and local educational authorities, provided the disclosure of the information pertains to state-supported or federally-supported education programs and meets the requirements of Section 99.35(b)(1) and 99.35(b)(2) of the Family Educational Rights and Privacy Act of 1974.
4. To state and local authorities or officials, if a state statute adopted before November 19, 1974, specifically requires disclosures to those authorities and officials;
5. To accrediting organizations to carry out their accrediting functions;
6. To parents of an eligible student who claim the student as a dependent for income tax purposes, as defined in section 152 of the Internal Revenue Code of 1954;
7. To comply with a judicial order or lawfully issued subpoena; and
8. To appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

RECORD OF REQUESTS FOR DISCLOSURE OF EDUCATION RECORDS

Notre Dame High School will maintain a record of all requests for and/or disclosures of personally identifiable information from a student's education records. The record will indicate:

- a. The names of the parties who have requested or received personally identifiable information,
- b. The names of the additional parties to which the receiving party may disclose the information on behalf of the school, and
- c. The legitimate interest the parties, described in paragraphs "a" and "b" above, had in requesting or obtaining information.

The record of requests and/or disclosures will be maintained as long as the student's education records are maintained and may be inspected by the eligible student or parent. The procedure for recording the names and legitimate interests of parties does not apply if the request for information was from or the disclosure was to: The eligible student or parent; and/or a school official, as defined under DISCLOSURE OF EDUCATIONAL RECORDS.

CORRECTION OF EDUCATION RECORDS

An eligible student or parent has the right to request that education records be corrected if it is believed that the records are inaccurate, misleading or in violation of the student's rights of privacy or other rights.

Following are the procedures for the correction of student education records:

1. The eligible student or parent must request Notre Dame High School to correct the record. In requesting a correction of the record, the eligible student or parent must identify the part of the record he wishes to change and specify why it is believed that the part of the record in question is inaccurate, misleading or in violation of the student's rights of privacy or other rights.
2. Notre Dame High School will decide within a reasonable period of time to comply or not to comply with the request to correct the record. If the school decides not to comply, it will notify the eligible student or parent of its decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights of privacy or other rights.
3. Upon request, the school will hold a hearing within a reasonable period of time. The eligible student or parent will be notified, in advance, of the date, time, and place of the hearing.
4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The hearing officer may be an official of the school. The eligible student or parent will be provided a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's record.
5. The school will prepare within a reasonable period of time a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and reasons for the decision.
6. If, as a result of the hearing, the school decides that the information in the education record is inaccurate, misleading or in violation of the student's rights of privacy or other rights, it will correct the record and inform, in writing, the eligible student or parent of the corrections.
7. If, as a result of the hearing, the school decides that the information in the student's education records is not inaccurate, misleading or in violation of the student's rights of privacy or other rights, it will inform the eligible student or parent of the right to place a statement in the record commenting on the contested information in the record and/or stating why he or she disagrees with the school's decision. The statement will be maintained as part of the student's education records as long as the contested portion of the record is maintained. If Notre Dame High School discloses the contested portion of the record, it will also disclose the eligible student or parent's statement.

G. NOTRE DAME HIGH SCHOOL ACCEPTABLE USE POLICY FOR CHROMEBOOK, CELL PHONE, COMPUTER, NETWORK, INTERNET, AND E-MAIL SERVICES

Access to the Notre Dame computers, network and Internet service is provided for administrative and educational purposes consistent with the mission and educational goals set forth by Notre Dame High School.

The use of electronic resources, including the Internet and network, is a privilege and professional responsibility, not a right. Any violation of this policy or any instance of prohibited use will result in withdrawal of these privileges and/or other disciplinary actions. All users are expected to exercise good judgment. The Notre Dame High School Administration or their designee will determine when disciplinary action is necessary.

1. RULES OF ACCEPTABLE USE:

- Users will act responsibly, ethically, legally and will always demonstrate professional conduct while using the computer and communications network.
- Users will respect the privacy of others.
- Personal use is permitted as long as such use does not interfere, interrupt, or distract the educational process.

2. PROHIBITED USE:

- Using the network for activities that are in violation of school policies including harassing, discriminatory or threatening communications and behavior.
- Any use involving materials that are obscene, pornographic or otherwise inappropriate.
- Using the computer to harm other people or their work.
- Intentionally damaging or vandalizing the computer or the network.
- Any action that interferes with the operation of the network including sending chain letters to school users or outside parties.
- Trespassing in another's personal "Google Drive", work documents, or files or being in possession of another person's computer data without permission or cause.
- Not obeying the rules of copyright regarding software, information, media, and authorship.
- Installing any software or media without permission of the Director of Instructional Technology.
- Any use for private financial gain, or commercial, advertising or solicitation purposes.
- Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, advocate or communicate the views of an individual, political or non-school sponsored organization.
- Accessing, attempting to access or using another person's password to access any area or site that has been blocked, locked or to which access has been limited by the system administrator.
- Any attempt to violate or gain unauthorized access to the Notre Dame network.
- Examples of system or network security violations include but are not limited to:
 1. unauthorized monitoring, scanning or probing of network or system or any other action aimed at the unauthorized interception of data or harvesting of email addresses;
 2. hacking, attacking, gaining access to, breaching, circumventing or testing the vulnerability of the user authentication or security of the Notre Dame network;
 3. impersonating others or secretly or deceptively obtaining personal information of third parties (phishing, etc.);
 4. using any program, file, script, command or transmission of any message or content of any kind, designed to interfere with a terminal session, the access to or use of the Internet or any other means of communication;
 5. distributing or using tools designed to compromise security (including but not limited to SNMP tools), including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);
 6. knowingly uploading or distributing files that contain viruses, spyware, Trojan horses, worms, time bombs, cancel bots, corrupted files, root kits or any other similar software or programs that may damage the operation of another's computer, network system or other property, or be used to engage in system hijacking;
 7. engaging in the transmission of pirated software;
 8. using manual or automated means to avoid any use limitations placed on the IP Services;

3. COMMUNICATIONS:

- Confidentiality is imperative and it is expected that all users use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.
- Emails are written for a specific audience. Use professional judgment when forwarding or sharing such emails.
- While email and network files will be respected, users must understand that all information may be accessed by technology staff and administration. Users should not assume that any information in email or network files is private or confidential.
- The use of blogs, podcasts, or other Internet tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, or other Internet tools. This includes but is not limited to profanity, racist, sexist, bullying, or discriminatory remarks. Students contributing to the class blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their content. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers).

4. ACCEPTABLE USE POLICY - EXPECTATIONS:

- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Notre Dame High School or a Notre Dame High School event, except for approved projects with the express permission of the teacher.
- If reasonable belief exists that acceptable use (terms of this agreement) or other school policy has been violated, the student's device will be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.
- The following is a list of rules that would be considered "misuse of technology" at Notre Dame High School and will not be tolerated:
 1. Use of devices is prohibited during any testing/examination periods unless authorized by the classroom teacher.
 2. Devices not in silent mode during the school day (8:10 AM - 2:30 PM)
 3. Making or receiving personal calls
 4. Taking photos or videos of others at school without permission of the teacher or an administrator
 5. Inappropriate or violent games should not be brought to school; students will use only appropriate applications
 6. Attempts made to bypass the school's network filter
 7. Hacking of school sites
 8. Sharing of devices without written parent permission
 9. Transmission or posting of bullying material, material of a sexual nature, or material in direct opposition to the teachings of the Catholic church
 10. Use of cell phones to take pictures is prohibited in the locker room
- Students who do not follow this Acceptable Use Policy will face the following consequences:
 1. Technology privileges will be revoked in an individual classroom or school if a student is found not following the rules as stated in this policy and the Notre Dame High School Student Handbook.
 2. Any device that is found to be used inappropriately will be taken away and given to the Vice President for Student Success.
 3. Consistent inappropriate usage of a device will result in the Vice President for Student Success contacting a parent and disciplinary action.

5. CHROMEBOOKS:

- The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks must be brought to school each day in a fully charged condition. All students are required to take their Chromebook home each night throughout the school year for charging. A student who does not have use of their Chromebook at any point during the day (left at home, not charged, dead battery, lost...) must be issued a loaner for the day. The student will obtain a "loaner" Chromebook in the Instructional Technology Office located in the Student Success Center. "Loaner" Chromebooks must be returned to the Instructional Technology Office at the end of the school day on which the "loaner" was issued. In order to obtain a "loaner" Chromebook, the student will leave his working cellular telephone as a deposit.
- The loss or destruction of a "loaner" Chromebook by a student whether intentional or unintentional will result in the student being charged a \$100 repair fee for the Chromebook or a \$375.00 replacement fee for the Chromebook.
- The "loaner" Chromebook is meant for a single day use only - it is not a solution for long term replacement. Students who need a long term replacement have three options:
 1. Purchase a Chromebook on their own and pay Notre Dame \$50.00 to install the Chrome Management Console program on the device in order for the Chromebook to interact with Notre Dame's network.
 2. Purchase a new Chromebook from Notre Dame.
 3. Rent a Chromebook for the remainder of the school year. Students will be charged \$100.00 to "rent" a Chromebook for the remainder of the school year. The rental Chromebook will be collected on the last day of school. The rental Chromebook will be under warranty and accidental damage will be covered at no cost to the student. A lost rental Chromebook will result in the student being charged a \$375.00 replacement fee).

6. CHROMEBOOK TECHNICAL SUPPORT:

The Instructional Technology Office located in the Library will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:

- Password Identification
- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Hardware maintenance and repair
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

7. CELL PHONE POLICY:

The use of cell phones is prohibited inside any classroom once the period begins. Teachers require students to drop off their phone in a designated location for the duration of the class. Students are allowed to carry phones on the Notre Dame campus but all phones must be set to "silent" mode throughout the school day.

Students who violate the classroom cell phone policy will be asked to relinquish the cell phone to the teacher. The phone will be turned over to the Vice President for Student Success and the student will be required to do one of two things in order to get their cell phone back: serve a detention or have their parent/guardian come in to pick up the cell phone.

Students who refuse to relinquish the cell phone will automatically receive an after school detention.

8. INTERNET SAFETY POLICY: EDUCATION, SUPERVISION, AND MONITORING:

It shall be the responsibility of all members of the Notre Dame High School (NDHS) staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of NDHS or designated representatives. The NDHS or designated representatives will provide age appropriate training for students who use the Notre Dame High School Internet facilities. The training provided will be designed to promote NDHS's commitment to:

The standards and acceptable use of Internet services as set forth in the

- a) NDHS Internet Safety Policy;
- b) Student safety with regard to:
 - i. Safety on the Internet;
 - ii. Appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - iii. Cyber-bullying awareness and response.
- c) Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

To: Parents/Guardians, Teachers and Employees of Notre Dame High School

From: Robert F. Curis, President

Date: October 5, 2018

Subject: Asbestos Inspection Report and Management Plan

In compliance with AHERA Regulations, we are required to inform all of the above mentioned individuals associated with Notre Dame High School of the Asbestos Inspection Report and Management Plan.

This report/plan is on file in the President's office and is available for review by any member of our community during normal business hours of the school.

Please make your request to review this file to Robert F. Curis, President.



NOTRE DAME HIGH SCHOOL
ONE NOTRE DAME WAY • WEST HAVEN, CT 06516
WWW.NOTREDAMEHS.COM