



**Notre Dame High School
Parent-Student Handbook
2023-2024**

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Notre Dame High School reserves the right to make any changes in its rules and regulations in the best interest of its students and Notre Dame High School. Students and parents will be notified through regular correspondence. Notre Dame, its employees, families and students are also bound by the *Catholic Schools Diocese of Knoxville Policies and Procedure Manual* which is available to be viewed in the Main Office and on the Diocesan website at www.dioknox.org.

Notre Dame High School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Notre Dame High School does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

Notre Dame High School is accredited by:

- ◆ COGNIA (formerly AdvancED and Southern Association of Colleges and Schools)
- ◆ The Diocese of Knoxville

PART I. GENERAL INFORMATION

A. HISTORY AND BACKGROUND

In January 1876 the Dominican Sisters of the St. Cecilia Community in Nashville opened a school in Chattanooga at the request of the Reverend Patrick Ryan, the pastor of Sts. Peter and Paul Church. They were informed that it would be necessary to carry on a school for non-Catholic girls in addition to a parochial school which was already in existence and located in the basement of the old church on "A" Street, the present site of the convent building. Teachers at the parochial school included several lay people in the parish. The sisters opened Notre Dame de Lourdes Academy for girls. This building which eventually burned was on the corner of 8th and Lindsay Streets. In 1878 both schools were closed temporarily because of a yellow fever epidemic and used as a hospital. After reopening, the school experienced a period of prosperity with enrollment increasing so rapidly that a larger building was erected in 1886.

In 1898, Notre Dame Academy became a co-educational parochial school and the name was unofficially changed to Notre Dame School. In 1926 Monsignor Francis T. Sullivan, pastor of Sts. Peter and Paul Church, readied another school for occupancy. In 1931 Notre Dame High School was accredited by the Southern Association of Secondary Schools and Colleges and by the State of Tennessee and has maintained its accreditation ever since that time.

In 1954 Notre Dame became inter-parochial under the direction of a priest Principal, Reverend James Driscoll. This change was in keeping with the policy of the Diocese of Nashville to establish combined high schools in cities where there were two or more parishes. In 1963 another milestone was reached when Notre Dame became the first school in the Chattanooga area to voluntarily become racially integrated. In September 1965 increased enrollment again necessitated more spacious accommodations and Notre Dame High School moved to a new building on Vermont Avenue. The Reverend William Bevington, newly appointed Principal, began the process of resettlement. Dedicated in 1966, the new campus consisted of a classroom wing, library, and science labs. Art, typing and home economics rooms were equipped for each subject area.

In 1967 Reverend Lawrence A. Maxwell became the Principal and served for three years followed by Reverend J. Patrick Conner in 1970. Father Conner served as Principal for four years during which time

enrollment increased to over one hundred students. In 1974 Notre Dame came under the direction of James D. Phifer, the first layman to be Principal. Under his leadership, Notre Dame maintained a vibrant student body as it faced the demands of the 1970's and 1980's. During his tenure a new stadium and auditorium were constructed. In 1997 the school's gymnasium was rededicated and named in honor of Mr. Phifer.

From 1993 until 1996, Gilbert L. Saenz served as Principal. Under his direction Notre Dame experienced a period focused on academic excellence with the expansion of services for students with learning disabilities. Two computer labs were added to the facilities.

In 1996 Perry L. Storey assumed the position of Principal. Since that time major curriculum improvements have been made to enhance the academic quality of the school. In 2000, the school completed a \$5 million capital campaign and a \$3 million campus improvement project which includes the expansion of the parking area, new closed-circuit security systems, campus landscaping and a 12,500 square foot state-of-the-art Library/Multi-Media Center. In the spring of 2009, the John Varallo Athletic Center and Classroom Annex opened. The new facility occupies a prominent section of the NDHS campus and includes a 6,628 square-foot auxiliary gymnasium, a new weight room, new men's and women's locker rooms, a new art studio and dark room, four academic classrooms, new offices and training facilities and flexible use space for dance, cheerleading and yoga, an indoor wellness track, a 5,218 square-foot wrestling and training center and 4,636 square-feet of multi-use space for student, alumni and community programs.

In 2010, the fourth Bishop of Knoxville, Richard F. Stika, arranged for the return of four Dominican Sisters from the St. Cecilia Congregation in Nashville, Tennessee. With the help of many benefactors, a house on Glenwood Avenue was completely renovated for use as a convent. The Notre Dame Convent was blessed and dedicated in January 2011. In 2012 the Notre Dame Chapel was completely renovated and rededicated. Also, the school was named one of the Top 50 Catholic schools by the National Catholic High School Honor Roll for the second consecutive award cycle.

In 2013, Mr. George Valadie, a 1971 alumnus and former faculty member and Director of Alumni & Development, was appointed as the school's first President.

B. MISSION STATEMENT

The mission of Notre Dame is to share the Catholic faith in an environment which fosters spiritual growth and academic excellence and embraces religious, academic, cultural, and economic diversity.

C. SCHOOL LOCATION

Notre Dame High School is located on Vermont Avenue off 3rd Street several miles from downtown Chattanooga at the foot of historic Missionary Ridge. The school's office is open between 7:45 A.M. and 4:00 P.M. The school office number is (423) 624-4618 and the FAX number is (423) 624-4621. The school's official website is www.myndhs.com.

D. SCHOOL ORGANIZATION

The **Bishop of Knoxville** is the chief representative of the church's teaching authority and the head of the Diocesan School System. He is responsible for the educational policies of the Diocese. He delegates the administration of the school to the Diocesan Superintendent of Schools.

The **Superintendent of Schools** is the administrative arm of the office of the bishop which administers the system of schools. In this capacity, the superintendent is responsible for the system's adherence to the

various policies and regulations prescribed by the diocese of Knoxville, the School Board, the various accrediting agencies, and the Bishop of the Diocese.

The **Head of School** is the chief administrator of the school and, in this position, administers policies set by the Diocesan School Offices and the accrediting agencies.

The **Notre Dame School Advisory Board** is responsible for advising the Head of School on administrative matters.

The **Chaplain/Spiritual Director** is appointed by the bishop to lead the school's religious life, including the organization of school Masses, penance services, and counseling services.

The **Asst. Head of School** is responsible for the supervision of academic activities. These duties include the supervision of academic departments, curriculum development, hiring and assignment of teachers, ensuring compliance with accreditation guidelines for teachers, substitute teacher assignments, and the development and publication of staff and student handbooks. The Asst. Head of School will be the lead person responsible for the accrediting self-study process. The Asst. Head of School assumes responsibility for the school in the absence of the Head of School.

The **Director of Student Life and Strategic Initiatives** is responsible for the management of student-related activities including discipline and attendance. Additional duties include managing projects outlined in the Strategic Plan.

The **Director of Admissions** reports to the Head of School and directs the admissions process from point of inquiry through enrollment. Duties include presenting the school to prospective students and parents; handling of applications and communication with applicants and their parents; interviews with candidates and their parents; scheduling and administration of admissions testing; securing of necessary student credentials; and communicating final decisions to applicants. The Director of Admissions also coordinates outreach activities including visitation days and visits to local parishes.

The **Director of Advancement & Alumni Affairs** reports to the Head of School and oversees the fundraising and alumni activities of the school. The Director is responsible for planning and coordinating activities and special events that support the mission of Notre Dame and cultivate relationships with alumni, donors, businesses, parents and other members of the community. In addition, the Director oversees the Notre Dame Alumni Council and manages all alumni communications, publications and events.

The **Director of Athletics** is the coordinator of all athletic events at Notre Dame. The AD has the responsibility of working with the Head of School in planning the athletic program of the school. The Athletic Director will direct and administer the business affairs of the athletic program, including the preparation of the athletic budget. He/she recommends the employment of coaches to the Head of School; makes periodic reports on the operation of the athletic department; is in charge of general management, care and security of athletic facilities and gymnasium; assists in the evaluation of policies in athletics and makes recommendations of changes to the Head of School; and develops and places into operation rules and regulations for the athletic program.

The **Director of Communications** reports to the Head of School and is responsible for all public relations functions including serving as school spokesperson. Duties include managing the school's

website, producing external communication and development of marketing material and print publications. The Director of Communications also assists students and parents with Renweb, and other online communication systems.

The Director of Counseling reports to the Asst. Head of School and represents the department to the administration, faculty, students, parents and the community. The Counseling Director oversees all functions of the Counseling department and is primarily responsible for the daily activities of the department including College/Career Guidance and Personal/Social Counseling.

The **School Leadership Committee** will function as a representative body to advise the Head of School on matters related to the efficient operation of the school. Members of the Council will include the Head of School, Spiritual Director, Asst. Head of School, Director of Student Life and Strategic Initiatives, Director of Advancement and Alumni Affairs, Director of Communications, Director of Admissions and Athletic Director.

The **Department Chairs** are responsible for the supervision of their respective departments, including the supervision of teachers, reviewing curricular goals, lesson plans, and monitoring of instructional progress of students within their department. The Asst. Head of School will announce department heads at the beginning of each school year.

Teachers are responsible for the spiritual welfare of students, academic instruction, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the development of other qualities under the guidance of the Asst. Head of School and in accordance with the requirements of the school's accrediting agencies, the Diocesan School Superintendent's office, and the policies of Notre Dame.

The **Alumni Council** is under the leadership of the Director of Advancement and Alumni Affairs. The Council is comprised of 20 members who are former students. They are responsible for coordinating all alumni events, reunions, and communication. Its members elect officers of the Council.

The **Notre Dame Home & School Association** is an organization of parents to assist teachers, the President, and the School Board in the accomplishment of projects relative to the building of the parent community on campus. Its major purpose is the development of events which will lead toward interaction with and the forming of a positive parent-school community.

The **Band Boosters** is a group of parents of students enrolled in the band program. First organized in 1975, the Band Boosters assist and encourage the development of the band program. The Band Boosters meet periodically and engage in fund raising activities for the purchase of uniforms and band instruments. They also assist with the preparation for band camp.

E. THE HOUSE SYSTEM

The House system is a division of students and adults into four multi-grade, mixed gender communities. The four houses bear scriptural titles of Christ: Fons Vitae (Font of Life), Fortis Bellator (Mighty Warrior), Lux Vera (True Light), and Rex Gloriam (King of Glory). Throughout the school year, house members – both students and adults - provide social and spiritual support for one another. Each house competes against the others for excellence tracked by a point system.

House Leadership - With the exception of the Head of School, Asst. Head of School, Spiritual Director and Director of Student Life, all adults at NDHS belong to a house, either as a head of house, advisor, or associate. In addition to attending monthly house meetings, students in each house may participate in leadership by applying for the available offices. Officers from each house meet together to plan events. House leaders must maintain exemplary attendance, academic and disciplinary standing.

House Activities - Each house will be responsible for planning and managing events (e.g., dances, weekly all-school Masses, pep rallies, charity drives) throughout the year. Once a semester, houses compete against one another on game days.

The Point System - A point system tracks the actions of house members. Actions are given specific point values, and only designated adults may report points. The point totals for each house are posted periodically in a central location. There will be an end-of-year reward for the House with the most points.

Areas tracked by point system are as follows:

GAMES DAY – House points are awarded for various competitions (that vary from year to year) during the day. The winner of Games Day is the House with the most total points across all competitions.

SERVICE PROJECTS – Each House sponsors a service project during one of the four academic quarters. Points are awarded for participation, usually one point per member participating or item donated.

PEP RALLIES – Throughout the year, short competitive games will be held during the pep rallies. Points for 1st, 2nd, 3rd and 4th are awarded as follows: 25, 10, 15, 5.

MINUTE-TO-WIN-IT GAMES – Throughout the year, short competitive games are held during the morning Break. Points for 1st, 2nd, 3rd and 4th are awarded as follows: 25, 10, 15, 5.

COMMUNITY SERVICE – 1 point is awarded for every five hours of service a student performs above the required minimum.

F. SCHOOL CALENDAR

Notre Dame follows a yearly school calendar approved by the Diocese of Knoxville. Anyone wishing to add events to the school calendar must contact the school administration. Once the event has been approved, it is then placed on the calendar. No event may be held on the school campus without permission. Parents are directed to the school's [official website](#) for calendar updates.

PART II. SPIRITUAL LIFE

As Notre Dame operates under the auspices of the Roman Catholic Church and the Diocese of Knoxville, the school maintains the threefold purpose of Christian education- to teach doctrine, to build community, and to serve. Students enter Notre Dame from both the Catholic and non-Catholic communities without regard to religious origin. While the school considers the needs of each student, the beliefs, values, and traditions of Catholic Christianity underlie academic instruction and religious formation. All students are required to take a religion course each year they attend Notre Dame.

RETREATS - are held each year for each class. Retreats offer a day for reflection, prayer, and class unity.

COUNSELING - is offered to students to assist them in their growth in their faith in God, as well as to help them apply faith in their daily lives.

MASS - The Eucharist is the source and summit of Christian life. Mass is celebrated at 7:30 am each Monday, Tuesday, Wednesday and Friday in the Chapel. An all-school Mass is held every Thursday during B block. All students and faculty are required to attend each All-School Mass as well as the occasional Class Mass held through the Religion Department. Students may also attend any 7:30 am Mass.

MASS CHOIR - is a group of students who furnish the music for special occasions including Mass or other religious events. It is a combined group of singers and musicians. All are invited to attend.

SACRAMENT OF PENANCE - is offered weekly by appointment. Special Penance services are scheduled during the season of Advent and Lent. We are very fortunate to have Priests from surrounding parishes come to NDHS to help facilitate this sacrament.

SEARCH for CHRISTIAN MATURITY - is a retreat program for juniors and seniors designed to "give participants the desire and tools to see and bring Christ into their own environment and share Him with everyone around them." SEARCH is a full weekend that begins immediately after school on Friday and ends on Sunday evening. There are typically four SEARCH weekends: two in the fall and two in the spring.

SPECIAL ACTIVITIES - Notre Dame students have participated in the Annual March for Life trip to Washington, D.C., and Mission trips are also offered during the Easter Break and during the summer months.

SERVICE PROGRAMS

At Notre Dame we are introducing a two-part service program. The Works of Mercy Program will oversee service hours connected to the Religion classroom and grades. The Volunteer Program will oversee hours going towards the House System. Hours can be turned in for both programs at the same time but criteria for each program is different.

Works of Mercy Program

In Chapter 25 of the Gospel of Matthew, Our Lord tells us that when He comes in glory to judge men, He will assess them based on how they have treated Him. When the righteous ask when they ever fed or clothed Him, He replies "Truly I say to you, as you did to one of the least of these my brethren, you did it to me" (Mt 25:40) In so doing, He makes it clear to each and every one of us that we must serve those in need.

The Catechism of the Catholic Church further emphasizes the need to assist the poor, expressing "preferential love" for "those who are oppressed by poverty" (CCC 2448). This love includes not just material poverty "but also the many forms of cultural and religious poverty" (CCC 2444)

We have thus taken as our inspiration for our high school Christian service program the model of the Works of Mercy:

The Corporal Works of Mercy	The Spiritual Works of Mercy
To feed the hungry	To instruct the ignorant
To give drink to the thirsty	To counsel the doubtful
To clothe the naked	To admonish sinners
To shelter the homeless	To bears wrongs patiently
To visit the sick	To forgive offences willingly
To ransom the captive (to visit the imprisoned)	To comfort the afflicted
To bury the dead	To pray for the living and the dead

The goal of our program is to assist our high school students in becoming mature Christians through learning to live a life of service to others according to these Works of Mercy.

At Notre Dame High school students are required to perform **10 hours connected to the Works of Mercy per year** with an approved organization or individual. Work must benefit the poor in some capacity—those who are poor materially, physically, emotionally or spiritually. All work/projects must be pre-approved by the Chaplain/Service Coordinator. A variety of different types of service is strongly encouraged—students should be willing to get outside their comfort zones.

Work for the next school year may begin as early as June 1 of each year (including June 1 after the 8th Grade year) and at least seven hours must be completed before the end of the first semester with the remaining three being required by the end of the second semester. All service hours are tracked by students using the MobileServe app.

In addition to the hours each student must turn in a paper and a project (one per semester). Freshman and sophomores must submit a 1–2-page Reflection Paper; juniors and seniors must submit a 3–4-page Reflection Paper. This paper should be double-spaced and in 12-point font and address the following:

1. Why did you choose this organization or individual to serve?
2. Describe the service and how it affected those served.
3. How do you see this act of service connected to the Works of Mercy?
4. How did this service affect you?

For the project, guidelines will be developed by their religion teacher.

As mentioned above, agencies or programs must be pre-approved, non-profit organizations, convalescent or nursing homes, or approved individuals. In addition, organizations must not be in opposition to the teachings of the Catholic Church, as determined by the school. Work must be performed on the student’s time, i.e., students will not be excused from school to perform service except in extraordinary situations and with the explicit approval of the Chaplain. Students may not receive any compensation for the service, nor may the service be for a family member. Fundraising or participation in a walk-a-thon or similar activity, even for an approved organization, does not count toward service hours. Travel time does not count toward service hours.

Service Examples

- Serve meals at a shelter or temporary residence
- Deliver meals to poor shut-ins

- Hand out food at a food pantry
- Build/repair a house with Habitat for Humanity
- Visit residents/patients at nursing homes or hospitals
- Volunteer at hospitals
- Take a mission trip to an underprivileged area
- Teach religious education at a parish
- Teach at a summer Vacation Bible School, Faith Camp, or SEARCH (max of five hours)
- Tutor underprivileged children
- Volunteer at schools for the underprivileged/disabled helping the children
- Volunteer with Special Olympics as a hugger, cheerer, etc.
- Volunteer as a camp counselor for disabled/underprivileged children
- Volunteer at a Crisis Pregnancy Center
- Attend the annual March for Life (a total of two hours may be counted)
- Parish activities (cleaning, maintenance, etc.) (max of five hours)
- Pack meals for the poor
- Shelve items at a food pantry
- Help at fundraisers for charity
- Volunteer at the headquarters of a charity organization
- Serve/set-up/Clean-up activities that benefit the poor
- Sort/organize gifts for the poor
- Cooking at a homeless shelter/soup kitchen

Unacceptable Activities

The following are unacceptable for consideration as service either because they are not Works of Mercy, do not serve the poor, or are not easily verifiable;

- Babysitting
- Sports (coaching, tournament help, etc.); exceptions: working with organizations such as Special Olympics, boys/Girls Club, Knights of Columbus, tournaments for which all proceeds are for charity
- Things done for relatives (parents, siblings, grandparents, aunts, uncles, etc.)
- Private or communal prayer/devotions
- Work for political campaigns or rallies
- Work at for profit companies or offices
- Anything pertaining to work with animals that is not a therapy program
- Camps that are not specifically held for the disadvantaged
- Donating money to a cause of charity
- Working bake sales

Questions and Concerns - If there are any questions or concerns about the community service program, policies, or opportunities for service, please direct them to the Notre Dame High School Chaplain, Fr. Christopher Manning. Fr. Christopher may be contacted by visiting his office, calling him at (423) 624-4618, or emailing him.

VOLUNTEER PROGRAM

We recognize that there are many valuable ways of serving the school, church, and community outside the works of mercy and we want to be able to draw attention to these hours. Hours turned in outside the “Works of Mercy Program” will not count towards the hours necessary for religion grades but will go towards the House System. These hours will be turned into the faculty moderator for the house.

PART III. PARENT/STUDENT INFORMATION

A. ADMISSIONS

Notre Dame's tradition of excellence attracts a high quality and diverse student body. The Admissions Office works to develop and promote the value and image of Notre Dame and the advancement of its mission for all prospective students. Students and parents who are interested in learning more about Notre Dame may contact the Admissions Office at (423) 624-4618 ext. 1004 or on our school website (www.myndhs.com).

NON-DISCRIMINATION POLICY - Notre Dame High School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Notre Dame High School does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

The following items should be submitted to the Admissions Office for a student to be considered for admission to

Notre Dame:

- (1) ☐☐☐ Completed application and payment of the admission fee
- (2) ☐☐☐ Placement testing at Notre Dame for all rising 9th graders
- (3) ☐☐☐ Three letters of recommendation
- (4) ☐☐☐ An official school transcript
- (5) ☐☐☐ Tennessee immunization health form
- (6) ☐☐☐ For students with special needs, psychological and/or testing reports are required

NEW STUDENTS - New Student Enrollment will be based upon the following priorities:

- (1) ☐☐☐ Catholic students who have attended Catholic schools for three years or more
- (2) ☐☐☐ Non-Catholic students who have attended Catholic schools for three years or more
- (3) ☐☐☐ Catholic students who have not attended Catholic school
- (4) ☐☐☐ All other applicants

If it is determined that, during the admission process, a student and/or parent withheld or omitted material information, or misrepresented fact, the student may be subject to termination of enrollment and the tuition provider will then be immediately responsible for the full amount of all remaining tuition payments and fees.

FOREIGN EXCHANGE STUDENTS - All international exchange students seeking graduation from Notre Dame must have a pre-approved course of study prior to the first day of class.

ENROLLMENT OF STUDENTS WITH SPECIAL NEEDS - Due to limitations of the Special Services Program, enrollment for students with special needs (Learning Disabilities) may be limited and will be based upon the same criteria required for new students.

B. ACADEMIC POLICIES AND PROCEDURES

As prescribed by COGNIA and the Tennessee Department of Education, Notre Dame offers a balanced curriculum of Religion, English, Math, Science, Social Studies, Foreign Language, Physical Education, and Fine Arts. The curriculum includes instruction in the beliefs, traditions, and doctrines of the Catholic Church and guidance in moral values.

ATHLETIC ACADEMIC POLICY

Grades are reviewed every two weeks. Students failing two or more classes are placed on probation. Those on probation can practice and play but must go to the Learning Center during Flex. Grades of those on probation will be reviewed weekly.

- If grades have improved, they are off probation and may resume normal activity.
- Those whose grades have not improved remain on probation for a 2nd week, but now must go to the Learning Center after school (even if that means being late to practice) in addition to Flex. They are also not allowed an early dismissal for games (even if that means they are late to or miss a game.)
- At the end of the second week of probation, grades are reviewed.
 - If improved, they are taken off probation.
 - If grades have not improved, they are ineligible for a minimum of two weeks until grades have improved and must attend the Learning Center during Flex and after school.

STUDENT ACADEMIC SUPPORT SERVICES PROGRAM –

Mission Statement: To provide services and assistance to students who are experiencing academic difficulties due to specific learning disabilities, motivational issues and other academic challenges.

This inclusive program serves and assists students with mild learning disabilities, attention deficit, Asperger, and other learning and social issues.

According to Diocesan Policy, students who are served in this program must have the following:

- ◆ A current psychological evaluation (3 years)
- ◆ Previously received services
- ◆ Submission of all testing with application
- ◆ Pre-admission interview with Director of Student Academic Services
- ◆ Annual Student Support Plan (SSP) meetings

Other services:

- College counseling
- ACT special testing accommodations
- Educational & Psychological testing
- Alternative testing environment
- Computer-aided learning

ACCREDITATION - and school evaluation have as a common purpose the development and continuous improvement of an educational program designed to meet the needs and talents of all students. Notre Dame High School is fully accredited by the Tennessee Department of Education and COGNIA (formerly known as Southern Association of Colleges and Schools and AdvancED.) The quality of education is enhanced through relationship with and/or membership in the Tennessee Catholic

Conference of Bishops (TCCB), the United States Catholic Conference of Bishops (USCCB) and the National Catholic Educational Association (NCEA).

CLASS RANK - Except to determine valedictorian and salutatorian, Notre Dame High School does not rank students. Quality schools are increasingly abandoning a ranking system that encourages the type of competition among students that fosters a detrimental and selfish rather cooperative and supportive climate. Such systems either encourage students to take courses for wrong reasons or discourage students from taking more challenging courses over concern about damage to class rank. Quartile groupings will be made available to colleges along with both weighted and unweighted GPAs. This will provide information about a student's academic status and relative place in class without accentuating the negative aspects of the ranking system.

To determine valedictorian and salutatorian, rank is computed using total weighted quality points (5.0 scale – honors and dual enrollment courses are given an additional .5 point and AP courses are given an additional 1.0 point), weighted GPA and unweighted numeric average. **To ensure that no transferring student gains an unfair advantage over established NDHS students, no student can transfer more credits than the maximum credits earned by those established students.** Refer to the Credits section for details about transferring credits.

COMPUTER USAGE - is encouraged throughout the school day in both the classrooms and the library. Students who are assigned to lab classes may use the labs for educational purposes only during their assigned times. The labs are not available for individual use or for non-educational purposes. Students are responsible for being aware of the rules established for the use of computers while on campus in accordance with the Computer/Online Services Acceptable Use Policy.

Acceptable Use Policy

Introduction

Notre Dame High School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use on campus via a filtered protected network. We do not provide access to our network for students' personal devices.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally owned devices on the school campus.

- ◆ The Notre Dame network is intended for educational purposes only.
- ◆ All activity over the network or use of technologies may be monitored and retained.
- ◆ Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- ◆ Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- ◆ Misuse of school resources can result in disciplinary action.
- ◆ Users of the school network or other technologies are expected to alert IT staff or teachers immediately of any concerns for safety or security.

Technologies Covered - We may provide Internet access, desktop computers, mobile computers or devices, online collaboration capabilities, email, and more.

As new technologies emerge, we will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

- ◆ **Usage Policies** - All technologies provided are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.
- ◆ **Web Access** - Notre Dame provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored, and web activity records may be retained indefinitely.

Regardless of whether a particular site is blocked by a web filter, students may not use the internet to access personal, non-school related accounts, such as email services not provided by the school, social media sites, or media streaming sites.

Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert an IT staff member or submit the site for review.

- ◆ **Email** - Notre Dame provides users with email accounts for the purpose of school-related communication. Availability and use are restricted based on school policies. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. *All email - to and from school accounts - are expected to be polite in tone and aimed at helping students achieve.*
- ◆ **Social/Web 2.0 / Collaborative Content** - Recognizing the benefits collaboration brings to education, we may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.
- ◆ **Downloads** - Users should not download or attempt to download or run executables, programs, apps or scripts over the school network. Users may be able to download other file types, such as images or videos, provided that doing so does not violate copyright rights. For the security of our network, download such files only from reputable sites and only for educational purposes.
- ◆ **Netiquette** - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways never intended.
- ◆ **Plagiarism** - Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- ◆ **Personal Safety** - Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- ◆ **Cyber bullying** - will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, tricking, excluding, and cyberstalking are all examples of cyber bullying. Don't be mean. Don't

send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Remember that your activities are monitored and retained.

Diocesan Policy 1000 - Homeroom social networking accounts (including but not limited to Facebook) are not endorsed or encouraged by the Diocese of Knoxville. In accordance with the Diocesan Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent / school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school's name, teacher name, and/or school logo in establishing such groups, is not permitted.

Diocesan Policy 1001 - To establish guidelines for students' use of social media, the Diocese of Knoxville Catholic Schools Office promulgates the following policy. The intent is to ensure that students' use of social media is consistent with the purpose and mission of Catholic school education.

This policy does not attempt to articulate all required or proscribed behavior by the students. Students must understand that one's personal use of social media is public in nature, and individuals give up any expectation of privacy when they engage in electronic communication. Students using social media, either for school or personal use, must be vigilant in representing themselves as responsible members of the Catholic school community when taking part in electronic communication that can be viewed publicly.

... Students are expected to be respectful toward their peers when using social media. Bullying, harassment, disrespect, or threatening statements toward other students through social media will be addressed as a disciplinary issue if it has a negative effect on the safe and orderly environment of the school.

... Students are expected to be respectful toward school personnel and other members of the school community when using social media. Communication that is disrespectful toward school personnel or other adult members of the school community will be addressed as a disciplinary issue.

... Students should not request "to friend" school personnel on a social networking site.

... Students should not post photos or videos of other members of the school community on social networking sites without their permission. Inappropriate graphics and/or images should never be posted by students on social networking sites. If activity of this nature interferes with the safe and orderly environment of the school, it will be addressed as a disciplinary issue.

In the Gospel of Mark, Jesus is asked, "Which commandment is the most important of all?" Jesus replied, "The most important one is this: Listen, Israel! The Lord our God is the only Lord. Love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. The second most important commandment is this: Love your neighbor as yourself. There is no other commandment more important than these two." (Mark 12:28-29)

The Catholic Schools of the Diocese of Knoxville are committed to fostering a school environment based on Gospel values. Proactively teaching students about the appropriate boundaries of social media is a critical part of establishing and maintaining a truly Christian school environment.

BRING YOUR OWN DEVICE – Notre Dame began a Bring Your Own Device program in the 2021-2022 school year. Minimum recommendations are as follows:

- Screen Size and Resolution—Minimum of 10" 1280 X 800; 13" is recommended
- Battery Life—Students should bring a fully charged device and a device charging cord to school each day.
- Software—Office 365 for Windows or Mac will be provided by NDHS and must be installed on student devices
- Wireless Connectivity—Must be compliant with one of the following standards: 802.11/n/ac

- Processor—**Minimum** of Intel 8th Gen or equivalent
- Operating system—Windows 10 Home or 10 Pro (**not 10s**); MacOS v. 10.13.6 or later.
Chromebooks and Linux OS are not permitted.
- Capabilities Needed—Camera, microphone, full-sized keyboard
- RAM and Storage—Minimum of 8GB RAM; Minimum of 250 GB storage
- Additional Considerations
 - A sturdy case is recommended;
 - Insurance/warranty maintenance: We recommend students have coverage for loss and breakage as well as an extended warranty or maintenance plan for repairs or device support.
 - NDHS will filter and monitor access on campus to attempt to prevent viruses, malware and other technological hazards. The school will continue to educate students about responsible use of technology, while offering as much access as possible to educational resources. **Windows 10 defender must be turned on.**
 - The school will have a limited number of devices available for temporary checkout if a student’s device is being repaired or replaced.
 - Failure to bring the device to class will be handled by the classroom teacher
 - NDHS is able to provide limited support in connecting to the school network and accessing the Office 365 products provided by the school; however, we are unable to provide support for home network issues, home repairs, etc.

CONFERENCES - regarding a student’s academic progress, personal development or discipline may be called at any time as deemed necessary by the school administration. Conferences requested by parents will need to happen at a time when the teacher is not in class.

COURSE LEVELS - Notre Dame’s goal is to assist students in maximizing their greatest academic potential. To assist in this goal, the school has established minimum criteria for placement of students in one of its designed course levels. Students can be placed at various levels depending on their performance in a specific subject area. Not all course levels are offered in all grade levels or in every subject area. Different level placements are not offered in every subject area. Please see the most current course guide for specific offerings.

- ◆ **College Preparatory:** Designed for students who can retain materials and readily use them without constant drill and practice, can handle some outside projects during the semester, possess excellent critical thinking skills but may need some direction, can work independently and can cover material at a faster pace. These classes meet all state college preparatory curriculum requirements. Student placement will be based on class rank and performance in the subject area.
- ◆ **Honors-College Preparatory** - Designed for students who are self-directed and self-motivated, can handle several outside projects and more outside reading, can handle frequent demands of higher-level critical thinking, can handle a faster pace for mastering required elements in courses and can handle material at a more detailed level. Testing, grading and homework should reflect this level. Students must maintain a 3.0 average to continue taking Honors classes.
- ◆ **Advanced Placement** - Designed for students who are more responsible for their own academic achievement/progress, are concerned with knowledge as much as grades, are mature and highly motivated, can grasp basic concepts through primarily independent study and are able to synthesize understanding of content with new and varied approaches. Advanced Placement classes are sophomore university level classes and must adhere to standards prescribed by the National Advanced Placement Board. To earn college credit for these courses, students must pass

rigorous national tests that are designed by the National Board and administered in May of each school year. The subject area grade range for students placed in this level will be 90 and above. All students who enroll in these courses are required to take the end-of-course AP National Exam (\$95.00 fee per test).

- ◆ **Dual College Credit Enrollment** - Designed for students who meet admission requirements for Chattanooga State and are pursuing college credits in the courses for which they are enrolled. Students must have at least a 19 ACT score in the subject area that they are pursuing. Students are responsible for their own learning and must be willing to meet the rigor and demands of college work.

COURSE OF STUDY – The typical course of study includes the following:

- ◆ Freshman – Religion, Math, Science, Foreign Language, English, IT/Public Speaking, Civics/Geography, Wellness
- ◆ Sophomore – Religion, Math, Science, Foreign Language, English, World History, Fine Arts, Elective
- ◆ Junior – Religion, Math, Science, Foreign Language, English, US History, Elective, Elective
- ◆ Senior – Religion, Math, English, Economics/Personal Finance, 3-4 electives (Science and Foreign Language advised)

COURSE PLACEMENT - Incoming students (9th grade and others): All incoming students will be placed based on multiple predetermined criteria, including teacher recommendations, grades and standardized test scores. Placement will be made by the Academic Coordinator in cooperation with the admissions team and academic departments.

Returning students (10th, 11th, and 12th): Pre-registration will begin in the spring of the current school year. All returning upper-level students will be placed by departments in core classes based on their prior years' academic performance and must meet the minimum subject areas' grade requirements.

Students will be evaluated at the end of the 3rd nine weeks of the academic year for initial placement for the next school year. Students will also sign up for electives classes during pre-registration. Elective choices will be accommodated whenever possible.

Final core class placements will be made when grades are finalized at the end of the academic year.

COURSE SCHEDULING - Student schedules will be finalized over the summer and emailed to each student prior to the start of the school year. Course placement will be based on criteria listed above as well as graduation requirements. Elective courses will be scheduled and filled based on priority and staffing. Consequently, students must have indicated alternate elective choices. If no alternative has been listed, the student will be placed in the best available open elective. No student schedule will be processed until clearance is received from the business office.

COURSE SCHEDULE CHANGES - Students will receive their schedule during the month of July. Students who want their schedules to be evaluated for consideration for possible course changes must contact the Academic Coordinator. Parents must approve all requests. The change request may be reviewed by the teacher and department chairperson, and they will make a recommendation to the Academic Coordinator. Requests for changes in electives will also be evaluated by the Academic Coordinator. Requested schedule changes will be processed prior to the start of the semester. At the four week point of the first quarter, teachers may request level changes for their students based on their evaluation of student ability. After this date, schedule changes will only be made at the semester break.

CREDITS - To earn a Notre Dame diploma, a student must attend four years of high school. Also, students must take eight classes per semester unless otherwise advised. Over a four-year period, students can earn a total of 32 credits. Credits must be earned in the following distribution:

# CREDITS	REQUIRED SUBJECTS
4.0	Religion (or 1 unit for each year at Notre Dame)
4.0	Math
4.0	English
3.0	Science (advised as senior elective)
3.0	Foreign Language
1.0	U.S. History
1.0	World History
1.5	Health & Wellness
.5	U.S. Government/Civics
.5	Economics
.5	Personal Finance
.5	Geography (advised as Social Studies Elective)
1.0	Fine Arts
0.5	Computers/ IT
0.5	Public Speaking
1.5	Academic Electives

Failure of courses required for graduation must be made up in a summer school program before the student is allowed to enroll for the fall semester, or, in the case of graduating seniors, before a diploma is awarded. To gain credit for a one-semester course, a student must pass the course with a grade of 70 or higher; to gain credit for a two-semester course, a student must have a year-end average of 70 or higher. Students who fail Religion must make up the course in a summer program.

Any classes taken outside the normal school structure must be approved in advance by the Asst. Head of School or the Academic Coordinator. Summer school classes will be awarded a Pass (P) or Fail (F) credit. This credit will not be calculated into GPA or class rank. The only exception to this will be for transferring students who need required credits to come into alignment with NDHS semester requirements (i.e., transferring from block schedule to NDHS semester classes).

Students who transfer into NDHS will have their transferring credits evaluated to ensure that they are aligned with Notre Dame's college preparatory curriculum. Credit may not be awarded for certain classes that are determined not to be college preparation level courses. All transfer credits will be awarded on transcripts sent to colleges and universities and will be calculated in transcript grade point averages, numeric averages, and cumulative credits awarded.

COMMUNICATION OF STUDENT PROGRESS - NDHS uses RenWeb, a web-based program to keep parents and students up to date on academic progress. Parents and students can access information including current grades and homework assignments posted by teachers weekly. If parents have questions or concerns, they can communicate with teachers by phone or e-mail.

EXAMS – Exams are scheduled for the last four days of each semester. Exams count 20% of the semester grade with each quarter counting 40%. Exams are given only on designated exam days. Any request for a change in the schedule must be approved by the Academic Dean.

- ◆ Students must be in uniform unless otherwise permitted by the administration.
- ◆ Two exams are scheduled for each day (8:15 – 9:45 and 10:00 – 11:30).
- ◆ Students may not leave the class or the school if they finish early.
- ◆ Students who may be scheduled for one exam only may adjust their arrival/departure times accordingly.

GRADE POINT AVERAGE - Both weighted and un-weighted Grade Point Averages (4.0 scale: A=4 quality points, B=3, C=2, D=1) are reported on transcripts.

GRADING SCALE -

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

HOMEWORK - is assigned to provide practice and learning not available during class. All homework assignments are expected on the due date. Any student who has a valid reason, such as an unexpected emergency, for not turning in assignments on the due date may request additional time from the teacher concerned. The teacher may require proof of the emergency. The decision of the teacher is final. All homework assignments should be posted on RenWeb for the convenience of the students.

HONOR ROLL - To be named to the "A" Honor Roll, a student must have no grade lower than a 90. To be named to the "B" Honor Roll, a student must have no grade lower than an 80.

REPORT CARDS AND PROGRESS REPORTS - Quarterly progress reports can be accessed online through Renweb. Semester and final grades will also be posted online.

Students who have an excused absence may possibly receive an (I) incomplete grade which must be made up in a timely manner. If missing assignments are not made up, the incomplete grade will be recorded as a zero.

STANDARDIZED TESTING PROGRAM - Each Student seeking admission to Notre Dame will be given the Notre Dame Admissions and Placement Test. Scores from these tests, previous grades, and teachers' recommendations will assist the Academic Coordinator in placing the student in the level of classes best suited to the individual. While at Notre Dame, students will be tested yearly.

9th grade & 10th grade – freshmen and sophomores take the Preliminary ACT in English, Math, Reading and Science Reasoning.

11th grade - The PSAT in English, math and writing skills is offered in the junior year to help students practice taking the SAT and to determine National Merit Scholarship and the National Achievement Scholarship Program for Outstanding African American students. All Juniors are required to take the school-offered ACT (usually in the Spring.)

12th grade - Seniors must take the ACT and/or SAT tests during the senior year. Registration forms are available online at www.act.org or www.collegeboard.com.

SUMMER SCHOOL – No summer school courses are offered at Notre Dame except Religion. Students who need to make up course work are referred to an on-line program that has a separate cost per course. Failure to successfully complete the required summer schoolwork will result in the student being denied admission for the following year.

WELLNESS - is a required course offered beginning in the freshman year which includes an emphasis on lifetime fitness. Wellness students are required to participate daily. If the student is sick or injured, the parent is required to write a note to the Wellness teacher explaining the illness and any restrictions in activity that is required. If the student cannot participate, then a written assignment will be given. This assignment will be due at the end of the class period.

C. FINANCIAL POLICIES

CONTINUOUS ENROLLMENT – Beginning with the Spring of 2021, Notre Dame High school adopted a program of Continuous Enrollment which – once initially registered and enrolled – will assume automatic re-enrollment and re-registration to govern the remainder of a student’s time at NDHS until graduation (unless the school is notified otherwise.)

COST OF EDUCATION - at Notre Dame High School is approved by the Bishop of Knoxville. The Cost of Education includes the tuition cost and school fees except senior fee, junior fee and athletic fee. The senior fee, junior fee, and athletic fee will be collected individually for these specific groups. Lunch, field trips, school supplies, uniforms, and outside reading books are not included.

TUITION - is paid either annually or over a ten-month period.

- ◆ **ANNUAL TUITION** - is payable in full with a two percent discount by July 1st. The \$120 graduation fee for seniors and the \$38 ACT fee for juniors is due with the annual payment.
- ◆ **MONTHLY TUITION** - payers will enter into an agreement with FACTS, the tuition management system used by Notre Dame, to ensure the timely receipt of tuition funds. FACTS will establish a monthly bank draft or draft to a credit card. These are the only options for monthly payment. For any payment changes, notify the Business Office at least 7 business days prior to your withdrawal date. School families, who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. A second attempt will be made 15 days following a missed payment. Notification of the second attempt will be made via email. Do not send missed payments to the school. If on the second attempt an insufficient fund occurs, FACTS will charge another \$30 missed payment fee and notify the family via email.

TUITION REPLACEMENT PROGRAM - For families who pay tuition in full, the purchase of a Tuition Replacement plan is optional. **If annual payers do not purchase tuition replacement insurance, there can be no refund for student withdrawal during the school year no matter the reason.** For families who choose the FACTS monthly payment option, Tuition Replacement will be a requirement and will be included in the cost of education. Parents are responsible for the portion of the annual tuition not covered by the Tuition Replacement. Student transcripts will be held until the account is settled.

LATE REGISTRATIONS - Students who start school after the school year begins or those students who enter at mid-year are required to pay the enrollment payment with the enrollment contract. Students enrolled after July 1st will be allowed to pay annually with the two percent discount if payment is received within 10 business days from acceptance to the school.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY - Families failing to pay tuition according to the agreement which they have made with the school or those who have been unwilling to make suitable alternative arrangements will be informed that their child/children will not be readmitted to our school.

- ◆ **Delinquent Tuition from Previous Year(s)** - Refusal or non-compliance to set up an agreement and adhere to the agreement will prevent the student from being readmitted.
- ◆ **Delinquent Student Accounts** - Accounts of seniors must be paid in full before the student is allowed to participate in graduation exercises, receive a diploma, or receive a copy of the official transcript. The account of all other students must be current for the student to register for classes or review a copy of the official transcript. The Business Manager may recommend to the President exceptions to this policy in the event of unusual circumstances.

TSSAA DELINQUENT TUITION POLICY - Accounts must remain current for students to participate in school athletic programs per the Tennessee Secondary Schools Athletic Association (TSSAA) requirements.

STUDENT ACCIDENT INSURANCE - is provided for each student upon payment of student fees. Coverage is in effect for accidents which occur in **SCHOOL-SPONSORED AND SUPERVISED STUDENT** activities including interscholastic sports and sponsored group travel. This coverage is only for medical/dental bills resulting from accidents. An accident is defined as an unexpected, sudden and definable event which is the direct cause of bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in an activity do not necessarily constitute accidents. Illness, diseases, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident, are not covered.

Payment of all medical/dental expenses incurred from accidents is made **ONLY IN EXCESS** of any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and, if no other coverage or plan is available, to pay the medical/dental expenses incurred to the limits stated in the policy.

For the parents to have payable coverage on their son or daughter, when a member of an HMO (health maintenance organization) or PPO (preferred provider organization), they must use the authorized medical vendors for the list provided them. Your coverage through our office is **EXCESS** coverage and does not contain an exclusion for those bills incurred that were “payable” by other insurance or plan. If the parents or students choose not to use authorized medical vendors or their plan, they should be aware that your coverage will not be able to pay the bills incurred that would have been honored had they used the proper medical vendors.

Treatment by a legally licensed practitioner of medicine or dental (not a member of the insured’s immediate family) must begin within 60 days of the accident. Only expenses incurred within 52 weeks (about 12 months) of the date of the original accident are considered.

Benefits are determined based on **reasonable and customary** for the geographic location where services are performed and are payable on a 100% basis.

The Policy does not provide benefits for:

Treatment, services or supplies which:

- ◆ Are not Medically Necessary;
- ◆ Are not prescribed by a doctor as necessary to treat an injury;
- ◆ Are determined to be Experimental/Investigation in nature;

- ◆ Are received without charge or legal obligation to pay;
- ◆ Are received from persons employed or retained by the policyholder or any family member, unless otherwise specified;
- ◆ are not specifically listed as coverage charges in the policy.
- ◆ Intentionally self-inflicted injury.
- ◆ Injury received while violating or attempting to violate any duly enacted law.
- ◆ Injury by acts of war, whether declared or not.
- ◆ Injury received while traveling or flying by air, except as a fare-paying passenger on a regularly scheduled commercial airline.
- ◆ Injury covered by Worker's Compensation or the Occupational Disease Law.
- ◆ Treatment of Osgood-Schlatter's disease; appendicitis; osteomyelitis; pathological fractures; congenital weakness; TMJ; fainting; headaches; boils; detached retina unless directly caused by injury; or mental or nervous disorders whether or not caused by injury.
- ◆ Injury caused by or contributed to by aggravation or re-injury of a pre-existing condition
- ◆ Suicide or attempted suicide; or self-destruction or an attempt to self-destroy while insane.
- ◆ Injury sustained fighting; except as an innocent victim.
- ◆ Expenses incurred for the use of orthotics unless used exclusively to promote healing.
- ◆ Heart and/or circulatory malfunction resulting from participation in a covered activity, such as stroke, heat exhaustion (except as specifically stated), heart attack, and brain circulatory malfunctions.
- ◆ Repetitive motion injuries, strains, hernia, tendinitis, bursitis, spondylolysis, osteochondritis dissecans and heat exhaustion not related to a specific injury.
- ◆ Any penalty imposed by other valid and collective insurance or plan or failure to follow plan procedures.
- ◆ Loss resulting from being legally intoxicated or under the influence of alcohol as defined by the laws of the state in which the injury occurs.
- ◆ Loss resulting from the use of any drug or agent classified as a narcotic, psychotic, psychedelic, hallucinogenic, or having a similar classification or effect, unless prescribed by a doctor.
- ◆ Treatment of illness, disease or infections except infections which result from an accidental injury or infections which result from accidental, involuntary or unintentional ingestion of a contaminated substance.

Accidents must be reported to the school within 20 days. Claim forms should be submitted to First Agency, Inc. within 90 days after treatment ends. Questions regarding claims should be directed to First Agency, Inc., 5071 West H Avenue Kalamazoo, MI 49009 or call 1-269-381-6630. First Agency, Inc. administers the coverage which is underwritten by Guarantee Trust Life Ins. Co. To file a claim, complete the appropriate claim form; attach all itemized bills for medical expenses; include all worksheets from your primary carrier. If no coverage is provided by your employer, a letter of verification from your employer stating that no coverage is provided must be submitted. Mail all forms within 90 days of the accident.

FUND RAISING - activities by clubs, classes and organizations (student and parent) must have the approval of the President. Each group will be allowed one fund-raiser on campus per semester. Events that would conflict with academic instruction or other fund-raising efforts may not be scheduled.

All money collected through the school for any purpose must be deposited through the business office. This includes money collected by all student clubs, Athletic Boosters, Band

Boosters, Home and School Association, School Board, Advancement Office, and any other group for the purpose of benefiting Notre Dame High School, its faculty, students, clubs and/or activities.

CHECK PAYMENTS RETURNED DUE TO INSUFFICIENT FUNDS - will have an added charge of \$25.00 and only cash or money orders will be accepted from the family for any payments thereafter. In addition, all fund raisers using the name Notre Dame as part of the solicitation must deposit all funds generated through such solicitation, as per regulations set by the Internal Revenue Service for Non-Profit Organizations.

D. ATTENDANCE POLICY

STUDENT ABSENCE - The Tennessee state law and Diocesan Policy #1030 requires the attendance of each student on all days and hours that school is in session. Attendance at Notre Dame High School will be documented by class period.

- ◆ Each student is granted five class absences per semester.
- ◆ All absences count toward the five absence per semester allowance except:
 - ... school-related absences
 - ... absences granted Extenuating Circumstance status
 - ... pre-approved College Visit absences
 - ... bereavement absences for the loss of a parent, sibling or grandparent
- ◆ The administration acknowledges that students occasionally experience excessive absence due to extenuating circumstances. Students who experience such are expected to initiate contact with the Administration regarding the situation within one week of the absence to register a petition to receive “extenuating circumstance” status. NDHS Administration is anxious to work with families with truly extenuating circumstances. Petitions for excused absences due to extenuating circumstances can be picked up from the Attendance Officer.
- ◆ All absences count toward
- ◆ On the sixth and subsequent class sessions missed per semester for any given class, the individual class teacher will deduct 2 points from the student’s ongoing quarter grade with no limit to the amount of point deductions a student may incur.

Example: A student with a 94 for his 3rd quarter average for a given class, who has missed 6 days of class, will receive a 92-quarter average. If he has missed 7 days, he will receive a 90, 8 days, an 88, etc. The same student will continue to accrue 2-point deductions for additional absences accrued during the 4th quarter.

It is the responsibility of each individual parent and student to keep track of absences. Parents and students should check RenWeb for absences and possible point deductions. Absences incurred due to events sponsored by NDHS (i.e., participation in sporting events or field trips) do not count against the student.

ABSENCE FROM WEEKLY ALL-SCHOOL MASS - Mass is an important part of a student’s spiritual journey. Students are allowed five (5) absences per semester from their academic classes before grade deductions ensue. We wish to place significant emphasis on student attendance at the weekly all-school Mass as well. Therefore, as with their academic classes, students are allowed five (5) absences from Mass during the course of a semester before grade deductions ensue. Students who are late to or absent from weekly all-school Mass will total one absence which counts toward the five-day allotted

absence total for Mass. Upon the sixth and for each subsequent “late to” or “absent from” Mass, students will accrue an absence from EACH of their eight (8) academic classes.

Example: Johnny has missed three English classes during the fall semester. Then, he misses a sixth Mass. Therefore, all of Johnny’s teachers will be notified to add an additional absence to their count. Johnny would then have four (4) absences from English. With two more absences from English, Johnny would lose two points on his semester average.

NOTIFYING THE SCHOOL OF STUDENT ABSENCES - In the case of an absence, tardy or early dismissal, the parent must notify the Attendance Office before 8:30 a.m. This may be done one of four ways:

Call (423) 624-4618, push 2 and leave a message

Send an email to attendance@myndhs.com

Send a text message to 423-415-4789

For planned absences/late arrivals/early dismissals, send a note to be left at the attendance desk.

At 7:45 a.m. each morning the Attendance Officer will be available to receive notes, calls and emails.

In accordance with expectations outlined via course guidelines, it is the responsibility of the student to contact the teacher in advance of a foreseen absence concerning all work that will be missed, and to make arrangements for completing the work. Failure to comply with this standard in its entirety will forfeit the opportunity to make up all work missed during the absence. Any illness or accident, which will keep a student out of school for an extended period of time, should be reported to the Attendance Officer as early as possible.

OFF-CAMPUS APPOINTMENTS DURING THE SCHOOL DAY - Parents are asked to make every effort to schedule non-school appointments outside of school hours and to make use of the additional time provided by early dismissal time on Wednesdays. Missing class due to an appointment does count as an absence if the student misses more than 30 minutes of that class. Absences due to appointments do count toward the five allowed absences for the class. Grade point deductions are taken after five absences. (See first paragraph of Student Attendance policy.)

EARLY DISMISSAL - If the student needs to be excused before the end of the school day, a note, phone call or email to that effect should be presented to the Attendance Officer by 8:30 a.m., the morning of the early dismissal. Early dismissal notes may be turned in as early as one month in advance. The student’s name will be added to the Early Dismissal portion of the Daily Absentee list. It is the student’s responsibility to report to the office at his or her early dismissal time. Calls will NOT be made to the classroom so as not to disrupt classroom instruction. The office will verify appointments as it deems necessary. Failure to comply with early dismissal standards will forfeit the opportunity to make up any missed work for credit

CHECKING OUT - Students leaving campus *must report* to the Main Office, obtain the school’s permission to leave, sign out when leaving, and check in upon returning. After arriving on campus, students are not to be excused from class or to leave the school building/grounds for any activity without permission from the Main Office. This includes going to the parking lot to retrieve forgotten items from one’s vehicle.

COLLEGE VISIT DAYS - In addition to the five absences per class, per semester, Juniors and Seniors only are allowed 2 properly documented college visit days per year. In order for absences due to college visits to be considered, students must:

- ◆ Notify the Attendance Officer and the classroom teacher at least one day in advance of the visit
- ◆ Submit to the Attendance Officer “Proof of Visit” documentation from the Admissions department of the college on the day the student returns to school
- ◆ Take college visit days before May 1st.

Students who do not follow these guidelines will NOT be granted College Visit status for absences. On occasion, seniors may request an additional College Visit. If approved, students may make up their work, but the absence will be counted as such when determining the Exam Exemption Senior Privilege.

CUTTING CLASS - A student who “cuts” or “skips” class will not be allowed to make up any work missed that day for credit. The student will receive discipline points as well as zeros for any work missed. The student is subject to suspension.

ILLNESS DURING THE DAY - If a student is feeling ill, the teacher may send that student to the front office. Upon determining the seriousness of the illness, the front office staff may call the parents in order to arrange for the student’s dismissal. Students will wait in the front office for their parents. In the case of early dismissal during regular school hours due to unforeseen illness, the Head of School, Asst. Head of School, Director of Student Life, or Attendance Officer must speak with the parents by phone or in person for the student to be dismissed early. **NOTE:** Students who become ill at school must use the office phone to contact their parents.

TARDY POLICY - Very rarely is there sufficient reason for repeated tardiness to school. The term “tardy” is used exclusively to refer to a student who is late to school for any reason. The term “late to class” is used to refer to a student who has already arrived at school for at least one class but did not arrive to class on time.

Students who arrive more than 30 minutes late in any class are marked as absent. Therefore, a student who checks in at 8:56 am is counted “absent” for his 8:25 am A-block class, rather than “late to class.”

Every student who is tardy to school must check in at the Attendance Office before reporting to class. No student is admitted to class (no matter what Block of the day) without a tardy slip from the Attendance Office. The teacher uses the slip to ensure the student has checked in with the Attendance Officer.

Each student is allowed seven (7) tardies per semester before disciplinary referrals are written. Tardies accumulate regardless of whether they are for valid or invalid reasons. The amount of tardies accumulated is printed on each tardy slip. Upon the 7th tardy, the Attendance Officer will notify the parents. Upon the 8th tardy and all subsequent tardies, the Attendance Officer will mark, at her discretion, the tardy as “valid” or “invalid”. No negative consequence is incurred for a “valid” tardy. For each “invalid” tardy, the Attendance Officer will refer the student to the Director of Student Life who will assign discipline points and/or detention. Detentions must be served within one week of the date issued.

The Administration reserves the right to waive all student responsibilities in the case of tardies resulting from an unusual amount of inclement weather, a major traffic problem, etc., that unexpectedly delays/halts normal travel.

- ◆ **LATE TO CLASS** - Four (4) “late to class” incidents in a single class total one absence and count toward the five-day absence total for that specific class. Individual classroom teachers are responsible for keeping an accurate tally of “late to class” incidents and may, at their discretion, refer the student to the D who will assign discipline points and/or detention.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER - *In the event of inclement weather or other emergency, the President of Notre Dame High School will make the decision whether to close or delay the start of school. We will NOT automatically follow Hamilton County.* The administration will consider the safety of students and staff when making a decision to close. Any decision to close the school will be announced on our website, www.myndhs.com, on social media as well as notification through the RenWeb Notification System.

SCHOOL-SPONSORED OUTINGS - When going off campus as a member of a school group, the student must return a permission form signed by a parent or guardian. Students who do not return signed permission forms will not be allowed to participate in the off-campus activity.

SENIOR FINAL EXAM EXEMPTION - The exam exemption policy is a “senior privilege” and as such may be withdrawn (individually or collectively) at the discretion of the administration. It is awarded to senior students who have exemplary attendance for the spring semester (3 absences or fewer) and a 90 average in a course can earn exemption from final exams. This does not apply to Advanced Placement or Dual Enrollment college classes. Each senior teacher also has the option to add additional criteria that students have to meet to earn an exemption. (Late to class, homework, behavior, etc.)

TRANSFERRING - When a student transfers to another school, the Director of Admissions should be notified one week before the transfer is to take place. Student accounts must be settled before the transfer is completed. All textbooks and library books should be returned before the student leaves. At the time of departure, the student will receive his/her RenWeb grade report and a notice of transfer from the school. The student's cumulative record of grades will be sent to the new school upon request, provided that the parent or guardian has signed a release form authorizing the school to send copies of the student's complete records to the new school and all financial obligations have been settled.

E. TEXTBOOK INFORMATION

Notre Dame stocks all required textbooks, except college texts used in Dual Enrollment classes, which must be purchased at Chattanooga State Community College, unless otherwise designated by Notre Dame.

RENTAL POLICY - Student textbooks are rented annually. The rental fee is included in the student fee charges. If a student loses a book, he/she must notify the Director of Business Operations that the book has been lost and must pay the replacement price in order to receive another book. The rental fee will also include all workbooks. It is the student's responsibility to care for and keep up with all books which are issued by the school. Each student should place his/her name and student ID number in ink in each book on the inside front cover. Classes may use supplemental books (paperbacks) that must be purchased by the student.

RETURNING BOOKS - At the end of the school year all rented textbooks, including hardback and paperback textbooks, must be returned to Notre Dame in good condition or in the same condition as when

rented. If a book is not returned, the student or parent must pay the cost of replacing the book (new price). If the book is returned damaged, a damage fee will be assessed. Parents will be billed during the summer for lost and damaged books. All damaged and lost book fees must be paid before a student can graduate or receive books the following year.

IF A STUDENT WITHDRAWS - If a student withdraws from Notre Dame for any reason during the school year, the student must return all rented textbooks to Notre Dame. Book rental fees are not refundable.

STUDENT PLANNERS – Student planners are included in the student fee and will be distributed during orientation. Students are encouraged to use the planner to list assignments and projects. Planners will also be used as hall passes for students.

F. DISCIPLINE POLICY

The Purpose of the Code of Student Conduct is to assist students, parents, teachers and school administrators in the achievement and maintenance of an environment which will facilitate effective and efficient teaching and a learning environment which is free from disruptions and distractions which interfere with the educational process. Students' responsibilities include:

1. Attending all classes, daily and on time;
2. Being prepared for each class with appropriate materials and assignments;
3. Wearing neat and appropriate clothing according to school policy;
4. Exhibiting an attitude of respect toward others;
5. Conducting themselves in a responsible manner;
6. Refraining from violations of the Code of Student Conduct;
7. Using appropriate channels in a responsible manner to seek change.
8. Taking pride in Notre Dame by assuming responsibility for the appearance of the buildings and grounds.

SCHOOL RULES AND REGULATIONS -

1. It is a privilege to attend Notre Dame High School and student conduct should reflect this privilege at all times on and off campus. All students are expected to conduct themselves in a Christian manner by being considerate to others both in and out of school. The reputation of a school is often determined by the behavior of its students outside of the classroom. It is therefore expected that all Notre Dame students will display behavior patterns that will bring the highest regard for the school and its student body. The greatest courtesy and respect shall be manifested toward the faculty, other personnel and fellow students at the school.

2. Students are to take pride in their school and assume responsibility for the grounds, classroom, and campus. Acts of vandalism should be reported to the administration as soon as they are detected. Students will assume responsibility for the repair or replacement of school equipment marred or damaged by their actions. Should a student fail to assume such responsibility, the parents will be held responsible for the actions of their child and be required to repair and/or replace the damaged equipment.

3. After arriving on the school campus, students are not allowed to leave campus without permission.
4. Food and/or beverage may be consumed **ONLY** in the cafeteria.
5. Chewing gum is ***not*** allowed on campus.
6. Electronic games, laser pointers and other similar items or "toys" are prohibited in the school building and on campus. Such items are subject to confiscation and will not be returned.
7. Any student who is not prepared for class will be subject to disciplinary action.
8. Students and parents should demonstrate the highest type of sportsmanship at all athletic contests.

9. Standards and types of education of a school are often judged by the behavior of its students outside school; therefore, each student should be courteous upon entering, leaving and in transit to school. There should never be any shoving, unbecoming language, or other inappropriate behavior.

10. Respect for the privacy of the families in the neighborhood demands that students avoid loitering in the vicinity of the school and maintain safe speeds when driving.

CELL PHONES AND OTHER ELECTRONIC DEVICES – Students may use cell phones at break, lunch and between classes. Students may NOT use cell phones for any purpose during class or church-related activities. **Cell phones must be turned off and put in the cell phone caddy when entering each class.** The administration reserves the right to search the contents of confiscated cell phones. Violation of this policy will result in the following:

First Offense possible consequences – Phone may be held for 24 hours by the Director of Student Life, parents notified, cell phone privileges suspended for five days (student must leave the phone in front office upon arrival at school), discipline points, detention/campus clean up.

Second Offense possible consequences –Loss of cell phone privileges for the remainder of the year, parent notification, additional discipline points, and detention/campus clean up. Further violations may lead to suspension or dismissal from school.

Headphones and earbuds may not be worn outside of the classroom during the school day. Students using these devices outside of the classroom will have them confiscated. If there are multiple offences, students will be assigned disciplinary points and receive after school detention.

PHOTOS AND VIDEOS - Students may not take/post/send pictures or videos that misrepresent or disrespect the school, students, faculty, staff and/or community. Students found in possession of inappropriate pictures or videos are subject to suspension or expulsion.

DISCIPLINARY POINT SYSTEM - Discipline Points are earned as a result of inappropriate behavior. A student who earns discipline points will be required to attend after school campus cleanup duty. Students accumulating twenty (20) discipline points within one academic year will be suspended for three school days and placed on probation. For each month a student receives no discipline referrals, a discipline point will be dropped. Students accumulating thirty (30) discipline points within one academic school year may be expelled or asked to leave Notre Dame High School. If a student has a major violation that brings the total points to 30, the student may be expelled regardless of the offense.

DISCIPLINARY RECORDS - The Director of Student Life will track the discipline records of each student and will keep them informed of any difficulties. The following method will be used to inform the students and their parents.

Pts Assigned Action Taken

6-7	Director of Student Life meets with the student
10-12	Director of Student Life may call the student’s parents
15	Director of Student Life may meet with the student and parents
20	Administrative meeting may occur with the student’s parents
30	Possible Expulsion

In response to unacceptable student behavior, Notre Dame reserves the right to enforce any of the following disciplinary measures:

- ◆ **In-School Suspension (ISS)** - A student may be given ISS for a defined period of time. Notre Dame reserves the right to charge a fee of \$30.00 per day to hire a supervising teacher.
- ◆ **Out of School Suspension** - Separation of the student from Notre Dame High School for a prescribed period of time.
- ◆ **Expulsion** - Separation of the student from Notre Dame High School whereby the student is not eligible for readmission.
- ◆ **Contract Student** - The student and parent agree to written conditions set forth by the school and signed by all parties.
- ◆ **Detentions** – Detentions are assigned to students who do not uphold the rules, regulations, or policies of the school. Detentions take place daily after school for 30 minutes.
- ◆ **Discipline Referrals** - A teacher who believes a student has behaved inappropriately will submit a discipline referral form to the Director of Student Life’s office. The Director of Student Life will review the referral, assign the discipline points and designate the required punishment.

DISHONOR TO SCHOOL - Diocesan Policy #3050 was established to ensure that students set a Christian example in deportment while in attendance at school, extracurricular, and non-school-related events or activities. The policy states “Students in Catholic schools should be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, will be subject to disciplinary action.”

To this end, NDHS has established the following guidelines which will ensure that students, parents, student leaders and student athletes behave as positive role models for the school.

Students and/or their families will be in violation of Diocesan policy #3050 if they sponsor, condone or allow a party or other event in which NDHS students may consume alcohol or drugs.

Further, students who are cited for illegal activities such as drinking underage, possession of a firearm, assault, harassment or other activities will be considered in violation of Diocesan policy #3050.

Students/families in violation of this policy will be contacted by the Director of Student Life for a meeting to discuss the activities in question. Recommendations will be made to the President regarding action to be taken which may include students/families being placed in a probationary status, required evaluation/assessment by a school approved agency or dismissal from school.

Students who hold leadership positions (house captains, prefects, honor council representatives, student ambassadors) in the school will likely forfeit those positions as a result of their actions. The student may continue with the organization as a member if the organization sponsor and its guidelines allow for such.

Students involved in sports activities will be placed on probation, and subject to other actions to be determined by the Head Coach as outlined in their team guidelines.

GUIDELINES FOR SPECIFIC INFRACTIONS - The Dean of Students is given complete discretion in assigning consequences for improper behavior. The following list provides some general guidelines that are considered when making such decisions, but the Dean of Students may deviate from the guidelines based on individual circumstances and history of the individual in question.

Classroom Violations: 5 to 7 Points each: Conduct that disrupts the learning process, unnecessary talking and socializing, rudeness, inappropriate language, unkindness, sleeping in class, and argumentative behavior.

General Discipline Violations: 2 Points each: Dress code violations, consuming food or drink in an undesignated area, chewing gum and tardy to class. If a student is not prepared for class, the Dean of Academics should be notified. The number of points issued will increase with each subsequent infraction of the same type.

Major Discipline Violations Possible Consequences

Skipping a class	7 Points, possible
Leaving school without permission	10-15 Points and suspension
Absent from school without permission	10-15 Points and suspension
Harassment or Mean Behavior toward a fellow student	10-15 Points and possible suspension and/or expulsion
Reckless Driving	10 Points and loss of driving privileges
Stealing	20 Points, possible suspension and/or expulsion
Threats to other students	15+ Points, possible suspension and/or expulsion
Possession or use of tobacco products on campus or at school functions off campus	15 Points, suspension
Defacing school property	15 Points, possible suspension and/or expulsion
Fighting with or striking a fellow student	10-20 Points, possible suspension and/or or expulsion
Serious insubordination, verbal or physical abuse toward a staff member	20 Points, possible suspension and/or expulsion
Possession or use of alcohol or controlled substance	20 Points, possible suspension and/or expulsion
Possession of a weapon	30 Points and expulsion
Selling or distribution of alcohol or a controlled substance	30 Points and expulsion

HALL PASSES - Students will not leave the classroom for any reason without a hall pass. Hall passes are in the Student Planner. Students should fill out the pass and get the teacher's signature before leaving the classroom. Students are expected to take the most direct route to and from their destination.

HAZING AND HARASSMENT - In keeping with our policy of fostering a faith community characterized by the Gospel message of mutual respect, the following are serious violations: physical fighting, hazing and personal harassment where doubt exists as to the responsible aggressor, all of those involved will receive the same penalty.

Initiations: Initiations are considered a form of hazing and will not be tolerated.

Sexual Harassment: Sexual harassment is a form of discrimination that violates the mission of the school and will not be tolerated.

Threats by Students - Diocesan Policy # 3170 states any threat or misrepresentation by words or actions which may be construed as a "threat" to another (person or group of persons) or may be perceived to be cause for harm to anyone in the educational setting shall be reason for suspension from school. The President shall judge the level of severity of the threat be it expressed in words or actions. In the event of a suspension, probationary measures may be required as well as any medical and/or psychological intervention that may be deemed necessary by the President in consultation with the Superintendent as a condition prior to readmission.

ID CARDS - A student must be able to produce their I.D. at any time as requested by an administrator, teacher or staff member. The I.D must be used for lunch service unless they are using cash. No lunch service for non-cash transactions will be provided without an I.D. A replacement I.D. will cost \$5.00.

KEEPING KIDS SAFE PROGRAM

The Diocese of Knoxville has adopted and implemented the “Keeping Kids Safe” environment program for children. This program provides families with good information about how to take steps to foster a safe environment for their children. Our belief is that parents should communicate to their children ways to stay safe in our world today. For our parents, the Keeping Kids Safe Program has 11 safe points to be discussed with your high school student. Please take time to discuss the following points:

WHAT TO SAY TO HIGH SCHOOL YOUTH:

Contracts signed by minors are not legally binding without parental consent.

You must get our permission before you accept a job from anyone.

Walk with confidence and purpose in public. Be alert and aware of your surroundings and who is in the vicinity.

Dating should be a fun experience and you should never allow yourself to be coerced into doing anything that you know is wrong.

It is okay to be rude to someone who is trying to get you to do something that is wrong.

“Date rape” accounts for the vast majority of teenage rapes. Just because you are on a date does not mean that you cannot say, “NO”. When you say “NO”, that response should be respected.

Never leave an open can of soda some place where you can’t see it. Get your own drink so you know exactly what is in it. If you start to feel sick or dizzy, tell a friend to call us immediately and we will come and get you, no questions asked.

Perpetrators rely on our tendency to avoid making scenes in public; it is okay to make a scene to stop someone from taking advantage of you.

If you are ever in an uncomfortable situation and need a ride home, call us and we will pick you up – and you will not get in trouble.

Never do anything with your peers that you would not do if we were present, or if you were alone.

“Group think” is usually not wiser than an individual’s independent thinking.

Never give personal information over the Internet. Never agree to meet anyone you have met through the Internet.

SUBSTANCE ABUSE INTERVENTION PROGRAM

Notre Dame High School has established a proactive program to keep our school safe and to assist students in making healthy choices.

Policy - Notre Dame High School operates under the direction of the Bishop of Knoxville and under the supervision of the Superintendent of Schools for the Diocese of Knoxville. The school is bound by the policies of the Diocese of Knoxville. Substance abuse policies under the Diocese are as follows:

Substance Use, Abuse, or Possession - To provide for the health, safety, and welfare of our students, Notre Dame states:

A student shall not possess and shall not receive, buy, transmit, sell, or be under the influence of any drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, crack, alcoholic beverage, controlled substance, any illegal substance, mind-altering substance, inhalant, or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any *counterfeit controlled substance*. A *counterfeit controlled substance* is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance.

A student shall not buy, sell, transfer, or use any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance:

- ◆ on the school grounds during and immediately before or after school hours.
- ◆ on the school grounds at any other time when the school is being used by any school or non-school group.
- ◆ off the school grounds at a school-related activity, function, or event.
- ◆ in vehicles when students are being transported to or from a school-related function, activity, or event.

Students in violation of this policy shall be subject to being reported to the Chattanooga Police Department as well as possible suspension and/or expulsion.

Drug Use Identification - In order to assist students who may have illegal substance use/abuse issues, every student will be tested in random order for drug use throughout the school year. Each family will be assessed \$50 per student, which is included in annual fees. The random testing will begin 14 days after the start of the school year and will conclude on the last day of the school year. A hair follicle test that will show drug use traces for 90 days will be used. The collection of hair samples will be sent to a third-party lab for independent verification.

Students who show no trace of illegal substance use will have their name placed back into the pool and are subject to another random test if their name is generated in the testing pool again.

The following actions will be taken for students who show traces of illegal substance use:

- All actions will be confidential to protect the identity of the student.
- A parent and student conference (in person or by phone) with the school administration to discuss the findings. Parents can request a retest at their own expense if they feel it is necessary. The President must approve any retesting.
- A professional substance use assessment is encouraged and may be required to determine the extent of the abuse issues and to recommend a course of action to deal with these issues.
- After 100 days (about 3 and a half months), the student will be retested at the parent's expense. This will establish that the student is substance free. If after 100 days (about 3 and a half months) the student again tests positive for illegal substances, he/she will be placed on probation. Probation will include but may not be limited to no participation in sports or extracurricular activities and removal from leadership positions for 45 days and a professional substance use assessment will be required which must be shared with the school.
- Student will be tested again after 45 days (about 1 and a half months). To establish whether or not the student is substance free. If the student again tests positive for illegal substances, he/she will be dismissed from the school. If the test is negative, routine follow-up testing will be performed as determined by the Head of School and the Director of Student Life.
- If a student, who has tested positive for illegal substances, fails any future test, he/she will be dismissed from school.
- If a 12th grade student fails his/her first test with less than 100 days remaining in the school year, he/she must pass a second test in order to receive a diploma.

Note: Any student who refuses to be tested will be in violation of the requirements agreed to in their contract. Parents will be notified of the insubordination/refusal to comply with the testing requirements. The student will have 24 hours to comply or be dismissed from school.

Alcohol Use Prevention - Alcohol use by NDHS students will continue to be dealt with by direct intervention. All campus events are hopefully monitored by students, parents and school staff. The

school may use a breathalyzer device to screen students under suspicion or at random. If alcohol use is verified, the student's parents will be contacted, and the school will follow the guidelines for a violation as outlined in our intervention program.

Beginning in 2018-2019, parents may ask for a "Parents Results Only" alcohol test that can provide analysis of the previous three months and indicate if there has been any alcohol usage in a student's life during that time. Results go only to the parents, not the school. It is available for \$99.00.

Alcohol Violation - For any student found using, in possession of, or under the influence of alcohol products on school grounds or at school related functions:

- ◆ The student will serve an out-of-school suspension for an undetermined amount of time.
- ◆ The student will be placed on permanent probation relating to alcohol use and will be subject to a random alcohol/drug-testing program by a school-approved agency. If the student tests positive for alcohol use or has a second alcohol violation while attending Notre Dame, he/she will be asked to leave.
- ◆ All costs for intervention programs and testing will be paid by the family.

Tobacco Violation - For any student found using, or in possession of, tobacco or artificial tobacco products on school grounds or at school related functions to include electronic cigarettes, vaping, dipping, etc.:

- ◆ The student is subject to suspension.
- ◆ The student will be on permanent probation relating to tobacco. If a student has a second violation at Notre Dame, they will be subject to expulsion. The team will review the violation and make a recommendation to the President regarding possible suspension or expulsion.
- ◆ All costs for intervention programs and testing will be paid by the family.

Events Management - Notre Dame strives to provide conscientious supervision for its students attending school-sponsored activities. With this in mind, we expect our students will not leave our home football games until the start of the 4th quarter and may not leave our dances any earlier than 30 minutes before the posted activity end time. In cases where this is in question, a phone call will be made for parental permission to release early.

PERSONAL INTEGRITY CODE - The community of Notre Dame High School, in light of the teachings of Jesus Christ and in accordance with the school mission statement, expects all students to display the highest standards of personal integrity at all times. Lying, cheating or any other activity that conflicts with these standards and undermines the integrity of the community cannot be tolerated. Actions that violate the Personal Integrity Code will result in serious consequences, including possible expulsion.

Two major components of the Notre Dame Personal Integrity Code include:

- ◆ **Lying** – Includes any intentional misrepresentation of facts in order to deceive or obscure the truth in any school related situation.
- ◆ **Cheating** - Includes using or taking credit for the work of another person, whether the material is used directly or superficially disguised (plagiarism). Cheating also includes the divulgence of any information without the expressed consent of the teacher regarding the contents of an assignment, homework or test.

The intent of the Personal Integrity Code is to reinforce a sense of moral responsibility within each of our students. It is the expectation of Notre Dame High School that each member of the school community

assumes responsibility for his or her own actions and continues to develop intrinsic values of personal integrity. Students who witness a violation of the code are expected to report immediately such violations to a teacher or administrator. Failure to do so can be considered a violation of the code.

Consequences for violations of the Personal Integrity Code

First Offense

- ◆ The teacher reports incident to the President and the parents.
- ◆ The student receives no credit for the test/quiz/assignment.
- ◆ The student will receive 5 discipline points issued by the Dean of Student's office

Second Offense

- ◆ Additional infractions may result in suspension and/or expulsion.

PUBLIC DISPLAY OF AFFECTION - The school administration understands that dating and social relations occur among students who attend Notre Dame High School. However, overt public displays of affection cannot be tolerated because they detract from the cohesiveness of the learning environment and can make other people uncomfortable. Instances of inappropriate public affection will be discussed with the students involved and, if necessary, be addressed by the administration.

SENIOR PRANKS – A senior prank is any act carried out by a class or an individual that causes (a) damage to the physical plant; (b) disruption to others' learning; (c) damage to the reputation of NDHS; or (d) is negative toward any person associated with NDHS. Consequences may include but are not limited to:

- ◆ Forfeiture of one or more Senior Privileges
- ◆ Attendance at Baccalaureate Mass denied
- ◆ Attendance at Graduation denied
- ◆ Financial obligations incurred for damages to school or property
- ◆ Detention time served after all students have finished the year
- ◆ Detention time to include manual labor at school
- ◆ Transcripts and/or diploma held until all conditions have been met to the satisfaction of the Administration
- ◆ A letter sent to the college of record describing the incident

WEAPONS - No student shall possess, handle, or transmit any object(s) that can be considered a weapon or other dangerous object at school, on school grounds during or immediately before or after school hours, on school grounds at any other time when school is being used by a school or non-school group, off the school grounds at a school-related function, activity, or event, in vehicles when students are being transported to or from a school-related function, activity, or event. Students in violation of this policy shall be subject to suspension and/or expulsion.

SCHOOL UNIFORM REQUIREMENTS

The purpose of a school uniform at Notre Dame High School is to promote a positive self-image and demonstrate a concern for professionalism and respect for others. The uniform is an integral part of life at Notre Dame and must be followed at all times when school is in session. The uniform requirements may be altered for special occasions by the Dean of Students under the direction of the President.

The expectation is that students are dressed for success. All uniform items must be neat and clean, must fit properly, and must not be frayed or torn. Students are expected to arrive at their first class in uniform.

Shirts must be buttoned up to the second button and tucked into uniform bottoms. Proper uniform is always expected during school hours. Repeated offenses will result in disciplinary action.

Approved Vendors: Tommy Hilfiger & ABC Apparel

Girls			
Uniform Bottoms	Color/Material	Size Variations	Quarter
Shorts* Girls may wear boy's shorts	Khaki Twill Bermuda	Regular, Plus, Slim	1 st & 4 th Quarters Only
Pants* Girls may wear boy's pants	Khaki Twill Straight	Regular Only	All Quarters Pleated & navy phased out
Skort	Plaid Pleated—Tommy Hilfiger Traditional—ABC Apparel	Regular, Plus	All Quarters
Uniform Tops	Color/Material	Size Variations	Quarter
Polos* Girls may wear boy's polos	Green Pique Short-Sleeve	Regular, Tall	1 st & 4 th Quarters Only
Oxford Button-Down Shirt* Girls may wear boy's shirt	White Long-Sleeve	Regular, Tall	All Quarters & Mass Days Yellow phased out
¼ Sleeve Blouse	White	Regular, Tall	All Quarters
Accessories	Color/Material	Size Variations	Quarter
Belt	Brown, Black	None	All Quarters
Socks	White	Above the ankle, below the knee	All Quarters
Shoes—Athletic	White, Blue, Gray, Black	Any combination of colors listed	All Quarters, all days
Shoes—Dress	Brown, Black	None	All Quarters
Outerwear	Color/Material	Size Variations	Quarter
¼ Zip Pull-Over Available only at ABC Apparel	Navy	None	All Quarters
V-Neck Sweater Cardigan Sweater	Navy or Green	None	All Quarters
Spirit wear (sweatshirts, quarter zips, fleeces, jackets) with NDHS logo	Navy blue, green, black, grey, or white	None	All Quarters

Boys			
Uniform Bottoms	Color/Material	Size Variations	Quarter
Shorts	Khaki Twill Khaki Performance	Regular, Husky, Slim	1 st & 4 th Quarters Only
Pants	Khaki Twill Khaki Performance	Regular, Husky, Slim	All Quarters Pleated & navy phased out
Uniform Tops	Color/Material	Size Variations	Quarter
Polos	Green Pique & Performance Short sleeve	Regular, Tall	1 st & 4 th Quarters Only
Oxford Button-Down Shirt	White Long-Sleeve	Regular, Tall	All Quarters & Mass Days Yellow phased out
Accessories	Color/Material	Size Variations	Quarter
Ties	Striped Striped with NDHS	None	All Quarters with button-down shirts

Available only at ABC Apparel			
Belt	Brown, Black	None	All Quarters
Socks	White, Blue, Gray, Black	None	All Quarters
Shoes—Athletic	White, Blue, Gray, Black	Any combination of colors listed	All quarters, all days
Shoes—Dress	Brown, Black	None	All Quarters
Outerwear	Color/Material	Size Variations	Quarter
¼ Zip Pull-Over Available only at ABC Apparel	Navy	None	All Quarters
V-Neck and Cardigan Sweater	Navy or Green	None	All Quarters

Skort Policy

Skorts must be no shorter than 4 inches above the knee
Skorts must not be altered in any way
Skorts must not be rolled up

Outerwear Policy

Outerwear must have an NDHS logo and be navy blue, green, black, grey, or white.
A uniform shirt collar must always be visible when wearing outerwear (except for Spirit Fridays)
Hooded sweatshirts or jackets are not permitted.
Outerwear is not to be work during Mass

Footwear Policy

Students are allowed to wear brown or black dress shoes with no heels or athletic shoes.
Athletic shoes of designated colors (blue, gray, white & black) are allowed all days.
Athletic shoes can be any combination of ANY of the noted colors, but ONLY the noted colors.
Boots and high-top sneakers are not allowed.

Out of Uniform: On special occasions, students will be allowed to come out of uniform. These days will be designated in advance and students must always wear clothing that is respectable and presentable. Cut off shorts, tank tops, halter tops, and any top that reveals the mid-section are never allowed. Shorts must be of the appropriate length, which is no more than 4 inches from the top of the knee. No clothing item will have writing or graphics that are inappropriate or offensive. Students who violate the out of uniform dress code will be subject to disciplinary action and loss of out of uniform privileges.

Hair: Boys and girls are required to be well groomed at all times with hair remaining off the face and not covering the eyes. Hair color for boys and girls must be a natural color. Non-natural colors (i.e., blue, pink, purple, red, orange, etc.) are not allowed. Boys' hair should be cut above the collar.

Tatoos: Students may not have any visible tatoos during the school day.

Jewelry: Girls are allowed only to have ear piercings and no other visible piercings. Boys are not allowed to wear earrings or have any other visible piercings.

Friday Spirit Wear: Students may wear NDHS shirts (from a team, club, house, or spirit store) with uniform bottoms.

H. STUDENT HEALTH SERVICES

HEALTH SERVICES - A student that becomes ill while at school should report to the front office with a pass from the teacher. Students are permitted to remain in the office or other designated area for up to 1 class period. If their condition improves, the student will be allowed to return to the classroom. If the student remains ill and is unable to return to class, a parent will be notified. **Students will not be permitted to leave the school campus at any time without the permission of the parent or other person listed on the emergency form.** Written permission to leave school may be sent via fax or email. If a student is injured during the day the parents will be notified. If the parents cannot be reached and the injury is serious, the student will be taken to Memorial Hospital.

EMERGENCY INFORMATION – A form for medical and emergency information is provided prior to the beginning of the school year and **must be completed and returned before a schedule can be issued.** In case of illness or accident, medical information plays a significant role in the care of your child. It is also important that we have alternate phone numbers for the parents, and alternate people to communicate with in case we are unable to contact a parent, in the event of an emergency involving your child. You should notify the office of any changes in address or phone numbers during the school year.

MEDICATION POLICY - Notre Dame High School (NDHS) has established the following procedures for student self-administration of medications while attending school:

- ◆ NDHS will designate individual(s) who will monitor students' self-administration of medicine. Designated personnel will be the Front Office Administrative, the Asst. Head of School and the Director of Student Life.
- ◆ No over-the-counter medication will be available.
- ◆ All prescription drugs must be registered with a signed consent form which will include documentation from a "licensed prescriber on an individual basis as determined by the child's health status." Prescription medication must be brought to school in the original, pharmacy-labeled container.
- ◆ The container shall display:
 - Child's name
 - Prescription number
 - Medication name and dosage
 - Administration route or other directions
 - Date
 - Licensed prescriber and name
 - Pharmacy name, address and phone number
- ◆ All prescriptions for long-term medications should be renewed annually.
- ◆ Parents or guardians will be contacted if any problems with administration of the medication should occur.
- ◆ A log is kept of all distributed medications.

- ◆ The parents of students who have medical conditions such as allergies, asthma, diabetes or other conditions that can be life-threatening must notify the school. These special conditions must be listed with a signature from a parent or guardian.
- ◆ If the identified condition is life-threatening, emergency medication to assist in potential medical situations must be provided by the student's parents or guardians and must be accessible to the student at all times as prescribed by a licensed medical professional. The student can possess the medication. Examples of these medications include but are not limited to asthma inhalers, EpiPens, glucose tablets, glucagon injections, Benadryl and others.
- ◆ Teachers, staff, cafeteria personnel and others will be notified of allergies and conditions in order to assist students as needed during possible adverse reactions or medical emergencies.
- ◆ It is the parents/guardians' responsibility to notify the school of any changes in a student's medical conditions or medications by submitting a revised consent form.

INJURY SUSTAINED DURING SCHOOL ACTIVITIES - All injuries sustained during school activities must be reported to student health services as soon as possible. NDHS maintains a **secondary** medical insurance policy to supplement costs incurred by students who have sustained injuries during school activities. Initial paperwork must be filed within 30 days of the sustained injury for claims to be honored.

I. STUDENT ACTIVITIES

ATHLETIC INFORMATION - Notre Dame is a member of the Tennessee Secondary School Athletic Association (TSSAA). Eligibility in all sports is governed by the TSSAA. Students wishing to participate in any extra-curricular activity shall maintain acceptable academic standards as stipulated by TSSAA. **Students who receive need-based financial assistance must do so in accordance with the guidelines established by the Tennessee Secondary Athletic Association and Notre Dame High School.**

Participation: A student becomes a member of a team if he/she practices one practice beginning with the first day of official practice. Any player who quits a team must receive a release from the coach in order to participate in any other sport. This will be in effect until the sport in which the student has quit is completed. If a player is not granted a release, he/she will be unable to participate in any other sport until the original sport is completed, including playoffs and championship games.

Physical Examination: Each student interested in participating in a sport must have the approved Notre Dame High School physical assessment form completed and on file in the student health office prior to any practice or participation. Only the approved form will be accepted. The form also included an emergency permission to treat, insurance information and the travel form. Forms may be obtained in the Student Health office.

Athletic Fee: Each student athlete will pay a \$200 athletic fee. The fee is an annual payment regardless of the number of sports in which the athlete participates. The fee will be collected by the coach of the sport and under the supervision of the Athletic Director. As the fees are collected, they will be placed in a Designated Athletic Fee Fund and will only be used for the needs of the athletic department.

Conduct: In accordance with TSSAA sportsmanship initiatives, we require and expect all of our players, coaches, parents and spectators to exhibit good sportsmanship at all athletic events. Anyone cited for behaving in a profane, abusive or disrespectful manner towards officials, coaches, players or other spectators, can be suspended from attending Notre Dame athletic events. The length of any such suspension would be at the discretion of the President.

Personal Appearance - Notre Dame athletes are required and expected to have an appropriate and professional personal appearance when representing Notre Dame High School. This includes before,

during and after games. Notre Dame Athletes are also required to have no visible tattoos or body piercings.

AWARDS – Two annual Awards Day Night programs are held annually (one for seniors; one for underclass) to announce scholastic as well as outside special award winners. Some special senior awards are announced at graduation. All awards are made with the approval of the President. Below are several of the awards that are presented.

American Citizenship Award is selected by the faculty to honor students who make contributions to school and the community.

Bishop Niedergeses Award, in memory of a deceased former Bishop and local pastor, is awarded at graduation to senior students who are Catholic and outstanding in generosity and service in the community. Award winners are chosen by the Religion Department.

Bubber Byrne Award, in memory of a deceased former student, is awarded at graduation to a senior who demonstrates proficiency in sportsmanship, accomplishment, leadership and inter-scholastic athletics. The recipient is chosen by the Athletic Department.

Christian Living Award is awarded at graduation to two Christian students who have applied religious principles and ideals in daily life. The recipients are chosen by the faculty.

Class Awards are given by each department to students who demonstrate high academic achievement and positive attitudes in each subject.

David Harr Scholarship, in memory of a deceased former student, is awarded at Senior Awards Night and presented to a senior Theater student who has contributed in a special way to the program.

Distinguished Service Awards are presented to the top five students in each grade who have exceeded the required amounts of community service.

General Excellence Awards are awarded at graduation to a boy and girl who must rank in the top of the class, participate in extracurricular activities, model exemplary conduct and character and represent the ideals and mission of this school.

Girls' and Boys' State representatives are selected from the junior class. Qualifications taken into account for this nomination are patriotism, loyal service, character and leadership. Scholastic qualifications are announced each year by the American Legion. Recipients are chosen by the faculty.

James Jabaley Scholarship, in memory of a deceased alum, is awarded at Senior Awards Night and presented to a person who has been selected by a combination of the faculty and senior class recognizing someone who has lived a life of exceptional service to school and community.

James D. Phifer Award, in memory of a deceased former alumnus and principal, is awarded at graduation to a female and a male senior who represent the "Spirit of Notre Dame" as it relates to the school, the community, and the church. The Home and School Association sponsors the award.

Mary Kate McGuire Scholarship, in memory of a deceased former parent, is awarded on Senior Awards Night and presented to a student in academic good standing, exceeds community service requirements, friendly and supportive of the NDHS mission, concerned about the well-being of others and a team player.

Perry Storey Leadership Legacy Award is awarded at graduation to a senior described as high in academic standing, one who demonstrates visionary leadership, upholds our Catholic identity, exhibits genuine school pride and displays a passion to serve.

Scholar Athlete Award is awarded at graduation to a senior student who demonstrates high academic accomplishment and a diversified interscholastic athletic achievement. The senior is selected by the faculty from a slate of nominees presented by the Athletic Department.

Serra Club Award – is awarded at Senior Awards Night to a student who embodies the joyful work of the local Serra Club whose mission is to promote and support religious vocations.

Tina Harr Memorial Scholarship, in memory of a deceased former parent, is awarded at Senior Awards Night and is presented to a strong leader who is charismatic, respected, service-oriented and dependable.

BAND - Notre Dame Band - The Notre Dame Band is one of the premiere performing groups on campus.

CHEERLEADING TEAM - is an extracurricular after school activity. There are multiple squads. The number of cheerleaders on each squad is determined by the cheerleading coach and the number of participants in the tryout clinic. In early spring tryouts for varsity squads are held. Students must have teacher approval to participate in the tryout clinic. Students are judged on skill, enthusiasm, and attitude. Cheerleaders must follow the cheerleader guidelines in order to remain on the squad.

CLUBS - It is part of the Notre Dame philosophy that we must learn to give back to the community in which we live; therefore, each student is encouraged to belong to one or more clubs or organizations. Clubs typically meet on a rotating basis after school on Wednesday early dismissal days. Students interested in forming any other clubs are encouraged to present a proposal to the Club Coordinators.

DANCE TEAM - is an extracurricular after school activity. There are multiple squads. The number of dancers on each squad is determined by the coach and the number of participants in the tryout clinic. In early spring tryouts for varsity squads are held. Students are judged on skill, enthusiasm, and attitude. Dancers must follow the team guidelines in order to remain on the squad.

DANCES - On special occasions Notre Dame Clubs or organizations may sponsor a dance. All dances must be approved through the "Activity Form" procedure and placed on the school calendar. Students may not leave the designated dance area and then return to the dance. Admission of all persons who are not Notre Dame students will be governed by the Outside Date Policy. Parents are responsible for their students before and after the dance. School dances are chaperoned, held on campus and at some off-campus venues, and end no later than midnight. The Junior-Senior Prom is a formal occasion off campus sponsored by the Junior Class in the spring as a farewell to the seniors. Sophomores may attend as dates of NDHS juniors or seniors. Freshmen may not attend Prom. All school rules and regulations apply to any activity whether on or off campus.

Outside Date Policy: For school-sponsored activities, a student is allowed to bring a guest who is not a student at Notre Dame on completion of an "Outside Date" form. All outside dates must be approved by the administration. An approved list is to be posted before the activity. Students below 10th grade may not attend the Junior-Senior Prom.

DRAMA/THEATER – A theatrical organization of students through the drama classes as well as any other interested students to produce plays, skits, musicals, and other theatrical endeavors. Auditions are held periodically throughout the school year for all major productions.

GREEN & GOLD AMBASSADORS - are a select group of students who assist the Admissions Office with events for prospective students and families. Student Ambassadors represent the school in instances where role models of a Notre Dame High School student are needed. Students apply for Green & Gold membership annually. Members from previous years must reapply each year in order to remain active in the program. Positive academic and discipline records, as well as teacher recommendations, are required of applicants.

HOMECOMING KING & QUEEN COURT - Senior girls and boys who are in good academic standing, have no honor violations, and whose discipline record has been reviewed by the Dean of Students are eligible to be on the court. The senior class selects 5 senior girls and 5 boys as candidates (a tie in the voting may increase this number) and the Student Body elects the King and Queen from the court. The Court is presented, and the King and Queen are crowned during the half-time activities of the Homecoming football game in the fall.

MR. AND MISS NOTRE DAME - Candidates are elected by the seniors in the spring. To be eligible, a senior must be in the top two quartiles, have been a student at Notre Dame for two years and be active in school service. The senior class will nominate five boys and five girls. Those with the most votes are selected as the court. Winners of the Homecoming Queen and King election are ineligible for the court. From the list of nominees on the court, the Student Body elects one female and one male to be Mr. and Miss Notre Dame. The boy and girl receiving the most votes wins. All ten candidates are presented at the Junior-Senior Prom where the identity of Mr. and Miss Notre Dame is revealed.

HONOR SOCIETIES –

Mu Alpha Theta Math Honor Society - is an honor society for students who have excelled in their math courses. Students are first selected during the second semester of their junior year and must have a 90 average (without rounding) in five semesters of math including Algebra 1, Geometry, and the first semester of Algebra 2. Other opportunities for membership may follow in subsequent semesters.

International Thespian Troupe - is an honorary organization for theater students at more than 4,500 secondary schools across the nation. Its mission is to honor student achievement in theater arts. To be eligible, students must complete a total of 100 hours of work in our extracurricular theatre program, either on stage or behind the scenes.

National Honor Society - is a national honor society of junior and senior students who have demonstrated outstanding qualities of scholarship, character, leadership, and service. All four qualities are weighted equally in determining membership by a faculty committee. Students must have at least a 3.5 weighted grade point average to qualify for membership.

Sociedad Honoraria Hispanica (Capitulo Papa Francisco) – honors Spanish students who have a combined A average during their last three semesters of studying the language. Students are required to donate two hours of service per semester to our ongoing service project, the mobile Food Pantry at Clifton Hills Elementary School, where they are also able to put their Spanish skills to practical use while serving the Hispanic community. We also engage in various cultural and fun language-related activities throughout the school year.

HOUSE LEADERSHIP COUNCIL - The House Leadership Council (HLC) of Notre Dame High School serves as a representative body for the students of NDHS and acts as a communication liaison between students and the faculty and administration of the school.

J. GRADUATION

In order to graduate from Notre Dame High School, a student must have completed the required number of credits. Any senior student lacking only one credit towards graduation will be allowed to participate in graduation ceremonies but will not receive a diploma until the requirements are completed. Any student lacking more than one credit will not be allowed to participate in the graduation ceremonies. Students

will not be allowed to graduate prior to the end of the academic school year. In order to be recognized as Valedictorian or Salutatorian (students ranking number one and number two, respectively) of the graduating class, a student must have completed the entire junior and senior years at Notre Dame High School.

Note: All information concerning graduation, including required attire, will be emailed frequently as graduation nears.

There are several special senior events that happen during the graduation season, each of which is required:

- ◆ **MAY CROWNING MASS** – Seniors dress up and participate in the presentation of flowers as we recognize Mary as the patroness of our school and the Mother of the Church.
- ◆ **SENIOR TRANSITION DAY** – Seniors participate in a half-day of activities that engage them in looking both backward and forward as they prepare to graduate.
- ◆ **SENIOR AWARDS NIGHT** – Seniors wear graduation gowns, are introduced to the audience and participate in the annual end-of-year awards program.
- ◆ **BACCALAUREATE MASS** - The Senior Baccalaureate Mass is traditionally held at Sts. Peter and Paul Catholic Church on East 8th Street on the Saturday evening prior to Graduation at 7:30pm. Baccalaureate Mass is mandatory for all seniors. Parents and friends are cordially invited to attend. Seniors march in the same order as graduation. This is a formal Mass led by the seniors.
- ◆ **COMMENCEMENT** - Graduation is traditionally held on the third Sunday in May at 2:00 pm at McKenzie Arena. Seniors wear caps and gowns, girls in white and boys in green. Seniors are led by the Valedictorian and Salutatorian. All other seniors march in alphabetical order.

Calendar of Related Dates -

A. September or October: Information concerning graduation will be presented to the senior class.

The Balfour Company representative will present information concerning graduation announcements and caps & gowns. Orders will be taken a week later, and full payment must accompany the order. The students will be measured for their cap and gown during this time. The graduation fee paid at the beginning of the year includes the fee for the cap and gown. Each student will be asked to complete a diploma form showing their full legal name which will be printed on the diploma. This list will be posted on the website for the parents to confirm the correct spelling.

B. March: Announcements and other graduation items will be distributed upon arrival.

C. April: Announcements should be mailed three to four weeks prior to graduation.

D. May: All financial obligations must be met before the student will receive his/her cap and gown.

The college that the student will be attending and information for scholarships that the student is accepting must be turned in by May 1st in order for the information to appear in the graduation program. Final transcript requests must be turned in to the Senior Counselor by the same date for them to be mailed out as soon as final grades are recorded. All scholarship awards need to be given to the Senior Counselor regardless of whether they are being accepted.

SENIOR EXAMS - are held (for those students who are not exempt) the week before graduation. Seniors who have a 90 or better second semester average in a class, three or fewer absences in that class,

and have no major discipline infractions are exempt from the second semester exam in that class. All absences count except school-related field trips, college visits or an out-of-town funeral for someone in the immediate family.

K. MISCELLANEOUS INFORMATION

AFTER SCHOOL / BEFORE SCHOOL SUPERVISION - Parents should see that their children are picked up immediately after school. Twenty minutes after the scheduled dismissal time students who remain at school and are not under adult supervision are to report to the Library or Cafeteria. The library is supervised by staff; the cafeteria is watched over by a nearby security guard. Parents should see that their children who are participating in after-school activities or meetings are taken home immediately after the activity.

Students that arrive before 7:50 a.m. typically report to the cafeteria. The cafeteria will be open each morning at 7:00 a.m. for early arrival. Students should not arrive at school prior to 7:00 a.m. Staff is on site.

BELL SCHEDULE - Notre Dame has a seven-hour day starting at 8:10 a.m. with a 3:05 p.m. dismissal each day except for Wednesdays when we dismiss at 2:35 p.m. Students are enrolled in a rotating eight-class schedule but attend five per day (60-minute blocks) with a morning break and a 30-minute lunch. An all-school Mass for the entire Notre Dame community is held most Thursday mornings during the second block of the day.

CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER - Address and telephone number changes should be made as soon as they are known. Contact the business office to make changes.

FIRE/SAFETY DRILLS - Fire drills are held in accordance with the regulations of the local Fire Department and in cooperation with the state organization for fire prevention. The drills are precautionary measures for the safety of the students. At the signal, pupils will rise and pass in a rapid and orderly manner out of the room, without instructions from anyone, leaving all books, hats, or jackets. They should refrain from talking or pushing. Teachers and students must remember to close all doors before leaving the building.

Notre Dame High School has crisis management plans in place that ensure the safety of students. School safety drills will include drills for intruders, severe weather and other events that threaten student's safety.

FOOD SERVICE - The cafeteria is operated by Pedestal Foods and offers delicious menu options for breakfast, lunch, and after-school snacks during school hours of operation. Prepaid meal plans are offered on a semester or annual basis and include an entrée, two sides, fountain drink or bottled water, and dessert. Meal plans can be purchased during registration or through the café's unit manager. Daily A la carte purchases can be made by selecting items from the day's menu options. Pedestal Foods uses a payment processing system called **My School Bucks**. This online portal allows you to easily upload money to your student's dining account. You may also deposit funds via cash or check in the cafeteria with a Pedestal Foods cashier.

Placing Outside Lunch Orders - Students **may not** have food delivered to school from any off-campus business. Food or drinks may not be taken out of the cafeteria.

LIBRARY - The school library is open each school day from 7:30am until 5:30pm except on days when the school dismisses at noon. The library operates on a flexible schedule with teachers scheduling classes as needed in addition to being open for students to drop in.

LOCKERS - At the beginning of school each student will be issued a locker with a combination lock. Students are responsible for the condition of their lockers. Tampering with lockers is a major discipline infraction. Students are responsible for paying for damage to lockers. Since lockers are the property of Notre Dame, the Administration reserves the right to inspect lockers. At the end of each semester, a locker clean out and inspection check is held.

MESSAGES FOR STUDENTS - Students who receive messages from a parent/guardian or teacher/coach will have their names put on the printed lunch announcements, and announced before and after school, so they can come to the front office to pick up the message. Only in extreme cases and emergencies will messages be delivered during the class period. Any such emergency message delivered during an academic class will be given to the teacher to give to the student. Students may not leave messages for other students.

PARKING PRIVILEGES - Approximately 300 parking spaces will be reserved for students. To ensure a secure, safe and orderly parking environment the following rules and regulations will be followed by all students.

- ◆ Reserved parking is \$35.00 for the school year. Parking spots purchased during the second semester are \$25.00.
- ◆ Only students who receive a reserved parking spot will be allowed to drive a car to campus.
- ◆ Only one (1) reserved parking spot will be allocated per family. Special circumstances will be addressed as needed.
- ◆ No student will be allowed to transfer or sell their reserved parking spot.
- ◆ A reserved parking spot not used for a 30-day period will be deemed not in use and will be reallocated to a student on the parking waiting list.
- ◆ There will be no overflow parking allowed on city streets, driveways, sidewalks or intersections. Cars parked in restricted areas will be towed at the owner's expense.
- ◆ A student may have his/her driving privilege revoked at any time by the administration if it is felt that he/she has driven in an unsafe manner.
- ◆ All spots will be allocated prior to the beginning of the year as part of orientation. Once all spots are allocated, no additional cars will be allowed in the campus area.
- ◆ When a student is registered in a reserved parking spot, they will be issued a reserved parking decal to be placed on the mirror of their car. If a student has more than one car which might be driven on campus an additional decal must be purchased for \$5.00. **All cars parked on campus must display a parking decal.**

NDHS reserves the right to have parents verify that their child has completed a driver safety program prior to receiving a parking permit.

PREGNANCY - The administration, faculty, and staff of Notre Dame High School strive to work with parents to foster the development of virtue in the lives of students. Chastity and commitment to the sanctity of life are positively promoted. If a female student is pregnant or a male student fathers a child, the parents/guardians or the involved student(s) must contact the administration to inform the school of the situation. As circumstances widely differ, the administration, parents and student(s) will meet to determine what course of action will best respect the life of the unborn child, the good of the mother and father, and the mission of the school.

PARTIES AT SCHOOL - Student parties are prohibited during the time that school is in session. Students or classes who wish to honor such occasions as birthdays of students or teachers, or any other occasion, may use the facilities in the cafeteria during lunch or after school. No class time shall at any time be used for parties. Students may not take food or drinks out of the cafeteria.

RENWEB EMERGENCY NOTIFICATION SYSTEM – Notre Dame reaches out to families on occasion (both emergency and non-emergency) via our RENWEB system. During the Registration process, parents have the opportunity to provide us with the phone and text numbers that they wish to receive these notifications. Contact the Main Office if you wish to add to/change these listings.

TELEPHONES - Students may use the school phones only in emergencies and with permission before and after school or during lunch. Phones may not be used by students during class periods without the permission of the Main Office. Cell phones may be used when classes are not in session. At all other times, cell phones should be muted or turned off and placed out of sight. Infraction of cell phone use may result in forfeiture of phone.

VISITORS - All visitors must report to the front office and wear an official "VISITOR" name tag. Students are not allowed to host unauthorized guests on campus at any time. If a student wishes to bring other students to school for a visit, arrangements must be made in advance with the Director of Admissions. Lunchtime visitors are not allowed.