



# **Notre Dame High School 2024-2025 Student Handbook**

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# Notre Dame High School Handbook 2024-2025

## Purpose of, Use of and Amendments to the Handbook

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at Notre Dame High School is a partnership between parents and the school. This handbook exists to foster the efficient operation of Notre Dame High School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the handbook.

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This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians. This handbook is subject to change at any time when necessary by the school administration. If changes are made to the handbook, parents/guardians will be promptly notified. If, in the opinion of the administration, the partnership of school and home is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Notre Dame High School is a ministry of the Diocese of Trenton. As such, this school follows all doctrines and teachings of the Roman Catholic Church and operates under the authority of the Bishop of the Diocese of Trenton with the administration of the Department of Catholic Schools.

Any actions or comments that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code whether or not such actions or comments occur on school grounds, the internet or during the school day.

# Section 1      MISSION

## **Mission Statement**

Notre Dame High School, a ministry of the Diocese of Trenton, is a dynamic diverse Catholic community dedicated to educating young women and men to realize their full potential through a faith-filled environment, a challenging college-preparatory program, extensive co-curricular activities, and a commitment to citizenship and service in the community.

## **Belief Statements**

We believe. . .

1. in the values revealed through the Gospels, centered in God's love and the Catholic faith, which permeate all aspects of the Notre Dame community.
2. in mutual respect and an appreciation of diversity.
3. in a challenging, interactive academic environment that is respectful of the learning style and needs of each individual.
4. in the development of critical thinking and problem solving skills, creativity, and a commitment to lifelong learning for faculty and students.
5. in the necessity to have a secure, caring and enthusiastic environment which has a consistent code of conduct and fosters integrity.
6. in the promotion of leadership through self-discipline, self-discovery and self-worth which encourages personal responsibility, accountability, growth and fulfillment.
7. in the need to provide extensive quality opportunities for community service and co-curricular involvement in order to develop personal growth while building pride and ownership in the Notre Dame family beyond the classroom.
8. in educating our students to discern moral, ethical and responsible choices in a constantly evolving global community.
9. in fostering a respect for all of God's Creation.

## **Equal Opportunity**

Notre Dame High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs. Preference for admissions is given to students who are practicing Roman Catholics. Disability accessible facilities are provided. Independent students who are not living with a parent or legal guardian may not be accepted or retained.

## **Section 2            CATHOLIC IDENTITY**

### **Prayer**

Conscious that praying as a community is essential to spiritual growth, the Notre Dame community begins each day with morning prayer. Classrooms, halls, and offices are silenced so that all may be united in prayer. All students and staff will stand for prayer and remain standing for the Pledge of Allegiance to the Flag. Student Campus Ministers prepare and say the morning prayer which reflects the liturgical season and personal needs of the Notre Dame community. Requests for special intentions are accepted in the Main Office and included in the morning prayer. Every Friday, that school is in session, a student member of the Campus Ministry Department will lead the student body in prayer prior to dismissal.

### **Alumni Memorial Chapel of Our Lady**

The Chapel is open every day for everyone. The Blessed Sacrament is reserved there. Here, there is an atmosphere and place for private prayer and quiet reflection. The Alumni Memorial Shrine of Our Lady is located within the Chapel. The Grotto is located beside the front parking lot. Students, alumni, relatives and friends are encouraged to visit the Grotto.

### **Campus Ministry**

Each year, students volunteer to take part in the lay ministry at Notre Dame. They prepare and lead morning prayers as well as plan and facilitate spirituality and retreat days. They prepare liturgies in which they serve as lectors, altar servers and Extraordinary Ministers of Holy Communion. Interested students should contact the Campus Ministry Office.

### **Non-Catholic Students**

A non-Catholic student is welcome at Notre Dame. He/she is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students participate in Religion classes and liturgical services scheduled for students during the school year.

### **Spirituality Days**

All Freshmen, Sophomores, and Juniors are required to attend one Spirituality Day per year. Those who miss their scheduled day will be scheduled for an alternative date. A Kairos Retreat is provided for Seniors.

### **Choose Life**

Pregnancy is not grounds for dismissal, suspension, or request for voluntary withdrawal. If a student becomes pregnant, it is essential that the school and family work together to ensure the physical, emotional and spiritual well-being of the mother, father, and child. If the father of the child is identified as a member of any Catholic school in the Diocese, he and his parents/caregiver will be asked to meet with the Principal. Administrators and Guidance Counselors will help to provide every service possible to ensure that students can continue and complete their education at Notre Dame High School. Families must involve the young woman in medical care and both mother and father in counseling. Once a physician has granted written permission, a student may participate in all school activities. When a student, who has been offered physical, emotional, financial and spiritual support, rejects this assistance and opts to have an abortion that student must withdraw from Notre Dame High School or expulsion will be pursued.

# Section 3            **ACADEMIC PROGRAM**

## **Academic Honor Code**

1. At the start of each school year, all students will be required to sign the Academic Honor Code which states:  
As a member of the Notre Dame High School community, I pledge that:
  - a. I will be guided by my conscience and the teachings of the Catholic Church in my everyday actions and endeavors at Notre Dame.
  - b. I will neither **give nor receive** unauthorized aid, as defined by my teacher both **explicitly and implicitly**, from any source on exams, homework, quizzes, papers, or any other academic endeavor.
  - c. My work will be exclusively my own unless a teacher instructs me to collaborate with others.
  - d. I will assume my obligation to encourage others to uphold this honor code.
  - e. On all my work, my name affirms my honor.
2. Academic Dishonesty includes but is not limited to:
  - a. plagiarism
  - b. copying another student's class work or homework
  - c. discussing answers during in-class tests
  - d. electronic reproduction of any assessment or assignment (i.e., cell phones, text messaging, photos, social media, etc.)
  - e. submitting work done by an outside party (including AI generators such as Chat GPT)
  - f. using information from a text, internet resource, interview, etc., without proper citation
  - g. unauthorized possession of a teacher's copy of a text or assessment materials
  - h. knowingly providing another student with work that is to be submitted for a grade
3. An Honor Board of faculty will review reported infractions of this Honor Code. Any student found to be in violation may receive "No Credit" for that assignment or assessment. Board recommendations may include, but are not limited to, disciplinary actions (e.g. Administrative Detention, Saturday Detention, Saturday School, and/or a Discipline Board). Consequences will be based upon the severity and repetition of academic dishonesty. Academic recommendations may include alternative assignments or assessments, tutoring or research.
4. The need for a second Honor Board Hearing will result in a Discipline Board Hearing.

## **Grading and Class Rank**

1. Grades are reported numerically on a 100-point scale with 65 as passing. Marking period and exam grades are rounded to the nearest whole number and are reflected on the report card. In calculating final grades, actual marking period and exam grades, to the nearest hundredth position as found in the online grade book, are used. The Grade Point Average (GPA) factor (+3 for Honors, +5 for AP) will be used to determine eligibility for Honor Roll of Distinction and Honor Roll; GPAs are calculated at the end of the semester in January and June. Cumulative GPAs appear on the student transcript.

2. Notre Dame High School joins other competitive high schools in not reporting class rank. Grade averages will be reported. The Class Valedictorian is the graduating Senior who has been enrolled for a minimum of two school years and who has the highest cumulative grade point average determined at the close of the third marking period in the year of graduation. When a student is homebound for longer than 30 days during his/her Senior year and qualifies for valedictory status, a Co-Valedictorian may be identified from the class. At Notre Dame, the class Salutatorian is a Senior nominated by the graduating class and selected by the Administration.

### **Academic Review**

1. Students considered at-risk academically with two or more failures at the end of the marking period may be placed on Academic Probation by the Assistant Principal for Curriculum and Instruction.
2. A student who has two or more failures at the end of the first semester will be placed on Academic Probation for the second semester.
3. A student who fails three, five credit courses in a year is subject to dismissal or may be permitted to remain on Academic Probation for the following year. Determination of status will be made by the Administrative Academic Review Board.
4. A student on Academic Probation, with two or more course failures at the close of the 1st semester of the following year, may be asked to withdraw from Notre Dame High School.
5. A student on Academic Probation and his/her parents may meet with the Assistant Principal for Curriculum and Instruction to review and sign a contract outlining the terms for progress.
6. Students on Academic Probation are required to attend study halls during Activity Periods and the Academic Strength & Conditioning Center after school. Students who begin achieving greater academic success can appeal in writing to the Assistant Principal for Curriculum and Instruction for re-evaluation of the additional study halls.
7. Incoming Freshmen and transfers who are accepted on Academic Probation will have their progress monitored by the Assistant Principal for Curriculum and Instruction.
8. The Administration reserves the right to retain students who would normally be dismissed if there are serious and extraordinary reasons to do so.

### **Exams**

Final Exams will take place at the end of each semester. Exams count for 20% of the semester average. Seniors who have maintained a 90 average in a subject will be exempt from the final exam. If a Senior is exempt from a final exam, he/she may opt to take the exam; however, the exam grade will be included in the final course average and the exemption will be nullified. Since exams are required, it is imperative that family vacations not be planned during exam periods. Students who miss exams due to serious illness or unavoidable travel will be required to present documentation, such as a doctor's note or travel receipts, to the Assistant Principal for Curriculum and Instruction, before exams will be rescheduled. Whenever possible, make up exam dates will be scheduled after the regularly scheduled exams.

Attendance on exam days is dependent upon the individual student's exam schedule. Students must be present for all scheduled exams which means they may arrive at the start of the exam period and leave at the end of an exam period. When students have arrived on campus, they must remain until all of their exams are completed. Once students leave campus, they may not return until the next day.

## Failures

Should a student receive a failing grade in any subject, the student is reminded of the following regulations:

1. If a student fails three or more five-credit subjects in a year, the student may be asked to withdraw from Notre Dame High School.
2. Any final failures in Religion, English, U.S. History, STEM or Chemistry, 10 credits of World Language, Physical Education (any course taken for the first 15 credits), World History, 2.5 credits of Fine Arts, and the first 15 credits of Math **must be made up before a student returns in September.**
3. If a student fails one or two five credit required subjects, the student must make up these courses before taking subjects for which the failed subjects are a prerequisite. It is the student's responsibility to earn sufficient credits in summer school to be eligible for the Fall semester.
4. If a student fails a five credit course that is not a prerequisite for a sequential course or required for graduation, the student may return in September without making up this failure. It is recommended that the student recover credit whenever courses are available.
5. Notre Dame offers a credit recovery program in which students take an online remediation course at Notre Dame and are provided with teacher support.
6. For students attending Notre Dame's summer school, the final grade from the summer school will be averaged with the final Notre Dame course grade with the summer school grade receiving 33% weight and the Notre Dame grade 67% weight. If this average is less than passing (65) AND the student has earned a passing grade in summer school, the student will be given credit for the course and a grade of 65.
7. Students who fail Honors Course will take the Notre Dame approved College Preparatory level credit recovery class. The transcript will reflect the College Preparatory course level.
8. Students who do not attend Notre Dame summer school must take the Notre Dame examination after completing an approved course of study and earn a grade of 65 or better on the final examination. The grade will be determined by the final grade in the Notre Dame course (55%), the grade earned in an approved summer school (25%) and the Notre Dame final examination (20%) and must average 65 or better.

## Academic Credit Enhancement

1. The Credit Enhancement program is designed with the goal of supporting academic success for students enrolled in College Preparatory academic course, who earned a grade of 65 to 75 or students enrolled in Honors academic courses, who earned a 65-72. By completing a supplemental summer course in the same subject, students will be able to better master the academic material while also having the opportunity to improve the grade on the official transcript. Grades reflected on the official transcript will be calculated using the original course grade as 67% and the enhancement grade as 33%. Students are not required to attend all scheduled hours, time off for vacation or other commitments can be accommodated. In our summer Academic Enhancement program, students will be register for an Educere course, receive teacher supported study, and have their in-person exam scheduled. Time on task will be closely monitored.
2. Enhancement courses may be taken prior to taking a Notre Dame course for skill building. These courses will not be noted on the Notre Dame Transcript or receive credit towards graduation.

## **Field Trips**

Notre Dame may sponsor and conduct field trips for the educational enrichment of students. Educational field trips are defined as, but are not limited to, spiritual, curricular, cultural and/or athletic. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school no later than 24 hours prior to the trip departure. Students will be required to obtain approval from their classroom teachers. Students may be denied permission to participate in a field trip, for academic or disciplinary reasons, at any time during the course of the year with the exception of all retreats. Students on Discipline Probation may participate in curricular field trips with the permission of the teacher who is sponsoring the trip. A permission slip is provided by the school.

All school rules apply on any trip sponsored by the school or a Notre Dame organization. Students are to dress in uniform unless otherwise authorized by an Assistant Principal. Parents are required to provide transportation home when students return from trips after school hours. For overnight field trips, students are signed into trips at the request of their parents for the full parameters of date and time identified on the Notre Dame High School field trip permission slips. They must participate in all educational events that are part of the trip. Students may be released to their own parents while on the trip. Arrangements for this release must be made in advance of the trip departure with signed requests from the parents. Students may not be released to their parents if that release takes the students from the essential educational activities of that trip. Circumstances involving family emergencies and/or illness will be given special consideration. However, a student may not travel without a parent, an ND chaperone, or an adult designated in writing as the parent's delegate. Once a student is released to a parent or parent's delegate, that student is on a family vacation and not on the Notre Dame High School field trip. Any accommodations for time off upon return from the school field trip are rescinded. Students not in school will be considered absent on a family vacation. Days on a family vacation that exceed six days in a semester must be made up in Saturday School. If field trip insurance is offered for overnight trips, Parents are asked to purchase this insurance.

The Principal reserves the right to cancel any trip up to the point of departure.

## **Homework**

Students should expect approximately 2 hours of homework a night. Students with Honors or Advanced Placement Courses may expect more homework commensurate with their accelerated studies. Teachers may give Teacher Detentions to students who do not complete assigned homework. Refusal to serve the Teacher Detention will result in an Administrative Detention. Teachers may require students to email, submit or postmark long-term assignments (given over a period of more than 2 days) when students are absent on the due date. Credit for these assignments may be lost when this requirement, clearly stated within the written instructions, is not fulfilled.

## **Honor Roll**

Honor Roll of Distinction is determined by grades at or above a 93 for each subject in a semester. Honor Roll is determined by grades at or above an 88 for each subject in a semester. The Grade Point Average (GPA) factor (+3 for Honors, +5 for AP) will be used to determine eligibility for Honor Roll of Distinction and Honor Roll.

## **National Honor Society**

The National Honor Society is an organization which recognizes and honors students who demonstrate outstanding scholarship, character, leadership, and service. Requirements for membership have been established in compliance with Article IX of the National Honor Society Constitution. A five-member Faculty Council is appointed annually by the Principal to review the applications of qualified students, to admit students to the National Honor Society, and to ensure that students maintain required standards after induction.

1. Only Juniors and Seniors will be invited to apply for admission into the National Honor Society.
2. The cumulative GPA requirement is 93.
3. Students who wish to be considered for National Honor Society membership must take two Honors and/or AP courses during their Sophomore year and two Honors and/or AP courses during their Junior and Senior years. Because the selection process starts in the beginning of each school year, students who wish to be considered must be enrolled in these classes by the add/drop deadline of the first three days of school to be eligible.
4. Applicants must complete an application which includes service, character and leadership verification forms. Candidates must have completed and submitted through the service hour record program a minimum of 30 service hours for the previous school year. Only 10 of these hours can be earned through donation items. Summer service hours do not count for the previous year but rather they are counted toward the new school year. Service hours cannot be approved by any member of the applicant's family. An exception of the Service hour requirement to prospective NHS candidates may be made by the Notre Dame Administration in extenuating circumstances such as a pandemic.
5. The Director of College and School Counseling in conjunction with the NHS Moderators will review the current GPA's of all Juniors and Seniors to determine which students have the required GPA. The Dean of Students in conjunction with the NHS Moderators will review the list of candidates who have the required GPA. Applicants will be ineligible to apply if they have been on disciplinary probation and/or have been found in violation of the Notre Dame Honor Code. Additionally, the NHS Moderators have the authority to evaluate Disciplinary Probations and violations of the Notre Dame Honor Code incurred in ANY academic year and either accept or deny membership based on their review. Parents and students should be aware that discipline records will be examined by the NHS Moderators, and more than three detentions or any single detention for a more serious nature could seriously jeopardize eligibility.
6. All examples of leadership must be from the previous academic year up to the time of application. Examples of leadership must be specific. Participation in a club or membership on a team does not alone constitute leadership.
7. Students who are accepted into NHS will be informed in writing and will be inducted in the Fall. NHS Faculty Board decisions related to acceptance may be appealed in writing to the Principal and NHS Moderators. Appeals should be sent to the Principal and NHS Moderators within three days of any decision. Appeals can only address or respond to the information presented by the candidate at the time of application.
8. Student who transfer into Notre Dame High School will be eligible for membership in NHS after completing one full school year at Notre Dame High School and meeting all of the requirements.
9. Students who transfer into Notre Dame High School as a 12<sup>th</sup> grader and who have been on NHS in their previous high school will be individually considered based on their course and grades for an NHS invitation to apply to the Notre Dame Chapter of the National Honor Society.

### Responsibilities of NHS Members:

1. NHS members are responsible for performing 30 service hours each school year. It is the member's obligation to enter the hours into the online service hour program and follow up on verification and approval. Senior NHS members must complete and record all 30 service hours through the online service hour program by May 15 of their senior year. An exception of the Service hour requirement to current NHS members may be made by the Notre Dame Administration in extenuating circumstances, such as a pandemic.
2. All NHS Members are required to peer tutor for one semester each school year.
3. If unable to attend the scheduled tutoring session, members must notify the NHS moderators and officers in charge of tutoring and find a suitable replacement. Failure to attend these sessions will warrant NHS Probation and possible dismissal.
4. Each NHS member must assist with Open House, attend and aid in the induction of new members and must actively participate in all mandatory events sponsored by NHS. Failure to do so will result in NHS probation and possible dismissal. Since NHS is a service organization, members must have an active role in the Spring fundraiser which benefits a local charity.
5. NHS members must attend all meetings during the school year. These meetings are held during Activity Periods. If a member is unable to attend the meeting, they should notify the NHS moderators prior to the meeting. Missing more than one NHS meeting or failure to follow procedure will result in NHS Probation and possible dismissal. If a member is absent from school on a meeting day, they should plan on attending a make-up meeting the next day during Activity Period.
6. All National Honor Society members and their parents will be required to sign a contract agreeing to the duties and obligations of the Honor Society membership.
7. Failure to adhere to any of the aforementioned responsibilities will warrant National Honor Society probation and possible dismissal.
8. Dues for newly inducted members are \$25. Dues for current members are \$15.

### World Languages Honor Societies

The Language Honor Societies recognize and honor students who demonstrate outstanding scholarship and dedication to the study of world languages. Membership in a Language Honor Society is a privilege earned through hard work and perseverance. To be eligible for induction into a Language Honor Society, a student must meet the following criteria.

1. A student must have completed Levels I and II of the target language and must have obtained a final grade of 93 or above in both levels.
2. A student will be given credit for a grade obtained in a language course (Level I or II) prior to attending NDHS, only if the grade and course content can be verified and/or is documented.
3. A student transferring to NDHS must complete one semester of the language at NDHS before they can be considered for membership in a Language Honor Society regardless of the level of the language they placed into when being admitted to NDHS.
4. Membership in a Language Honor Society is restricted to those pursuing the study of a language beyond the basic levels required for graduation. At the time of selection, the student must have completed or be currently taking the Level III course of the language while maintaining a 93 or higher average. If the student has taken or is taking the Level III Honors course, the student must have earned or currently maintain a 90+ average in the course.

Note: For those students interested in the Language Honor Society who do not meet the above criteria, individual consideration by the World Language Department will be determined based on student demonstration of exceptional growth in the study of the language and dedication to the study of the language as evidenced by the successful completion in an upper level course.

### **Report Cards**

Report Cards will be available online at the midpoint and at the end of each semester. Grades are available online for all courses on the school website.

### **Graduation Requirements**

Notre Dame requires that all students successfully complete the following courses in order to graduate. Please be aware that this is the minimum requirement and that a minimum of 130 credits are required for graduation. Some colleges may require additional courses in Science, Math or World Language.

- Religion - 20 credits
- English - 20 credits
- Math - 15 credits (recommend 20 credits)
- World Language - 10 credits (recommend 15 credits)
- Physical Education/Health -15 credits
- Social Studies -15 credits
  - World History - 5 credits; U.S. History 1 - 5 credits; US History 2 - 5 credits
- Lab Science - 10 credits (recommend 15 credits)
  - Integrated Science - A STEM Approach, Chemistry
- Performing, Visual, and/or Digital Arts - 2.5 credits
- Completion of Service Learning\*

\*Notre Dame's Service Outreach includes volunteer work for the poor, elderly, teens in need, those who are critically ill, young children in education programs and outreach to local as well as global communities.

- Grade 9 - 8 hours of service
- Grade 10 - 12 hours of service
- Grade 11 - 12 hours of service
- Grade 12 - 16 hours of service

The Notre Dame curriculum affords every student ample opportunity to fulfill these requirements. Students are required to take a minimum of 35 credits per year within the school day.

Students must earn 130 credits to graduate. A student who does not have the necessary credits may not be permitted to graduate with the class. A senior who fails a required subject but has sufficient credits may be permitted to participate in the graduation ceremony but will not receive a diploma until the failure has been made up. A student who earns three or more failures in the senior year, regardless of the number of credits accumulated, may be prevented from participation in the graduation ceremonies.

Students should carefully plan their four-year program with their counselors to attain a minimum of 16 academic units needed for college. Academic units are given by colleges and universities for all subjects taken except the following: Physical Education, Religion, Business, Computer, Music and Art courses.

### **Online and Non-Notre Dame Course Policy**

Notre Dame High School acknowledges that advances in technology make the availability of online course more accessible to high school students. These basic guidelines define the acceptable use of these courses within the parameters of Notre Dame's mission statement and curriculum. A Notre Dame diploma represents the completion of a four-year curriculum. Those students wishing to use an online course to advance to a higher-level class for the next consecutive school year must meet the following criteria:

- Coursework must be complete during the summer
- Pre-approval by the Department Chairperson of that discipline and the Assistant Principal for Curriculum and Instruction
- Successful completion with a 75 or better

Please note the Following:

- Online courses completed for advancing placement will not appear on the Notre Dame Transcript.
- Payment for online course is the family's responsibility.
- Department Chairpersons reserve the right to require completion of a Notre Dame final exam prior to scheduling the next level course.
- For students with extenuating circumstances, an evaluation must be made by the Assistant Principal for Curriculum and Instruction, the Counseling Director, and the Department Chair as to the role (credit/non-credit) an online course will play in the student's four-year program.

### **Service-Learning Program**

As a graduation requirement, students are expected to participate in community service activities each year. The content of these activities is subject to the approval of the Service Learning Coordinator. Please refer to the Service Learning Handbook for complete information on our program. [Click here to review the Service Learning Handbook.](#)

Service Learning will appear on student report cards each marking period. Students will receive a "P" for passing once their service hours are completed. If hours are not completed during marking period 1 through 3, students will receive an "I" for incomplete. Those students who have not completed their service requirement by the end of the school year will receive a failing grade on their report card.

### **Scheduling**

1. At the beginning of the second semester, students are given the opportunity to review/discuss their 4-year plan and select their courses for the following year. They are required to consult with their parents before making their selections. Parental submission of the tuition contract authorizes a student's course selection. By June of each year, the Master Schedule is finalized for the following school year. At this point, changes are difficult. For this reason, students and parents are encouraged to make thoughtful, practical choices for course selections and alternates.

2. **Academic Placement Policy:** Notre Dame Faculty will place students in appropriate courses. As professional educators, teachers properly place students in the classes in which they are most likely to succeed. When a parent feels his/her child should be placed in a class other than that identified by the Notre Dame Faculty, that parent may complete a Waiver Request Form obtained in the College and School Counseling Office. That form is to be signed by the parent, the student, the Department Chairperson, the Guidance Counselor and the Assistant Principal for Curriculum and Instruction. Parents may request a waiver only if the student has completed the content prerequisite. Parents may not request a waiver when a student has failed the pre-requisite course. In English, Mathematics, Social Studies, and Science courses, waivers may only be used once in a student's career at Notre Dame. In Art, Religion, and World Language courses, waivers will be considered on a yearly basis.
3. **Schedule Changes:** Schedule changes may only be made for serious reasons. All changes are limited to available courses only. To request a change, a student must have fulfilled the prerequisites for the course and must have a parent's signature. To maintain the integrity of the college application process, Seniors will be able to request schedule changes only until December 1. **Changes for the Spring Semester will not be honored after December 1.** Department Chairpersons will be able to request changes for students who do not make the grade for a prerequisite course in the Fall and for students who are strengthening their schedule with the addition of an academic course. This will be reviewed on a case by case basis.
  - a. See the Program of Studies for guidelines on course withdrawals.

### **Physical Education**

To meet graduation requirements, students must complete the physical education component. Students must be attired properly and be free from all jewelry to participate in class. Students who are absent from class for any reason, including but not limited to, not properly attired to participate, are required to complete a written make-up assignment. Students with a physician's note with a medical excuse for injury or illness must complete the assignment in the IMC during their physical education class period for a maximum of 15 days. Senior students who have been two-sport athletes on the Varsity or JV level for two separate years may request to apply for the PE option which excuses them from Physical Education during their senior year.

## Section 4            **RESOURCES AND TECHNOLOGY**

### **Instructional Media Center (IMC)**

The Instructional Media Center (IMC) is open on school days from 7:30am to 6:00pm, Monday through Thursday and 7:30am to 4:00pm on Friday. A place to read, study, do research and assignments, the IMC promotes reading and the development of information literacy skills by providing a fine collection of literature, excellent print and online databases and resources, and instruction in their use. The Center offers a variety of magazine, newspaper and reference databases, as well as the online catalog, Destiny. The subscription databases can be accessed on the Notre Dame website ([www.ndnj.org](http://www.ndnj.org)) through the Academic Link to the Library or the Resource Board library resources. Logins and passwords for remote users are available at the IMC. The Responsible Use Policy [RUP] for technology in the RUP section applies in the IMC.

Class, group and individual instruction is provided on the research process, and the location, evaluation and use of information in different media. Ninth graders receive a general orientation to the IMC resources and internet searching strategies through their freshman courses.

All students are welcome to join book discussions and poetry readings. They are also encouraged to ask for help when needed and to offer recommendations to enhance the Center's collections.

### **Circulation of books, magazines, newspapers**

1. Books must be checked-out at the circulation desk before they are taken from the IMC.
2. Books are checked-out for two weeks and may be renewed.
3. Some items are for overnight use only. Such items will be checked-out at the end of the school day and must be returned before first period the next day. Penalties may be issued for checked-out items not returned on time.
4. Back print issues of magazines and newspapers may be checked out. The latest issue of a magazine may not be borrowed. Note: NDHS subscription databases like Ebscohost offer online access to magazine, newspaper and reference material. Check the database list at the Library link on the NDHS website.
5. The person to whom an item was checked out must pay for damaged or lost material.
6. Lost books should be reported to the IMC staff immediately.

### **ND Bring Your Own Device [BYOD]**

Students are required to bring a personal computing device to school. Parents may select a device that best meets the needs of their learners. Devices must be capable of word processing documents, developing presentation materials, using collaborative tools, and must possess Wi-Fi capabilities. Devices must use the ND network for internet access. Cell phones and tablets do not provide sufficient capabilities for accomplishing learning objectives. Devices must be protected by antivirus software.

Students are responsible for the securing and charging their personal devices daily.

## Responsible Use Policy [RUP] for Technology Use by All Students

Notre Dame High School [NDHS] provides computer equipment, services, and Internet access to students and staff for learning and education. NDHS is dedicated to providing dependable access and supporting appropriate technology to unlock potential and connect our community with others both locally and globally. Utilizing emerging technology students can thrive in the 21st Century, prepare for success, and achieve their goals in a competitive electronic age. Appropriate and effective access to the tools and resources of a worldwide network is imperative in quality education. The school's information technology resources are provided for educational purposes. Each time a user logs into the system, he or she agrees to abide by the established rules and commits to proper use of all systems and equipment. The school administrator reserves the right to determine which uses constitute acceptable use and to limit access to such. Notre Dame uses Google services via student accounts with access to a variety of app. For more information please visit [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html).

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Following established procedures for equipment used on campus.
2. Observing all Internet filters and network security practices; refraining from attempts to circumvent filters or network settings to accomplish unauthorized tasks.
3. Reporting all security risks or machine malfunctions to a teacher or tech staff member.
4. Not destroying, damaging, or changing hardware, software, configuration, data, files, network, or other resources.
5. Properly sharing and conserving resources
6. Observing posted regulations in each computer area
7. Abiding by policies for machine assignment; using/handling only their own personal or assigned device

Users must respect and protect the privacy and intellectual property of others by:

1. Using only assigned network accounts; keeping all individual account information private (**not sharing any login or password with anyone for any reason**); returning any borrowed equipment to its original state for the next user
2. Viewing, using, modifying, sharing, or copying only data or files that have been authorized
3. Refraining from distributing private information about others or themselves. No device, personal or otherwise, may be used to record, photograph, store, or transmit any type of data, image, sound, or video on campus without the knowledge of the owner and subjects
4. Following copyright laws (not making illegal copies of music, games, or movies)
5. Citing sources when using others' work

Users must respect and practice principles of community by:

1. Communicating only in ways that are kind, respectful, and appropriate.
2. Reporting threatening or inappropriate materials to a teacher or administrator.
3. Accessing, transmitting, copying, or creating material that aligns with the school's code of conduct (avoiding sites, messages, and content that are unsafe, pornographic, threatening, dishonest, rude, discriminatory, or meant to harass).
4. Accessing, transmitting, copying, or creating material that is legal. Material which is obscene, stolen, unsafe, or that violates copyrighted works is prohibited.
5. Refraining from actions that are criminal or violate the school's code of conduct.

6. Communicating properly through email, chat, text, videoconferencing, and posting on websites (with teacher permission). NOTE: Students may not email ANY ND domain groups without express written permission from an administrator. Students who use groups to communicate about ND activities must receive approval (which is logged and recorder) from the Assistant Principal for Student Life.
7. Avoiding, discouraging, and ignoring spam, chain letters, or other mass mailing.
8. Refraining from buying, selling, advertising, or conducting business, unless approved as a school project.
9. Maintaining appropriate, up-to-date anti-virus software on personal devices; responsibly protecting and valuing all equipment, school or individually owned. Assuming responsibility (including financial) for any borrowed ND equipment. [Note: students may borrow ND devices when necessary. Cost=\$5/day. Arrangements for a loaner beyond two days must be requested by a parent by contacting [ndtechadmins@ndnj.org](mailto:ndtechadmins@ndnj.org).]
10. Understanding that all electronic devices and networks [school or individual] must be used in an appropriate manner as determined by school policy.
- 11. Not extending personal wireless connection to others (denying hot spots, tethering, WiFi sharing or broadcasting).**

Users must respect and appropriately use their personal devices by:

1. Monitoring, handling, repairing and guarding their own devices. Students are responsible, at all times, for personal devices. NDHS is not liable for any loss/damage/theft of a personal device or data stored on such device
2. Charging devices prior to school
3. Using devices only for educational purposes as defined by the teacher during instructional periods

### **Student Protocol for Live Video Lessons**

Users must respect and appropriately use live chat features by:

1. Accepting teacher-initiated live video lessons invitations through your authenticated ND account.
2. Joining live video lessons on time and remain present for the length of the lesson. If late for class students must email the teacher and [attendance@ndnj.org](mailto:attendance@ndnj.org) to change the absence to tardy.
3. Joining sessions from an environment conducive to learning. Being aware of surroundings. Participate from a quiet, school appropriate area. Students may NOT attend from their beds. To attend from a non-traditional setting such as when traveling in extenuating circumstances, parents should email teachers and request attendance as a listen-only participant.
4. Following Dress Down guidelines in the student handbook.
5. Speaking in appropriate language, slowly, and without interrupting.
6. Ensuring student faces are visible on camera and microphones are set to mute until otherwise directed by the teacher.
7. All chats/meetings are the intellectual property of Notre Dame High School. Any inappropriate use of the live lesson and/or chat will result in disciplinary action.
8. Sharing links or login information to people not associated with the class is prohibited.

## **Supervision and Monitoring**

The use of school-owned information technology resources are not private. Use of NDHS resources, network and related equipment constitutes consent by the user to the school's monitoring of such usage. ND Technology Director and assigned authorized employees monitor the use of information technology resources, to help ensure use is secure, and conforming within NDHS policy and the Children Internet Protect Act (CIPA). If reasonable belief exists that the student has violated the terms of this agreement or other school policy, the student's device may be inspected and/or confiscated.

Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of the ND community.

Administrators may also use this information in disciplinary actions and may be required to furnish evidence of a crime to law enforcement.

In addition to school guidelines, students must adhere to all local, state and federal laws. NDHS will fully cooperate with officials in any investigation concerning or relating to the school network.

## **Student Use of Student Email Groups**

No ND information may be published or posted without the knowledge and permission of the Administration. Students wishing to use email groups must submit their message for approval. The message will be logged into, recorded and distributed with the statement below:

“The message above is approved for dissemination through Notre Dame High School student, parent and/or Faculty email by the Assistant Principal for Student Life.”

## **Social Networking Sites**

Social Networking Sites are a part of 21st century culture for students. It is important that students understand that they have a responsibility to participate in social networking sites in an appropriate manner. The values and ideals of the Catholic faith must be adhered to when posting comments on a social media. Students are held accountable 24 hours per day the entire time they are students, including holidays and summer breaks, when communicating with or about members of the ND school community.

The following points, while not comprehensive in nature, provide initial guidance:

1. Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the School contain inappropriate content.
2. Students are not to infringe upon another's copyright or trademark without appropriate permission.
3. Students are not to write or post anything that is sexual in nature.
4. Students are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
5. Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
6. Postings are to be free from elements that harm the reputation of or cause embarrassment to any member of the School community.
7. Students are not to interact with current administrators, teachers, or coaches on a social networking site. This includes, but is not limited to, listing current administrators, teachers, or coaches as friends or connections on social networking websites or posting any comments whatsoever referencing current administrators, teachers, or coaches on pages or profiles.

8. Students shall screen, block and/or remove any comments that violate this policy.
9. Students should critique any third party comments or postings prior to publication.
10. The School reserves the right to conduct periodic internet searches in order to determine whether students have violated this policy.

### **Communication Between Administrators, Teachers and Coaches**

All Notre Dame High School students have NDNJ.org email accounts. All Notre Dame administrators, teachers, staff, and coaches have ndnj email accounts. Constituents may sign up for instant alert notifications via the Notre Dame High School website. An announcement/notification posted to a class or group can be set up by individual users as an email and/or text notification. The exchange of cell phone numbers between students and administrators, teachers, staff and coaches is not necessary. All correspondence between students and administrators, teachers, staff and coaches is maintained on Notre Dame High School servers.

### **Notre Dame High School use of Google Services**

All Notre Dame High School students receive Google accounts with access to “Core” as well as “Additional” Google services. Core services include, but are not limited to, Gmail, Calendar, Chrome Sync, Classroom, Contacts, Docs, Sheets, Slides, Forms, Drive, Groups, Google Hangouts, Chat, Meet, Talk, Jamboard, Keep, Sites, Vault. Additional services include but are not limited to Cloud Print, Data Studio, Google Earth, Maps, Photos, Managed G Play, Takeout, Science Journal, Search and Assist and YouTube. Terms require parents to be informed and understand that the school uses these services which are part of providing a quality education. As guardian reading and signing this agreement, you provide consent for your child to participate in our Google program. For more information, please see [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)

## Section 5

# COLLEGE & SCHOOL COUNSELING

The College and School Counseling Office at Notre Dame High School is designed to support the needs of all students in academic, personal, social, career and college areas. Students are assigned alphabetically to a counselor. During the academic year, each counselor will meet with students to get to know the individual student as well as to discuss short term and long term goals. A student or parent may call or email to request a meeting with a counselor anytime throughout the school year.

### Transcripts

Arrangements for transcripts are made with the administrative assistant in the College and School Counseling Office.

1. Transcripts requested before September 1 will not include Senior course selections.
2. A Senior may request up to ten (10) free transcripts.
3. No transcripts may be requested 5 days before the Christmas Break through school reopening in January.
4. Transcripts may require 10 school days for processing.
5. All transcripts are sent electronically. Others that cannot be sent electronically are sent "Certified – Return Receipt Requested".
6. Transcript Release Forms are available in the College and School Counseling Office and on the school website in Resources under College and School Counseling.
7. Midyear grades to colleges must be requested by the student on an individual basis. There is no additional fee for these reports as they are considered part of the original transcript.

### Scholarships

Notification of all known available college scholarships will be published online and will be available in the College and School Counseling Office. A Transcript Release form MUST accompany each request. There is no cost for a scholarship transcript. These will be sent by first class mail. Scholarship requests should be submitted a minimum of fifteen (15) days before the deadline.

### Standardized Testing

1. PSAT – Given to 9, 10, and 11 in October.
2. PreACT – Given to Grades 9 and 10 in the spring semester.
3. SAT dates and registration may be found on the College Board website: [www.collegeboard.org](http://www.collegeboard.org). Please register early to be assigned Notre Dame as a testing site.
4. ACT dates and registration may be found on the ACT website: [www.act.org](http://www.act.org).
5. The Notre Dame High School code is 311492.

## **Student Records and Mailings**

Notre Dame High School abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information. If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations. Eligible students and parents are guaranteed access to student records. Student records are secure and include educationally relevant information.

## **Crisis Response Team**

A Crisis Response Team exists (of which all counselors, Campus Ministers and School Administrators are members) to help students who may be experiencing an emotional and/or psychological crisis. Frequently, referrals may be made to professional mental health providers outside the school. Students may be placed on a “Guidance Absence” when absence from school appears warranted. Students determined to be in crisis will be required to present a letter from a mental health professional stating that the student may be readmitted to school. Notre Dame reserves the right to mandate counseling and continue mandated counseling as advised by the licensed mental health professional. Parents must accompany their child on the day the student returns to school to meet with his/her Counselor.

## **Learning Needs**

It is the responsibility of the parent to notify the McAuley Studies Coordinator that a student has received an IEP, Service Plan, Student Accommodation Plan, or 504 Plan from a Child Study Team or a public or private school. While Notre Dame does not have Resource Room facilities, the McAuley Studies Coordinator will work individually with those parents and students in an effort to make reasonable accommodations for the student’s individual learning differences in Notre Dame’s College Preparatory Curriculum. If accommodations are requested for a student with documentation, the McAuley Studies Coordinator will advise the family of the educational evaluation procedures.

## **College Board Service for Students with Disabilities**

Some students with documented disabilities are eligible for accommodations on College Board exams. School accommodations ARE NOT College Board accommodations. No one qualifies automatically. Before students with disabilities can take the SAT, SAT Subject Tests, PSAT/NMSQT, or Advanced Placement® Exams with accommodations – such as extended time or the use of a computer – their request for accommodations must be approved by Services for Students with Disabilities (SSD). Notre Dame’s McAuley Studies Coordinator assists students during the online accommodations request process. College Board can take up to seven weeks to review an application for accommodations. Further information can be accessed on College Board’s Website [www.collegeboard.org/students-with-disabilities](http://www.collegeboard.org/students-with-disabilities) or by contacting the McAuley Studies Coordinator.

## **ACT Accommodation and English Language Support for US Students\***

ACT is committed to serving examinees with documented disabilities by providing reasonable accommodations appropriate to the examinee’s diagnosis and needs. ACT has established policies regarding documentation of an examinee’s disability. If you currently receive accommodations in school due to a

professionally diagnosed and documented disability, see the ACT Policy for Accommodations Documentation (PDF), which will prepare you and guide you through the process of requesting test accommodations on the ACT test.

ACT recognizes the need to expand access to English learners. ACT provides supports on the ACT test to U.S. students who are English learners. These supports are designed to improve access and equity for those students whose proficiency in English might prevent them from fully demonstrating the skills and knowledge they have learned in school. The number of English learners is growing in our country and ACT is committed to improve access and opportunity for them and all underserved learners. If you currently receive supports in school due to limited English proficiency, see the ACT Policy for English Learner Supports Documentation, which will prepare you and guide you through the process of requesting English learner supports on the ACT test. The Learning Needs Coordinator can assist you with the process of applying for accommodations.

\*Taken from the ACT.org [www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html](http://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html)

### **Withdrawal**

If a student wishes to withdraw from Notre Dame, procedures below should be followed.

1. Make an appointment with a Counselor to obtain a release form for all records. This form, stating the reason for withdrawal and the name of the school to which records should be sent, must be signed by a parent/guardian.
2. Return all properties: library books, athletic equipment, etc.
3. Return all state textbooks.
4. Pay all outstanding debts. No transcripts will be released until all bills are paid.
5. Clean out locker.
6. According to NJSIAA regulations, a student may not transfer for athletic reasons. Students withdrawing who have participated in athletics may be subject to NJSIAA eligibility restrictions (see Section 8 Co-Curricular Activities, NJSIAA Article V, K). Please call the Athletic Office with specific questions concerning athletic eligibility or refer to the NJSIAA website. <https://www.njsiaa.org/resources/eligibility>.
7. In the case of joint custody, both parents must sign a withdrawal form before any transcripts are processed.
8. If a student withdraws during the first semester and returns at the start of the second semester, that student is required to take the Religion course for that grade level. If a student withdraws during the second semester, misses the completion of the Religion course and returns at the start of the new school year, he/she is not required to take the Religion course for the previous grade level.
9. Any student who is expelled or asked to withdraw from Notre Dame is not permitted on school property. He/she may not attend any activity sponsored by Notre Dame without the expressed permission of the Principal.

When all routine matters are satisfactorily cleared, records will be finalized.

### **Working Papers**

Students in need of working papers please follow the link that explains the process.

[Working Papers Online](#)

Students will be required to create an account online.

# Section 6 ATTENDANCE

## Policy

Students are expected to attend classes for 180 days. Students missing more than 6 days in a semester have not met the minimum attendance requirement. They will be reviewed by the Attendance Review Committee and may not qualify for course credit and/or grade promotion. Students may not carry unused days from the first to the second semester. They are limited to 6 absences each semester. All school days missed will be counted as absences regardless of the reason for the absence. Upon arrival to school, students may not leave the campus until dismissal.

1. When a student is absent from school, a parent/guardian must:
  - a. E-mail ([attendance@ndnj.org](mailto:attendance@ndnj.org)) on the day of the absence and inform the school of the reason for the absence.
  - b. For absences of 3 days or more, a doctor's note must be presented to the Office of Student Life.
  - c. If you have absent related questions and would like to speak directly with the attendance clerk, call the Attendance Office – 609-882-7900 x152.
  - d. Juniors and seniors who attend college visits must obtain documentation from the school(s) to verify attendance if they want Notre Dame to take this into consideration.
2. If there is no communication by 9:30 AM on the day of absence, the attendance clerk will email a parent/guardian to verify the absence. Notre Dame requires attendance notes from parents even after the student is past the age of 18.
3. To participate in co-curricular activities/events students must: (1) arrive by 10:30 AM; and (2) remain in classes until dismissal. This includes, but is not limited to, athletic games or practices, performing arts rehearsals or performances, proms, dances, club or Student Government meetings. Students who intend to participate in a co-curricular weekend event may not be absent from school on the last day of the week. The Assistant Principal for Student Life or the Athletic Director may grant exceptions for extenuating circumstances. If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgment regarding co-curricular and athletic participation. Students are not to log in remotely to be on school property during or after school hours if they are marked absent for the day. Students who violate this policy may be assigned a Saturday School. Extenuating needs and circumstances should be discussed with the Assistant Principal for Student Life.

## Late

1. A student who fails to report to the first block class by 7:55 AM is late. **Students who are late to the first block must report to the Student Life office to receive a late pass/e-hall pass for entry into class.** Students will be allowed 3 excused lates per semester. With advanced discussion and notification, the Administration may give consideration to extending the number of late arrivals. Consequences for tardiness within one semester:
  - a. fourth and fifth late arrival, prior to 8:15 AM – Administrative Detention
  - b. sixth and seventh late arrival, prior to 8:15 AM – Saturday Detention
  - c. eighth and subsequent late arrivals, prior to 8:15 AM – Saturday School

2. Absences will be recorded based on time present in school. Times will be recorded in .25 increments.
3. If a student is late without a note, email or a phone call from a parent, the student will be considered truant. An email submitted 24 hours after the tardy will not be honored to excuse truancy.
  - a. See Discipline Section for consequences.

### **Extended Absences**

Interrupting the educational process can prove detrimental to learning. Family vacations which take students out of school are discouraged. When it is necessary for a student to be absent, parents are asked to contact the Student Life office, school counselor and classroom teachers. If a parent is concerned about their student missing instruction due to a vacation, they should consider hiring a personal tutor or registering their child in the academic strength and conditioning center.

### **Long-Term Medical Absence**

After a 3-or-more day absence, a doctor must clear a student to attend school, with full academic participation, for the student to participate in co-curricular events. Exceptions may be granted by the Administration.

### **Homebound Tutoring**

1. If a student must miss more than two weeks of class time, parents should call the College and School Counseling Office. The staff will assist parents with the procedures for obtaining tutors in academic subjects. Homebound/on-line tutoring is provided for students in New Jersey by Educational Services Commission of NJ. In Pennsylvania, the parents must request these services from their school district. In general, a student's absence must exceed 10 days before services can be arranged. If a student is placed on homebound tutoring, the days out of school are not counted as absences. Students may not participate in any co-curricular activities while on homebound tutoring. Exceptions may be granted by the Administration.
2. When homebound tutoring exceeds 20 days, students must pass Notre Dame final exams to receive credit for courses. When a student is homebound exceeding 30 days during his/her Senior year and qualifies for valedictory status, a Co-Valedictorian may be identified from the class.
3. When homebound tutoring exceeds 30 days, parents may be required to meet with the Director of College & School Counseling and Assistant Principal for Student Life to discuss appropriate educational placement other than Notre Dame High School. A student who requires homebound tutoring for longer than 40 days within one semester or over two semesters may be required to withdraw from Notre Dame High School. This student may reapply for admittance at the start of subsequent semesters in which he/she can once again become a full time student. If a student withdraws during the first semester and returns at the start of the second semester, that student is required to take the Religion course for that grade level. If a student withdraws during the second semester, misses the completion of the Religion course and returns at the start of the new school year, he/she is not required to take the Religion course for the previous grade level.

## **Make-Up Work**

It is the responsibility of the student to make arrangements with teachers to make up work missed during absences. Work may be required to be made up within 3 days of returning to school. Teachers may require students to email or postmark long-term assignments (given over a period of more than 2 days) on the due date even when students are absent. Credit for these assignments may be lost when this requirement is not fulfilled. Extended absences may necessitate a longer make-up period. At the discretion of the Assistant Principal for Curriculum and Instruction an Incomplete for grades may be granted. This extension should not exceed two weeks beyond a marking period. Incompletes prolonged beyond two weeks after a marking period may become failures.

## **Early Dismissals**

Parents are encouraged to make appointments for students outside of school hours. When extenuating circumstances necessitate an early dismissal, the parent must email the Attendance Office at the beginning of the school day. The Attendance Clerk will call the parent/guardian to verify the request. If the student is on campus, parents are asked to come to the reception area to sign their children out. The student will be charged with a partial absence as defined in the **Late** portion of this handbook. **When returning to school after an appointment, students must report to the student life office for a pass to re-enter class.**

## **Attendance Review Board**

1. A Board consisting of the Principal, the Assistant Principal for Student Life, the Dean of Students, the Director of College and School Counseling, the School Nurse and the Attendance Clerk will meet regularly to review the attendance record of any student who exceeds 6 absences in a semester.
2. Exemptions to the Attendance Policy will be considered in the case of hospitalization, surgery or a family death. Parents or guardians will be invited to make an attendance appeal and provide documentation of extenuating circumstances when a student surpasses 6 absences in a semester. The Attendance Review Board may grant an exemption or extension when warranted. When absences are deemed unwarranted and excessive, the committee may take actions including but not limited to giving a warning, assigning attendance make-up in Saturday School at the rate of \$5.00 per hour, requiring a Summer School course, denying academic credit or asking a student to withdraw from Notre Dame High School.

## **Attendance While Remote Learning**

Please be sure to refer to the Section 6 Attendance for complete attendance expectations.

1. This will only occur when the whole school has gone remote or when a student has a documented need to quarantine.
2. Students in quarantine may not come to campus or participate in any co-curricular activities or school events.
3. When remote, to participate in co-curricular activities/events students must: (1) log-in by 10:30 AM; (2) remain in classes until dismissal. This includes, but is not limited to, athletic games or practices, performing arts rehearsals or performances, proms, dances, club or Student Government meetings. Students who intend to participate in a co-curricular weekend event may not be absent from school on the last day of the week. Students are not to log in remotely or be on school property during or after school hours if they are marked absent for the day. Students who violate this policy may be assigned a Saturday School.

## Students who are Late to School

1. A student who is attending classes remotely and fails to log in to the first block class meeting by 7:55 AM is late. **Students who are attending school remotely and are late to the first block must email the student life office and classroom teacher that they are present in a meet and include the time they arrived.** With advanced discussion and notification, the Administration may give consideration to extending the number of late arrivals. Consequences for tardiness within one semester:
  - a. fourth and fifth late arrival, prior to 8:15 AM – Administrative Detention
  - b. sixth and seventh late arrival, prior to 8:15 AM – Saturday Detention
  - c. eighth and subsequent late arrivals, prior to 8:15 AM – Saturday School
2. Absences will be recorded based on time present in school. Times will be recorded in .25 increments.
3. If a student is late without a note, email or a phone call from a parent, the student will be considered truant. An email submitted 24 hours after the tardy will not be honored to excuse truancy.

## Section 7                    **STUDENT SAFETY**

Notre Dame High School's responsibility for supervision of students begins at 7:00 AM and ends fifteen (15) minutes after the final bell except for those students involved in authorized, scheduled co-curricular activities. Students are not permitted in any unsupervised area of the building before or after school hours. The Cafeteria is open for students who arrive early (7:00 AM to 7:45 AM) or who must wait for rides home (2:30 PM to 6:00 PM). The Instructional Media Center is open for students at 7:30 AM. It remains open after school until 6:00 PM, Monday through Thursday and until 4:00 PM on Friday. If not under the direct supervision of a teacher or coach, students may not be in hallways, classrooms, the Auditorium, the Gym, labs or any other area, except the Cafeteria. To protect the safety of students and to avoid unnecessary confusion and congestion, parents who drop off and/or pick up their children are asked to:

1. follow established morning drop-off and afternoon pick up procedures
2. pick up students at dismissal (2:15 PM or 12:30 PM) or immediately after a school activity
3. follow all posted one way and stop signs
4. **NOT** park in yellow or blue painted areas (i.e. curbs, Faculty/Staff parking, and fire hydrant area or fire lanes)
5. **NOT** block the roadway to discharge or pick up passengers
6. have siblings or friends who pick up students after school remain inside their cars while waiting
7. follow directives given by faculty, security personnel, and the school resource officer

12:30 PM Dismissals: Notre Dame can provide safe places for students to wait for transportation or practices in the cafeteria and the Instructional Media Center on 12:30 PM dismissal days. Once the student leaves the school property, the school cannot provide supervision.

### **Bias and Prejudice**

The Notre Dame High School Community is a diverse, dynamic Catholic community. It is imperative for our students to learn, grow and achieve academic success that they feel safe and included. Bias, prejudice, racism, hate speech, and hateful language will not be tolerated as they are contrary to Notre Dame's mission to educate the whole child in a God-centered environment and to facilitate growth and self-actualization. Any bias and/or prejudice based on race, creed, religion, ethnicity, gender, sexuality, ability, or other differences will not be tolerated. Statements made which degrade or demean others are counterproductive to establishing an environment of respect between individuals and groups. These statements that are antithetical to the development of a Christian Ethic, human dignity and are always unacceptable. If any student is a victim of this type of behavior or is being harassed over time, he or she is strongly encouraged to alert the Student Life office and/or a trusted adult. Students witnessing these acts are encouraged to be Upstanders and constructively attempt to stop these acts, avoid escalating the situation, and report these acts to Student Life. Taking action by re-posting or spreading information does unintentionally continue to offend and re-injure victims and the community. While well-intentioned, students should bring these issues directly to Student Life and/or a trusted adult. Disciplinary referrals for these offenses may be made on a progressive scale. Progressive discipline includes consequences which range from detention through a discipline board and possible police referral.

Types of Aggression and Hate Speech that will not be tolerated in the Notre Dame Community include but are not limited to:

1. Macro-Aggression
  - a. Large scale or overt aggression toward those of another race, culture, gender, etc.
2. Micro-Aggression
  - a. Verbal, nonverbal, and environmental slights, snubs or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership.
3. Slurs
  - a. Insulting or disparaging remarks or innuendos which have a shaming or degrading effect, etc.
4. Shaming Language
  - a. Statements spoken or written which cause the condition of humiliating disgrace or disrepute, language that does not respect individual characteristics, such as race, gender, sexual orientation, cultural background, religious belief, body type, etc.

Depending upon the severity of the situation and keeping in line with our progressive discipline, consequences may include one or more of the following:

1. Warning
2. Administrative Detention, Saturday Detention, Saturday School, or Discipline Board
3. Disciplinary Probation
4. Counseling
5. Suspension
6. Expulsion
7. Law Enforcement Notification
8. Mediation may be recommended and required.
9. If either party is not satisfied with the action taken, he/she may contact the Principal in writing within three days of the decision.

### **Discrimination, Harassment, Intimidation, Bullying**

A safe and civil environment is necessary for students to learn and achieve high academic standards.

Discrimination, harassment, intimidation, bullying, hazing and sexual harassment and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic Schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization. The following behaviors are examples of behaviors which will not be tolerated.

- Discrimination, harassment, intimidation and/or bullying consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Discrimination, harassment, intimidation and bullying are serious incidents that amount to more than annoyances, a lack of civility, disagreements or disputes typical of a particular age group.

- Cyberbullying is a form of discrimination, harassment, intimidation and/or bullying.
  - Examples of cyberbullying include and are not limited to: posting inappropriate pictures of a student or individual on the internet; using social media to post or send discriminatory, harassing, intimidating or inappropriate messages about or to another student or individual; and/or sending discriminatory, harassing, intimidating or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Responsible Use Policy may also violate this policy.
- Hazing is requiring the performance of acts for acceptance that are humiliating, embarrassing, or dangerous. There are no initiation rites for school activities or events unless authorized, implemented, and attended by a member of the Administration. “Hazing is a disorderly person’s offense, however if hazing results in serious bodily injury then the person is guilty of aggravated hazing, which is a crime in the fourth degree.” N.J. Title 2C, §§ 40-3 to 40-4
- Sexual Harassment
  - Can be requests for sexual favors or unwelcome sexual behavior that is bad enough or happens often enough to make you feel uncomfortable, scared or confused and that interferes with your schoolwork or your ability to participate in extracurricular activities or attend classes.
  - Can be verbal
    - Comments about your body, spreading sexual rumors, sexual remarks or accusations, dirty jokes or stories, etc.
  - Can be physical
    - Grabbing, rubbing, flashing or mooning, touching, pinching in a sexual way, sexual assault, etc.
  - Can be visual
    - Display of naked pictures or sex-related objects, obscene gestures, etc.

School personnel or individuals who become aware of conduct that may violate the school’s discrimination, harassment, intimidation and/or bullying policy are to report the incident within a school day. If you have reason to believe that a violation of this policy has occurred, contact:

Eleanor MacIsaac, Assistant Principal for Student Life [macisaac@ndnj.org](mailto:macisaac@ndnj.org)

James Angiolino, Dean of Students: (609) 882-7900 ext. 150 or [angiolino@ndnj.org](mailto:angiolino@ndnj.org)

Procedure for reporting discrimination, harassment, intimidation and/or bullying:

1. Student/Guardian notifies the Dean of Students or Assistant Principal for Student Life of the incident. When reporting a case of bullying, it is recommended that the offended student record or print copies of any communication.
  - a. Parents of the offended student and of the alleged student infractor will be notified.
  - b. Investigation by the Dean of Students/Assistant Principal shall include interviews of all parties involved and witnesses.
  - c. Disciplinary action is recommended to Principal for approval.

2. Consequences may include:

1. Warning
2. Administrative Detention, Saturday Detention, Saturday School or, Discipline Board
3. Discipline Review Board
4. Disciplinary Probation
5. Counseling
6. Suspension
7. Expulsion
8. Law enforcement notification
9. Mediation may be recommended and required.
10. If either party is not satisfied with the action taken, he/she may contact the Principal in writing within three days of the decision.

**Reporting Incidents of Bias, Prejudice, Discrimination, Harassment, Intimidation, Bullying**

Students, parents, faculty and staff are encouraged to report any incident of bias, prejudice, discrimination, harassment, intimidation or bullying they observe, is reported to them or that they have knowledge about. Reports can be made in person or anonymously through email to phone call to the Dean of Students, the Assistant Principal for Student Life, a school counselor or a campus minister. School Counselors and Campus Ministers will provide information learned to the Office of Student Life. Students may also report incidents by completing an Incident Report posted on the NDNJ School Resources page or visiting this URL <https://forms.gle/Rq6FNadmu2zpvSpR8>

Retaliation for reports of discrimination, harassment, intimidation and/or bullying is prohibited. The procedures for addressing harassment, intimidation and/or bullying apply with equal force to allegations of retaliation.

While resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared as deemed appropriate by the Principal.

Resolution of a complaint of discrimination, harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of student involved as well as the needs of the school as whole when confronting these issues.

**Face Coverings**

Notre Dame High School will follow the guidance of the Diocese of Trenton, the local health department and the state of NJ for mask wearing in schools. When required, face coverings must be well fitting and cover the nose and mouth. Face coverings worn by students must contain no design and be one solid color. Students who choose to wear a face covering must check in with the school nurse on the days they choose to wear a face covering.

### **Hand Hygiene, Respiratory Etiquette,**

Please cover coughs and sneezes with a tissue. Used tissues must be thrown in the trash and hands washed for 20 seconds immediately after with soap and water. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol may be used.

### **Isolation Room**

If a student becomes symptomatic with a highly communicable disease on campus, they will immediately report to the Nurse's Suite. Here, the Nurse will screen the student and place symptomatic students into isolation. Once the student arrives at the isolation room, the following protocols will be observed.

- Gloves will be provided to help protect other students and employees.
- The nurse and others attending the affected person will wear a protective mask and gloves while working with the suspected infected person.
- The nurse will call the parent of the student to arrange for the student to be picked up from school.
- The isolation area and suspected student's work area/classroom will be thoroughly cleaned and disinfected in addition to all other common surfaces recently touched by the student.

### **Material Distribution**

No materials may be distributed on school property without permission from the Administration.

### **Security Drills**

All schools are required by law to conduct two (2) emergency drills a month. Students are required to respect the seriousness of the drills and give full cooperation. Rules on such an occasion are made for the safety of all.

1. Talking during a Security Drill is not permitted.
2. No one is to leave or return to the building until the all-clear signal is given by an administrator.
3. Teachers carry class lists during any Evacuation Drill. It is essential that the class remain together in the assigned location so that roll can be taken.
4. Occupants of the building will be notified of a lock down through the PA system. Teachers lock the classroom doors, pull all the shades and await further instructions. Students in corridors should quickly seek entrance into the closest room. Students in bathrooms should remain in the bathrooms. No one will be permitted to enter the building. Teachers will keep students quiet and await further instructions and/or the all clear signal from administrators through the PA system.
5. In the event of a command to evacuate and take shelter, teachers and students have an assigned area in the Pastoral Center or Convent.

### **Stormy Weather**

Whenever school must be closed or delayed in opening due to stormy weather, an electronic message will be sent to all Notre Dame High School families. Families are registered in School Messenger, the application used for sending alerts and messages, with the contact information they have provided Notre Dame High School during registration. Parents are responsible for updating contact information in School Messenger and should inform school when changes are made by emailing [datamgr@ndnj.org](mailto:datamgr@ndnj.org). This will ensure your data is up to date and consistent among all systems. You will find a link and instructions for updating School Messenger on the Resource Board under Web Links for parents. For assistance with School Messenger or information changes, please contact [studenttechhelp@ndnj.org](mailto:studenttechhelp@ndnj.org).

Closing or delay notifications will also be posted on the homepage of the Notre Dame website.

Bus transportation to Notre Dame High School is affected by the closing or delays of the local school districts. Students from districts which are closed on days when Notre Dame High School is open will not be charged with an absence. If the weather necessitates a midday school closing, regular transportation will be provided by the local districts.

Individual requests for dismissals due to weather conditions cause confusion. Please do not call at students' requests to have them dismissed earlier than the school closing time. Please do not allow students to drive to school when inclement weather is predicted. Please do not send notes asking school authorities to make judgments on road conditions and send individual students home early. If a student is sent to school with a student driver and the driver's parents request an early dismissal, no other student will be permitted to accompany that driver unless a parent request is confirmed in email. **Bus transportation is strongly recommended on days when bad weather is predicted.** Parents may come into the Reception Desk to pick up their child at any time when there they must submit an email to [attendance@ndnj.org](mailto:attendance@ndnj.org) requesting the early dismissal.

### **Visitation**

All visitors must register upon arrival at the Reception Desk. Parents are welcome at any time, but they must report to the Reception Desk when they enter the building. No parent is to seek out a teacher, student or staff member without making an appointment. Messages or forgotten lunches, etc. may be left in the drop box on the front porch.

## Section 8 CO-CURRICULAR PROGRAM

At Notre Dame High School, a wide range of organizations and teams attempt to meet the academic, athletic, artistic, social, and leadership talents and interests of the students.

### Eligibility

This policy applies to all co-curricular activities including, but not limited to, athletics, performing arts, clubs and academic competitions. It does not apply to participation in social activities such as proms, dances, or attendance at games and performances.

1. Students must pass 30 credits in the previous year to be eligible for Fall sports.
2. To be eligible for second semester activities, students must pass 15 credits in the First semester. Students who become ineligible during the Winter Season may complete that season.
3. Students who are ineligible during the second semester may become eligible on May 1 if they passed a minimum of 12.5 credits in the first semester AND if they are passing 15 credits in the second semester.
4. Students may either have 6 days of try-outs and conditioning at the start of the Spring Season or 6 days of try-outs and conditioning immediately prior to May 1. This determination will be made by the Assistant Principal for Curriculum and Instruction, the Guidance Counselor and the Athletic Director in consultation with the parents. Always consult the NJSIAA website for current expectations. <https://www.njsiaa.org>
5. Students must be present in school to participate in co-curricular activities. Students arriving in school after 10:30 AM or leaving school before dismissal may not participate in after-school or evening activities per the attendance policy. With permission from the Assistant Principal for Student Life or the Athletic Director, students absent on Friday may participate in Saturday or Sunday events. If a student is absent the day of the event or on a Friday, and participates without permission in a weekend event, an Administrative Detention will be issued, and the student will be excluded from the next consecutive event.

### Clubs

Early in the year, students are made aware of the variety of club offerings. Membership depends upon student interest and capabilities. Organizations which are exclusive except those where membership is determined by academic performance are prohibited. Organizations contrary to the Mission of Notre Dame High School are prohibited. When a student is interested in establishing a new club, he/she is to find a moderator and complete the club proposal form which is found online in the club manual and in the appendix of this handbook in writing to the Assistant Principal for Student Life. The proposal shall include the name of the club, the purpose of the club, goals, activities, meeting dates, estimated number of members, an identified service project and a suggested moderator. If approved, the club will function as a "provisional" club for one year, to assess its' viability. (For the Co-Curricular Manual go to [ndnj.org](http://ndnj.org), School Life, Student Activities & Clubs)

## Athletics

1. Athletic teams are available to all students enrolled at Notre Dame High School provided the student(s) meet the academic requirements listed in the preceding section. Being selected to an interscholastic team is a privilege earned not a right.
2. Notre Dame High School is a member of the New Jersey State Interscholastic Athletic Association and annually takes part in the State Tournaments offered to non-public Schools. We are also a member of the Colonial Valley Conference, the West Jersey Football League, the Mercer County Tournament Association, Burlington County Scholastic League and Central Jersey Girls Golf League.
  - a. Fall Sports: Cheerleading (Boy & Girls), Cross Country (Boys & Girls), Field Hockey, Football, Soccer (Boys & Girls), Tennis (Girls), Volleyball (Girls)
  - b. Winter Sports: Basketball (Boys & Girls), Cheerleading (Boys & Girls), Diving (Boys & Girls), Swimming (Boys & Girls), Wrestling, Ice Hockey, Winter Track (Boys & Girls)
  - c. Spring Sports: Baseball, Softball, Track and Field (Boys & Girls), Golf (Boys & Girls), Tennis (Boys), Lacrosse (Boys & Girls)
3. The Administration may add or delete a sport without prior notice.
4. NJSIAA Steroid Testing Policy: Any student-athlete who possesses, distributes, ingests or otherwise uses any banned substances without a written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties including ineligibility from competition. The NJSIAA will test randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random drug testing. A form must be signed and on file in the nurse's office. Students testing positive will face a Discipline Board. <https://www.njsiaa.org/steroid-testing>

**Athletic requirements for Interscholastic participation:** (See Co-Curricular Eligibility for academic requirements.)

1. A student pledge to refrain from the possession and/or use of alcohol, illegal drugs, anabolic steroids and tobacco during the season in which they participate must be signed. On June 27, 2002, the United States Supreme Court ruled that high school students involved in any after-school activities may be subject to random drug tests throughout the school year.
2. Students may be responsible for purchasing practice equipment and returning all Notre Dame High School equipment that is issued to them.
3. A comprehensive medical examination certifying that a student is physically fit for competition is required for all students who wish to participate in the Notre Dame High School Athletic Program. This physical must be done by the student's primary care physician and the results must be presented to the school nurse prior to try-outs. The physical for sports is valid for 365 days.
4. Secondary Insurance Coverage is provided by the Diocese of Trenton for all interscholastic sports teams and cheerleaders. The plan provides coverage of medical expenses not covered by applicable family insurance plans.
5. Training rules: Each coach provides team rules for practice, curfew, strength, conditioning, and wellness during a preseason meeting.
6. Attendance at Practice and Games: Daily practices are scheduled Monday through Saturday during the season (Practice may take place during vacations within the school year). Sunday practice is held only at the discretion of the Athletic Director and the Principal.
7. Students are required to attend all practices and games.

8. Excused absences are granted for students requiring tutoring.
9. Students may not practice or participate in athletic events on the day of an absence from school (see Section 6 Attendance Policy). Students who intend to participate in a co-curricular weekend event may not be absent from school on the last day of the week. (The Athletic Director may grant exceptions for extenuating circumstances with advance notice.)
10. Prolonged illness or injury involving absence from school requires a physician's permission for a student to resume physical activity. The school nurse and the Athletic Trainer are the final authorities in granting permission to participate.
11. All students must travel with their team to away events whenever transportation is provided by the school. Students may travel home from away events with their own parents with permission from the coach.

### **Athletics and Other Co-Curricular Activity**

Students are encouraged to participate in a variety of activities to investigate their varied interests and talents. When students have two meetings/practices scheduled for the same time, it will be understood that they will leave one early and arrive at another late. Moderators and coaches will support and guide students in making these decisions. Students must make realistic choices when scheduling their commitments.

Students are expected to follow Notre Dame High School dress codes after school, on campus and when attending all Notre Dame High School events. Students who are out of Dress code will be asked to remove non-compliant dress code items and may be referred to Student Life for a change of clothing and parental notification. If a student is unable to rectify the infraction, parents may be contacted to bring students appropriate clothing or to bring their child home. For more information, please refer to Section 10, Notes on Dress Code

### **Awards**

1. Varsity Letters are awarded at the discretion of the coaching staff.
2. Special Awards – Individual team awards (Most Valuable, Most Improved, Coaches Award) are selected by the coaching staff of the respective sports. Athlete of the Year and Scholar Athlete Awards are selected by the Head Varsity Coaching Staff and are given to Seniors at the Senior Awards ceremony.

### **NJSIAA Article V Section 4**

Students in any 6th, 7th, or 8th grades of any school (Junior High or Senior High) who play on 9th grade or so-called Freshmen or Sophomores, Junior Varsity or Varsity teams will be ineligible at the conclusion of eight consecutive semesters of such participation.

### **NJSIAA and Transfer Students**

Purpose: NJSIAA's mission is to administer education-based interscholastic athletics, which support academic achievement, good citizenship, and fair and equitable opportunities. Transfers for athletic reasons undermine the stability of sports programs, elevate athletics over academics, lead to disparities in competitiveness, and erode the level playing field that the NJSIAA seeks to foster. Multiple transfers within a high school career disrupt a student's education. Transfers after the sports season has started not only disrupt the team, but also the competitive balance among schools. To prevent the possible recruitment or transfer for athletic advantage, any transfer will be placed in the Transfer Portal for the NJSIAA to review and approve for participation in an athletic program.

## **Guidelines for Good Sportsmanship**

To ensure that participants and spectators enjoy athletic contests in a friendly, safe environment, the following guidelines are established:

1. Spectators (students/adults) are not permitted on the playing field, court or activity area during contests.
2. Players, spectators (students/adults) or parents engaging in disorderly behavior or in physical or verbal harassment of coaches, players, or officials may be asked to leave and/or denied admittance to future athletic contests. Students will face disciplinary consequences outlined in the Discipline Code. Hazing will result in an athlete's removal from a team and a Discipline Board Hearing (Section 9 Discipline).
3. Signs, banners, noisemakers, radios, and tape players are not permitted at athletic events. Negative or aggressive verbal expressions or behavior are not considered good sportsmanship.
4. Students or adults who are believed to be under the influence or in possession of alcohol and/or drugs will not be admitted to athletic contests.
5. NJSIAA regulations state that any student-athlete or coach who is disqualified from an interscholastic athletic event for flagrant or violent verbal or physical misconduct (unsportsmanlike conduct) will be disqualified for the next two regularly scheduled games/meets (Exception: 1 game for football).

For the Parent-Athlete Handbook, go to [www.ndnj.org](http://www.ndnj.org), Resources Page, Athletics. NJSIAA information and policies are found at <http://www.njsiaa.org>.

## Proms, Cotillions, Morps

1. The Senior Class and Junior Class will sponsor formal dances which will highlight their social calendar. The Student Government may sponsor a Homecoming Dance and the semi-formal Cotillion. The Sophomore Class will plan a dance called a Morp and the Freshmen may plan a Freshmen Dance. Attendance at these events is a privilege earned and not a student's right. Students can be denied the privilege of attending by the Administration. Only single tickets will be sold to social events. Guests who are not Notre Dame High School students/alumni and have not begun grade 9 or are over the age of 20 may not be permitted to attend Notre Dame High School dances. When tickets are purchased, the student must provide the name and age/grade level of the guest. The guest must arrive and check in with the Notre Dame High School student representative for the event, i.e., Senior Prom, Junior Prom, Morp. The student and guest agree to abide by Notre Dame High School's rules and regulations. If a guest violates a Notre Dame policy or procedure [i.e., use or possession of alcohol, illegal substances, smoking, profanity, etc.], the Notre Dame High School student will be issued the consequences for his/her guest's disciplinary infraction. Guests outside of the Notre Dame School community must have photo ID.
2. All students are subject to a screening upon entering the event. Purses, suit jackets, shoes, socks, etc. may be checked. No outside food or beverages will be permitted. No overnight bags or backpacks will be permitted into the venue.
3. Appropriate attire is expected at all social events. Students must be in school on the day of these dances or the school day before a weekend event. No early dismissals will be granted prior to these events. Students arriving after 10:30 AM or leaving before dismissal, that day or the day prior when the event occurs on a weekend will not be permitted to participate in any co-curricular activities/events. Unregistered Notre Dame students or guests will not be admitted to the social event. Special circumstances may be presented to the Assistant Principal of Student Life for consideration.
4. Note Dame High School reserves the right to determine the appropriateness of any attendee's form of dance. Students are not to engage in sexually explicit or otherwise inappropriate dancing.
5. Dance Dress Code: The Cotillion is a semi-formal dinner dance. The Morp, the Homecoming Dance and the Freshmen Dance are usually casual "dress up" dances. It is essential that Notre Dame High School students and their guests dress in a manner that respects and reflects the inner beauty and values that God has placed within every soul. For the Cotillion, gentlemen are to wear suit jackets and ties. For all other dances noted above, gentlemen are to wear a collared shirt and slacks. For the Cotillion, ladies are to wear dresses or formal slacks. At the other dances noted above, ladies may wear dresses or dress pants and blouses. These dresses may not be tube dresses, body-con dresses or spandex. Dresses are inappropriate if they are backless, have plunging necklines or bare midriffs. The length of skirts, dresses, rompers must be of fingertip length or longer. This means that the bottom edge of the dress, short must not be higher than the fingertips when arms are extended at the student's side. Going forward in this document, this rule will be referred to as fingertip length.

# Section 9      DISCIPLINE

## Discipline Code

Notre Dame High School students are responsible for adhering to the school's disciplinary code when students are in school session, in transit or present at any school functions on or off campus. Local problems are best and most efficiently solved on the local level. If there is a problem, parents/guardians should first contact the faculty/staff member involved and then move up the chain of concern which is faculty staff member, department chair, administrator, and then principal. The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion to maintain a safe and orderly environment for students. The following behaviors undermine the goals of the Notre Dame Community and are subject to review and consequence by the Faculty and Administration. Disciplinary actions noted are the potential consequences for infractions. **The Administration reserves the right to adjust these consequences when appropriate.**

Any action or comment that are viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

1. Academic Dishonesty
  - a. Honor Code Board, Administrative Detention, Saturday Detention or Saturday School, Discipline Board
2. Aggressive Language or Behavior
  - a. Administrative Detention, Saturday Detention, Saturday School, Suspension, Discipline Board or Expulsion
3. Bias and Prejudice (see also Section 7 Student Safety, Bias and Prejudice) Infractions including but not limited to macroaggression, microaggression, shaming language and slurs. Consequences for these infractions may include 1 or more of the following:
  - a. Warning
  - b. Administrative Detention, Saturday Detention, Saturday School or, Discipline Board
  - c. Disciplinary Probation
  - d. Counseling
  - e. Suspension
  - f. Expulsion
  - g. Law enforcement notification
4. Cell Phone Misuse
  - a. Administrative Detention
5. Class Disruption, inappropriate behavior at an assembly or in cafeteria
  - a. Administrative Detention
6. Cutting Class
  - a. Saturday School
7. Defiance of or Disregard for any school authority
  - a. Saturday School, Saturday Detention, Suspension, Discipline Board
8. Disrespect expressed to Students, Faculty or Staff
  - a. Administrative Detention or Saturday Detention, Discipline Board

9. Disrespect expressed with profanity
  - a. Saturday School, Discipline Board
10. Dress Code Violations/Failure to Carry Student ID
  - a. First three infractions within one semester – Half Hour Administrative Detention
  - b. Fourth and any subsequent infractions during a semester – One Hour of Saturday Detention.
11. Dishonesty
  - a. Administrative Detention
12. Disruption of Safe and Orderly School Environment
  - a. Discipline Board Hearing, Saturday Detention, Saturday School, Suspension, Expulsion. This includes, but is not limited to the following behavior(s):
    - a. disorderly behavior causing harmful disruption of the school’s processes and procedures, disregard for school authority, inciting mob action, endangering the welfare of others
    - b. physical assault of a student, teacher or staff member
    - c. threats to life of any member of the Notre Dame Community
    - d. use or possession of weapons, mace/pepper spray, firecrackers, smoke bombs or other incendiary devices
  - b. All of the above may be reported to the Lawrence Township Police Department
13. Drugs/Alcohol (distribution, possession, use, under the influence of, See also Section 11 Drugs, Alcohol, Vaping and Tobacco Products and Possession)
  - a. Discipline Board Hearing
  - b. may be reported to the Lawrence Township Police Department or the New Jersey Division of Children and Family Services or the Pennsylvania Child Welfare Services
14. Endangering the safety of a member of the Notre Dame community
  - a. Administrative Detention, Saturday Detention, Saturday School, Discipline Board, Suspension, Expulsion
15. Failure to be accountable
  - a. Administrative Detention
  - b. Saturday Detention/Saturday School
16. Failure to have a lock on school or gym locker
  - a. Administrative Detention
17. Fighting
  - a. Notre Dame will have 2 members of administration/security investigate the incident.
  - b. Parents will be contacted.
  - c. Students will be sent home for the remainder of the day.
  - d. Pending the investigation discipline action will be taken which can include Saturday School, Disciplinary Probation, Suspension, Expulsion.
  - e. Mediation may be required for re-admission.
  - f. A Discipline Board may be warranted.
18. Gambling
  - a. Warning
  - b. Administrative Detention
  - c. Saturday Detention, Saturday School
  - d. Discipline Board

19. Headphones/Earbuds

For safety and security, students must always be able to HEAR instructions. To aid in clear communication in classrooms and halls, students are not permitted to wear headphones or earbuds of any type. Students may use headphones and/or earbuds in classrooms only when directed by the classroom teachers.

- a. Warning
- b. Administrative Detention
- c. Saturday Detention, Saturday School

20. Harassment, Intimidation and Bullying (see also Section 7 Student Safety, Reporting Incidents of Harassment, Intimidation, Bullying)

Consequences for these infractions may include one or more of the following:

- a. Warning
- b. Administrative Detention, Saturday Detention, Saturday School or, Discipline Board
- c. Disciplinary Probation
- d. Counseling
- e. Suspension
- f. Expulsion
- g. Law enforcement notification

21. Late to Class (During the course of the day)

- a. One-Half Hour Administrative Detention or choice of sweeping in the Cafeteria during the student's lunch period.

22. Late to School (Late to School See Section 6 Attendance for late policy)

- a. Students are given three excused lates per semester. Any late (i.e., missed bus, running late, traffic) which is beyond the three excused lates each semester warrants an Administrative Detention.
- b. Students arriving after 7:55 am but before 8:15 am
- c. On the fourth and fifth late – Administrative Detention
- d. On the sixth and seventh late – Saturday Detention
- e. On the eighth and subsequent late – Saturday School
- f. Consequences for arrival after 8:15 AM (see Section 6 Attendance, Late)

23. Lunch Card – Flik Declining Balance Cards

- a. Students may only use their own ID card in the cafeteria to purchase food
- b. Students found to be using a card other than their own with or without card owner's permission will be written up for stealing and receive those consequences

24. Misconduct on bus

- a. Administrative Detention
- b. May lose privilege of Bus Transportation

25. Misuse of fire alarm system

- a. Discipline Board Hearing
- b. Lawrence Township authorities must be notified.

26. Misuse of pass

- a. Administrative Detention

27. Photography, audio or video recording of any member of the Notre Dame community without the expressed permission of the subject:

- a. may warrant Saturday School or Discipline Board
- b. HIPAA and FERPA Laws do not permit the videotaping of any student or adult under medical care.

28. Reckless Driving
  - a. Administrative Detention (See Section 12, Student Drivers)
  - b. Possible suspension of driving privileges on campus
29. Resources and Technology Misuse - Violations of the rules applying to Resources and Technology (Section 4 **Resources and Technology**) may result in disciplinary action, including but not limited to:
  - a. the loss of a user's privileges to use the school's information technology resources
  - b. Further discipline may be imposed in accordance with the NDHS guidelines up to and including suspension, a Discipline Board or expulsion depending on the degree and severity of the violation.
  - c. The school may modify these rules as necessary.
30. Sexual Harassment/Misconduct (see also Section 7 Student Safety, Reporting Incidents of Harassment, Intimidation, Bullying)
  - a. Discipline Board
  - b. Notre Dame Faculty and Administrators are mandated reporters for any incidence of child pornography. Students who distribute or possess pictures of themselves or others in any state of undress may be subject to mandated legal action.
31. Stealing
  - a. includes possession of property of another without his or her knowledge or consent.
  - b. Taking any item from the cafeteria without paying the cashier constitutes stealing. Stealing may warrant any action listed below depending on circumstances:
    - A. Administrative Detention
    - B. Saturday Detention
    - C. Discipline Board Hearing
    - D. Discipline Probation
    - E. Saturday School
    - F. Financial Reparation
  - c. Possible report made to the Lawrence Township Police Department.
32. Student Conduct
  - a. If a class period begins and a teacher is not present, students are expected to remain seated and to quietly review class work. One student is to call the Main Office (extensions 121,125, 123, 124) to report that a teacher is not present.
  - b. Students are expected to behave in a respectful and orderly manner at all times.
33. Tobacco Products (distribution, possession, use, under the influence of, See also Section 11 Drugs, Alcohol, Vaping and Tobacco Products and Possession)
  - a. Discipline Board Hearing, Drug Testing

#### 34. Truancy

A student who is absent from school or who leaves the building without a parent/guardian's permission and/or an Administrator's consent is truant. Students may be considered truant when they:

- leave school without permission as stated above
- come to school grounds but do not attend classes
- arrive after 7:55 am without the knowledge and consent of parents/guardians
- are absent without parental permission or acknowledgement
- Work missed when a student is truant may be made up only at the discretion of the Assistant Principal for Curriculum and Instruction. When permitted, work must be made up within three days. The Administration reserves the right to determine whether a late arrival will be deemed a late or truancy

- a. Saturday School

#### 35. Use of Profanity

- a. Administrative Detention
- b. Saturday Detention for Profanity directed toward Faculty or Staff
- c. Saturday School

#### 36. Vandalism

- a. Saturday Detention
- b. Saturday School
- c. Discipline Board
- d. restitution may be required
- e. Possible report made to the Lawrence Township Police Department.

#### 37. Vaping (See also Section 11 Drugs, Alcohol, Vaping and Tobacco Products and Possession)

The act of inhaling flavored liquid through a device or e-cigarette.

- a. If a student is in possession of vaping products or is found in the process of vaping there will be a Discipline Board Hearing

#### 38. Violation of Disciplinary Probation Contract

- a. Saturday School
- b. Discipline Board
- c. Expulsion

## Disciplinary Actions

Consequences are earned in an effort to educate students on appropriate behavior within a community or organization. Consequences can include: withholding of co-curricular privileges, including social, performing arts and/or athletic participation, Teacher Detention, Administrative Detention, Saturday Detention, Saturday School, a Discipline Board Hearing, Suspension or a recommendation for expulsion. Infractions are listed with the usual action taken but any of the above consequences can be determined appropriate by the Administration.

### 1. Teacher Detention

- a. Teachers may give Teacher Detentions for disruptions of classroom instruction.
- b. When a student fails to report to a Teacher Detention, an Administrative Detention is assigned.
- c. When a Teacher Detention is scheduled for the same day as an Administrative Detention, the Administrative Detention will take precedence.
- d. The student is responsible for informing the classroom teacher of this conflict so that the Teacher Detention can be rescheduled.

### 2. Administrative Detention

- a. Detentions are meant to deter students from further violations of the Discipline Code.
- b. The Student Life Office will assign detentions for infractions of the Discipline Code.
- c. Students, given 24-hour notice, will report promptly in uniform to a designated classroom.
- d. Students issued a detention will receive written communication, from the Student Life Office, with the scheduled day of detention.
- e. The Dean of Students may require and schedule a parent conference.
- f. Administrative Detention for being out of uniform, late to class, or not having an ID will be served from 2:25 PM to 2:55 PM.
- g. Administrative Detention for any other infraction will be served from 2:25 PM to 3:25 PM. A \$2.00 fee will be charged for each one-hour Administrative Detention and a \$1.00 fee for each half hour Administrative Detention to underwrite administrative monitoring costs.
- h. Students may not reschedule Administrative Detentions for any reason including practices, work, transportation or doctors' appointments.
- i. A student may arrange with the Student Life Office to take a Saturday Detention in place of an Administrative Detention when conflicts occur. This teacher arrangement may only be done with permission from the Student Life Office prior to the scheduled detention.
- j. Failure to report and pay \$2.00 for the detention will result in a phone call to parents and a Saturday Detention. Athletes report to detention and then practice. Detentions will be rescheduled for games.

### 3. Saturday Detention

- a. Saturday Detention will be held from 8:00 AM to 9:00 AM.
- b. Students must be in the detention room by 8:00 AM, in uniform, and must bring with them a \$5.00 fee to underwrite administrative monitoring costs.
- c. If the student is late, out of uniform or without the \$5.00 fee, he/she may not be admitted to the detention.

4. Missed Saturday Detention
  - a. two Saturday Detentions
  - b. If these two Saturday Detentions are missed, three hours of Saturday Detention will be assigned.
  - c. If the student does not report for the three-hour detention, he/she may be assigned to a Saturday School.
  - d. Saturday Detentions will be scheduled by the Student Life Office.
  - e. Parents and students may not have the option of rescheduling.
  
5. Saturday School is a severe consequence.
  - a. Saturday School is used in place of In-School Suspension so that students do not miss instructional time.
  - b. If a student fails to report to Saturday School, a Discipline Board will be scheduled.
  - c. Students assigned to Saturday School will report to the detention room in uniform from 8:00 AM to 12:00 PM.
  - d. They will pay a \$20.00 fee to underwrite administrative monitoring costs.
  - e. Students may bring school assignments, or they may be assigned educational enrichment work.
  - f. The Student Life Office assigns students to Saturday School.
  - g. Parents and students do not have the option of rescheduling.
  
6. Disciplinary Probation is a severe consequence.
  - a. Please refer to the Disciplinary Probation section for more information.
  - b. Students may be placed on probation by a Discipline Review Board.
  - c. Students who receive 6 hours of disciplinary consequences may be placed on Disciplinary probation.

### **Restorative Justice**

Notre Dame High School believes in the importance of setting forth high expectations for all community members. Our discipline code is designed to support the mission and vision of Notre Dame High School. Restorative justice is used as a piece of our approach to discipline which includes consequences, education and restoring a sense of harmony and well-being for all those affected by a discipline infraction. It provides a way to ensure accountability and focuses on educating, reconnecting severed relationships and re-empowering individuals by holding them responsible. This approach acknowledges that, when a person does harm, it affects themselves, the person they hurt and the community. Using restorative measures attempts to educate and repair the harm caused by one person to another and to the community so that everyone is moved toward healing.

## **Suspension**

Students may be removed from regularly scheduled classes for a stated period of time not to exceed 10 consecutive days by the Principal or an Assistant Principal. Suspensions will be imposed the day of an incident or the day immediately following the determination that a suspension is warranted. Students and parents will be given notice of the charges which warrant such action. Students may make up work missed during a suspension. It is the student's responsibility to see his/her teachers for assignments within three days of returning to school. During a suspension, students must make an appointment with a Student Life Office to pick up books. Students may not participate in or attend any co-curricular activities, including athletic practices or games, on the days of suspension. If a period of suspension includes a weekend, students are barred from co-curricular activities on that weekend.

## **Repeated offenses of the Discipline and Dress Code**

If a student earns six hours of disciplinary infractions of any kind, he/she will be reviewed. These students may be placed on Discipline Probation. Violations of the Discipline Code are reported to the Student Life Office. Parents may be asked to meet with an Administrator, teachers and their child to develop solutions in the case of serious infractions.

## **Discipline Probation**

1. Students placed on probation should be especially alert and careful to obey all school regulations and to demonstrate their willingness to remain in good standing as a member of the Notre Dame High School Community. When a student is placed on probation, a meeting with the parent and student must be scheduled. Failure to meet this requirement will result in the extension of the ten-day restriction of co-curricular participation. When Discipline Probation is determined to be the appropriate consequence, it will always begin on the day following the determination.
2. Students are placed on probation for a minimum of eight consecutive weeks that school is in session. Should probation include vacation periods, restrictions will apply throughout the vacation. If eight weeks of probation cannot be completed by the end of the school year, the student shall return to school on probation for the remaining time required.
3. For the first ten days of probation, students will not be permitted to participate in or attend any co-curricular activities including athletics. If they comply with school rules during this time, they will be allowed to participate in athletics, performing arts programs and clubs for the remainder of probation. They may not attend athletic events, performing arts programs or school social events, including but not limited to dances, games (home or away), Proms, Cotillion, or Senior activities throughout the period of probation. Students who violate probation by attending the events listed above will receive a Saturday School and be reviewed by the Administrative Team.
  - a. Seniors on Discipline Probation may request, in writing, permission from the Assistant Principal for Student Life to attend the Senior Prom, and Project Graduation. Permission to attend may be granted to Seniors who continue to comply with the school rules through the day of the event. Permission may be withdrawn by the Administration on the occurrence of any major infraction up to and including the day of the event.
4. The Administrative Team will review the record of probationary students. Students on probation who exceed three Administrative Detentions or commit a major disciplinary infraction will be assigned a Disciplinary Board Hearing. Consequences could include continued probation or a request for expulsion.

5. If a student goes on probation a second time, during his/her Notre Dame High School career, he/she will go before a Discipline Board. If a student goes on Probation a third time, during his/her Notre Dame High School career, he/she may go before a Discipline Board with the possibility of recommendation for expulsion.
6. While on probation, the severity of consequences for discipline infractions will be increased as recorded below:

<u>Usual Consequence</u>	<u>Consequence on Probation</u>
½ Hour Administrative Detention	1 Hour Administrative Detention
Administrative Detention	Saturday Detention
Saturday Detention	Saturday School
Saturday School	Discipline Board

7. The Administrative Team reserves the right to deny participation in field trips for students on Disciplinary Probation. Continued misconduct by a student on Disciplinary Probation may warrant a review by the Discipline Board and a request for expulsion.

### **Discipline Board**

1. The Discipline Board is comprised of five teachers who review serious infractions of the Discipline code and recommend appropriate consequences to the Principal.
2. Only the Assistant Principal for Student Life may call a Discipline Board hearing.
3. Board hearings are called for any serious or repetitive infractions of the school discipline code.
4. If a student is required to appear before a Discipline Board and withdraws prior to the Board Hearing, he/she is not permitted on school property nor may he/she attend any activity sponsored by Notre Dame High School without the expressed permission of the Principal.
5. In cases where consequences may include a recommendation for expulsion, the student may request a private administrative panel hearing or have a Discipline Board Hearing.
  - a. Administrative panels will be comprised of the Principal, Assistant Principal and one additional member of the Administrative Team.
6. Cases which could result in a recommendation for expulsion include, but are not limited to, the possession of, being under the influence of, use of, or distribution of any controlled substance including drugs, alcohol, tobacco and vaping products, the use or possession of a weapon, harassment, bullying, the second incident of fighting within a school year, endangering the safety of a member of the Notre Dame High School community, sexual misconduct, stealing or continued misconduct by a student on Discipline Probation.
7. A student asked to appear before the Board will be given written notification of the charges at least 48 hours prior to the hearing.
  - a. He/she may be accompanied by a parent/guardian and one Faculty member. This Faculty member, chosen by the student, will not vote with the Board, but may act as an advocate.
  - b. Because this is a hearing, not a court of law, no student may bring a lawyer, paralegal or court stenographer.
  - c. There is no requirement in student disciplinary cases to identify or to provide the names of student witnesses.

- d. Upon parental/guardian request, school authorities will provide reliable written statements of student witnesses and/or informants to the parent/guardian of the student charged with the names of the witnesses/informants redacted. Statements of witnesses and/or informants may be withheld if the Administrator referring the matter to the Discipline Board determines that disclosure of the statement(s) does not pertain to the infraction or violates State or Federal Law.
- e. The Discipline Board will recommend appropriate consequences to the Principal.
- f. The Assistant Principal for Student Life will inform the parents and the student of the consequences within 24 hours. These consequences may include a recommendation for expulsion.
- g. The Principal, Assistant Principal and Dean of Students may be in attendance to facilitate or observe.
- h. Parents/Guardians may appeal a Board's decision to the Principal.
  - i. Appeals of Discipline Board decisions should be made to the Principal in writing and must come within 48 hours of the decision.
  - ii. The Principal may recall the Board for consideration of new or overlooked information which could change the outcome of the Board's original decision.
  - iii. A response to an appeal will be made within three days.

### **Expulsion**

The Principal may request expulsion for serious infractions of the Discipline Code. The interest of the Catholic School community and the welfare of the individual student require that some consideration be given to a student's behavior off school premises when representing his/her school at a school-sponsored function even if held elsewhere. There may be situations where a student will be held accountable for infractions committed off school premises. Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that individual's behavior is a serious threat to the school community. Expulsion, if warranted, is address by the Office of the Superintendent. Any student who is expelled or asked to withdraw from Notre Dame High School is not permitted on school property nor permitted to attend any school-sponsored activities.

### **Re-Admittance**

A student who withdraws in response to action recommended by a Discipline Board may be considered for re-admittance. He/she may request a Discipline Board to review his/her application, after completing one successful school year in another school. Students are ineligible for re-admittance if:

1. They were expelled by the Diocese of Trenton.
2. They were asked to withdraw for reasons including assault, weapons possession, threats to the well-being of other persons, dealing controlled substances.
3. They withdrew in an attempt to avoid a Discipline Board Hearing.

## **Student Searches**

1. Students and parents are hereby advised of the ruling by the United States Supreme Court stating that any student under the suspicion of illegal possession of any controlled substance, weapons or stolen property may be searched by school authorities with or without parent permission.
2. This includes searching the student's teacher belongings, lockers, and/or person. When it is deemed reasonable and necessary by an Administrator, a student may be asked to show the inside of any backpack, purse, book bag or container. Students may be required to turn their pockets inside out to show the contents and to take off shoes and socks for search purposes.
3. School reserves the right to search anything that is brought on school property, school campus or school sponsored events. The campus includes all fields, parking lots and cars. If a student refuses to comply, parents will be called to come to school and conduct the search in the presence of the Administrator. If the parent and student refuse to cooperate, the student will be required to withdraw from Notre Dame High School or expulsion will be sought.
4. Before departing Notre Dame High School for an overnight trip, students' luggage will be searched by school security, administrators and/or chaperones.

## **Cell/Mobile Phone Policy**

Parents are asked to understand the necessity for uninterrupted instructional time. Cell phone's use – for example ringing, receiving or making calls, sending or receiving text messages or other phone activity - disrupts learning and may warrant an Administrative Detention. Teachers will direct students to put cell phones away and an Administrative Detention will be given.

We suggest:

1. leaving messages on your child's cell phone which he/she can check at lunch, during Activity Period, or at 2:15 PM
2. delivering forgotten books, lunches, keys, etc. to the reception desk labeled with a student's name and grade; students can stop at the change of classes to pick up materials.
3. If a student has a sense of urgency and needs to call a parent, he/she may go to Campus Ministry or the College and School Counseling Office to make that call.
4. in case of an emergency, please contact the College and School Counseling Office or an Assistant Principal so that news can be communicated in a sensitive and timely manner.

## **Use of Caller ID**

Faculty and Staff are encouraged to consult with parents about student behavior and academic performance. This may necessitate evening calls from a faculty or staff member's home or cell phone. Parents and students are asked to respect the privacy of these individuals and refrain from contacting faculty and staff on their private numbers. Faculty and staff can be reached by contacting them through their school email or the school phone 609-882-7900.

# Section 10      DRESS CODE

This Notre Dame High School Dress Code supports the philosophy that each person is a unique individual. Notre Dame High School is a Catholic School with the mission of forming young people in the Christian spirit. The individual must not be encumbered by societal pressures represented in fashion trends to be free to develop faith, values, gifts and talents. Students must follow the dress code from 7:55 AM until 2:15 PM. On any school day when a student does not have a uniform item (pants, shoes, shirt, blouse, tie), he/she may be required to wait in the Student Life Office until a parent/guardian brings the item to school or purchase the item from the school store in which case the Parents/Guardians will be billed. In both cases, discipline will result.

All uniform items must be purchased from Lands' End Uniform Company with the exception of fleeces, blazers, tie, face coverings and Physical Education uniforms. Fleeces and Physical Education uniforms are available for purchase in the Leprechaun Shop. Blazers, ties and face coverings may be purchased individually but must meet the guidelines below.

## **Uniform Bottoms**

Lands' End skirt must be at or longer than the student's fingertips when arms are extended straight down their sides. Navy tights or navy blue panty hose with no holes or runners are to be worn with the skirt.

Lands' End plaid skort must be at or longer than the student's fingertips when arms are extended straight down their sides. The skort is to be worn with socks. Skirts and skorts may not be rolled at the waist.

Lands' End khaki pants with the ND logo embroidered into the waistband. Lands' End khaki shorts Bermuda style with the ND logo embroidered into the waistband; this uncuffed short is to be worn 3 inches ABOVE OR BELOW THE KNEE. Shorts may not be rolled at the waist or cuff. Socks are to be worn with pants or shorts.

## **Uniform Tops**

White/navy banded long-sleeve or short-sleeve polos with the ND logo. Oxford Shirts/Blouses with the ND logo – Gentlemen are required to wear a solid navy tie with the oxford shirt at all times. All oxford blouses/shirts are to be tucked into the pants, shorts, skirt or skort. Unbanded club polo shirts can be purchased, if you are a member of the club from the club, moderator. Club shirts must be tucked into the uniform bottom and can only be worn on days on which the club meets. If you relinquish membership in a club, you may no longer wear the club shirt.

For additional warmth, students may only wear a Notre Dame High School fleece, vest, V-neck or cardigan sweater. Notre Dame High School sports sweatshirts or other spirit wear are NOT ACCEPTABLE uniform choices. They may be worn outside of school hours or on dress down days. Uniform fleeces may be purchased at the Leprechaun Shop. All uniform sweaters and vests are purchased through Lands' End with the ND logo. Uniform shirts MUST be worn under the fleece, vest, V-neck or cardigan sweater at all times.

Students may wear a solid Navy Blazer.

## Liturgy Dress

On days where students attend Liturgy, students must wear the oxford shirt with the ND logo embroidery. Oxford shirts must always be tucked in. Gentlemen are required to wear a solid navy tie with the oxford shirt at all times. The Notre Dame High School fleece may not be worn on Liturgy days. If a student requires an extra layer for warmth, they may wear any of the Lands End sweater options.

## Face Coverings

Notre Dame High School will follow the guidance of the Diocese of Trenton, the local health department and the state of NJ for mask wearing in schools. When required, face coverings must be well fitting and cover the nose and mouth. Face coverings worn by students must contain no design and be one solid color. On the occasion when a student desires or is required to wear a mask for health reasons, the student must see the nurse who will add a note to their NDNJ.org profile.

## Shoes

Brown Topsiders or Docksiders are to be worn with the uniform. Canvas shoes are not permitted. Students with a doctor's note to wear a sneaker must wear a **completely black** sneaker. A podiatrist or orthopedist must sign the Notre Dame High School Uniform Shoe Exception form which must be submitted to the Student Life Office. A new form must be completed by the podiatrist or orthopedist at the start of each marking period.

## Physical Education Dress Code

All students must wear the Notre Dame High School gym shirt and shorts which are purchased at the Leprechaun Shop. All students must wear socks and athletic sneakers. Students must be attired properly and be free from all jewelry to participate in class.

## Notes on Dress Code

1. No student may begin the school day out of uniform.
2. Shirts must be appropriately buttoned; only the collar button and second button may be unbuttoned.
3. Only solid colored navy and white tee-shirts may be worn under uniform shirts and must be tucked in. **Tee-shirts are not to hang below the banded polo or oxford shirt or be seen below the arm cuffs.** Long sleeve shirts are not permitted under short sleeved polo or oxford shirts.
4. Hair should be of natural color (i.e., no two-tone hair, no blue, purple, orange, etc.).
5. Excessive jewelry may not be worn. Facial, bull nose ring, eyebrow, and tongue piercings are prohibited. Visible facial spacers are not permitted. Jewelry or buttons expressing a message contrary to the Catholic Christian philosophy are prohibited. Jewelry may not be worn during Physical Education class. This includes pierced earrings.
6. Gages in ear lobes are not permitted.
7. Tattoos should not be visible when wearing the school uniform.
8. Accessories such as, but not limited to, scarves, rope belts, sashes, sunglasses, sweatbands, hats or gloves may not be worn.
9. Hats/head scarfs/head coverings must be removed before entering the building prior to 7:55am. If hats are seen after 7:55am and prior to 2:15pm, they may be taken away and returned to the student at the end of the school day.
10. This uniform is worn year-round.

11. Students who have a physical injury are to be in uniform unless specific adjustments are suggested to the administration by the school nurse and documented with an appropriate doctor's note.
12. The entire face must be clean shaven.
  - a. Students with a medical reason exempting them from this policy must submit the Notre Dame Facial Hair Exception Form signed by a dermatologist to the Student Life office.
  - b. A new form must be completed by the dermatologist at the start of each marking period.
  - c. Students who are not clean shaven will be given a disposable razor, charged a \$1.00 fee and will be given an out of uniform detention.
  - d. Gentlemen's hair may not extend below the top of the shirt collar.
  - e. Sideburns may not extend past the ear. Hair buns are permitted if hair is above the top of the collar.
13. Earphones/headphones not allowed.
14. As Notre Dame High School is an educational institution and not affiliated with any political party, political attire including but not limited to shirts, hats, flags, buttons, banners etc. are not permitted on Notre Dame High School Campus or at any Notre Dame High School event on or off campus at any time. Students will be asked to remove items of this nature. Failure to comply will result in disciplinary action. Depending upon the severity of the situation and keeping in line with our progressive discipline, consequences may include one or more of the following:
  - a. Warning
  - b. Administrative Detention, Saturday Detention, Saturday School, or Discipline Board
  - c. Counseling
  - d. Suspension
  - e. Expulsion
  - f. Law Enforcement Notification
  - g. Mediation may be recommended and required. If either party is not satisfied with the action taken, he/she may contact the Principal in writing within three days of the decision.

### **Dress Down Days**

On special occasions and for particular activities, the Administration may suspend the usual dress code. Students choosing to dress down donate a minimum of \$2.00 that will be used for Student Government activities and designated for charities identified by the Student Government.

On Dress Down Days students may wear: pants, jeans, capris, Bermuda shorts or shorts that are a minimum of fingertip length. Females may wear dresses. Dresses and shorts must be a minimum of fingertip length. This means that the bottom edge of the dress/short must not be higher than the fingertips when arms are extended at the student's side. Holes in jeans must meet the fingertip length standards.

Students may not wear: halters, tube tops, shirts that expose the midriff, exercise tights, any romper that does not meet the fingertip length rule, or hats. Apparel with messages contrary to the Catholic Christian philosophy or political shirts may not be worn. Students who are inappropriately attired will be sent to the Student Life Office where every effort will be made to find appropriate clothing. If necessary, a phone call to a parent may be made to request appropriate clothing. The student will receive a detention for the infraction.

### **Dress Up Days**

On special occasions, students will be asked to dress up for an event. Gentlemen must wear shirts with collars, ties, and properly fitting dress pants (no denim). Ladies must wear modest dresses or skirts which are in

keeping with the fingertip length policy, or properly fitting dress pants (no denim), and shoes for comfort and safety (maximum 2" heels).

SCHOOL OFFICIALS RESERVE THE RIGHT TO DETERMINE THE APPROPRIATENESS OF STUDENT ATTIRE AND HAIR STYLE.

# **Section 11 DRUGS, ALCOHOL, VAPING AND TOBACCO PRODUCTS AND POSSESSION**

Students under the influence of or in possession of any controlled substance or paraphernalia will be brought before a Discipline Board with the possibility for expulsion from Notre Dame High School. Students may not carry over the counter or prescribed drugs without the knowledge and permission of the school nurse. The consumption, distribution, possession or selling of legally controlled substances including alcohol is not only a violation of school regulations but also a violation of New Jersey State Narcotic and Alcohol Laws for the operation of New Jersey Schools. Notre Dame High School is subject to the provision of the New Jersey Comprehensive Drug Reform Act of 1987/Drug Free School Zone. This includes alcohol, drugs and vaping paraphernalia.

## **Alcohol, Drug and Tobacco Laws Affecting New Jersey Schools**

1. "Whenever it shall appear to any staff member, school nurse or other educational personnel of any public school, that a pupil may be under the influence of a controlled dangerous substance or any chemical or chemical compound, the school must have the student examined (with or without the parent's permission) by a doctor or in a hospital. If the test is positive, the pupil shall not return to school until he/she submits to the principal a written report certifying that he/she is physically and mentally able to return to school, from a physician." (18A:40-41)
2. "Any teacher, guidance counselor, registered nurse, administrator, or other educational personnel employed by/in any of the public or private schools of this state who in good faith reports a person to the school administrator or school physician in an attempt to help such person cure his dependency upon illegal use of controlled dangerous substances shall not be held liable in civil damages as a result of making any such report."
3. "No legal action can be taken against anyone involved in enforcing 18A:40-41." N.J.S.A. 18A:40-42

## **Tobacco Products Possession and Use**

Notre Dame High School is a smoke-free building. Students are not permitted to smoke cigarettes, cigars, e-cigarettes, use chewing tobacco or any other tobacco, or nicotine product in the school building, on school property or at school sponsored events. A student is considered to be in the process of smoking when he/she is holding a lit or unlit cigarette, e-cigarette or cigar, with or without a match or lighter.

## **Drug, Alcohol and Vaping Testing**

1. When a Notre Dame High School teacher, nurse, coach, Guidance Counselor or Administrator deems that there is just cause to believe that a student is under the influence of a controlled substance, testing will be mandated for that school day.
  - a. “Just cause” is defined as any level of concern that a student may be doing something to harm him/herself or others. The school will maintain an account with a local laboratory.
  - b. All drug testing may be required to be done at a specific site. Parent or guardian must accompany students to this laboratory for drug testing
  - c. If parents refuse to give permission for their child to be tested, and for test results to be sent to Notre Dame High School, that student will be asked to withdraw from Notre Dame High School or expulsion will be sought.
  - d. If an eighteen-year-old student refuses to sign giving permission for test results to be sent to Notre Dame, he/she will be asked to withdraw from Notre Dame High School or expulsion will be sought.
  - e. Parents are responsible for the costs of all testing. Parents will receive the results of the testing and must provide a copy of the laboratory report to Notre Dame High School.
  - f. A positive result in drug and/or alcohol tests may indicate that the student is under the influence of a controlled substance. She/he will then be subject to disciplinary consequences at the discretion of the Administration.
  - g. Tampering with a drug test will result in a student being asked to withdraw. If a student does not withdraw, expulsion will be sought.
2. If a student is in violation of any drug infraction and/or receives positive test results, he/she will also be required to participate in:
  - a. random drug tests that will be scheduled at the discretion of the Administration.
  - b. approved counseling and confirmation of counseling must be received in writing within one month of testing.
  - c. Students may not return to school until the results of the blood panel are received. Students may be instructed to remain out of school for up to 2 school days following confirmation of a positive drug panel.

Notre Dame High School uses an approved outside laboratory for drug screens. Drug testing transportation and cost are the responsibility of the student and guardian. In the event a student is required to have a drug screen, the student life office will provide information on the approved testing facility.

Comprehensive Mental Health Services is approved for all counseling. They are located at 100 Straube Center Boulevard in Pennington, NJ. Counseling transportation and cost are the responsibility of the student and parent/guardian. Requests to use a different counselor must be made in writing to the Assistant Principal for Student Life within 1 week of the mandated counseling.

## Section 12      STUDENT DRIVERS

Notre Dame High School gives the privilege to state licensed Juniors and Seniors to park on Notre Dame High School property. Students may park in designated spots in both the front and back lots. Students may never park in a blue lined parking space.

THE SPEED LIMIT AT ALL TIMES IS NOT TO EXCEED 10 MPH.

RECKLESS AND CARELESS DRIVING IS PROHIBITED.

When the buses begin to exit, all traffic stops.

To exercise this privilege:

1. A student wishing a parking permit must have at least one parent attend a “Sharing the Keys” program offered by Notre Dame High School before their son/daughter drives to school and parks on campus.
2. Seniors and Juniors who want to park in student designated parking spaces must register with the Student Life Office by completing the parking permit form located on the ndnj.org Resources page.
3. Students can purchase a parking permit for \$50.00 for the school year and will receive a color-coded parking hang tag. This tag must be hung on, or attached to the rearview mirror. Students will receive a link to purchase a parking permit upon completion of the parking permit form.
4. **Blue parking spaces are assigned to faculty.** Parking in a faculty spot will result in disciplinary action and can lead to revocation of the parking permit.
5. Student do not have assigned spaces in the front or back parking lot. During the second semester, students may need to park near the lower athletic fields.
6. Upon arriving at school, students may not loiter in cars and must enter the school building.
7. Students may not park in the circle by the football field or in the Pastoral Center parking lot.
8. Those who park on Notre Dame High School property will park at their own risk.
9. Sophomores and Freshmen may not drive to or park on school property during regular school hours. Families from school districts which do not provide transportation may contact the Dean of Students for special consideration.
10. Stickers may be placed on the windshields of illegally parked cars and the drivers may be charged a \$15.00 fine. Cars may be towed at the owner’s expense.
11. Any magnets or stickers on cars expressing a message contrary to the Catholic Christian philosophy will be prohibited and parking privileges may be revoked.
12. Students are to refrain from unnecessary noises, such as radios, deliberate tire squealing, muffler devices, horns, etc.
13. Students may not go to the parking lot during school hours unless supervised by a faculty or staff member.
14. Students are not to loiter after school in the parking lots.
15. Failure to comply with these regulations will result in any or all of the following:
  - a. Administrative Detention
  - b. the removal of the student’s driving and parking privilege
  - c. charges filed with the Lawrence Township Police

## **Section 13**                      **EIGHTEEN-YEAR-OLD RIGHTS AND RESPONSIBILITIES**

The following quote taken from Chapter 91, P.L. 1972 as interpreted by the New Jersey Attorney General summarizes the rights and responsibilities of 18 year old students at Notre Dame: “Of course, as a student 18 years of age or older, you must still obey school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including teachers, administrators, and adult students. Whether you are under 18 or older, you will be held accountable – in terms of grades, disciplinary actions, or otherwise – for your attendance and conduct in school.” Notre Dame High School’s contract is with a parent therefore all permission slips, absentee notes and school forms must be signed by a parent.

# Section 14 STUDENT IDENTIFICATION AND PROPERTY

## Student Identification Cards

Student photos will be taken, and ID cards distributed for 9th graders during Freshmen Orientation. ID cards are issued on a yearly basis. Photos in the school database will be updated during the course of the first semester. It is intended that this card serve as a means of verifying the identity of a student enrolled in Notre Dame High School. The card is scanned for late arrivals and as a cafeteria debit card. The card is needed to ensure admission to some school activities.

Every student must carry their Notre Dame ID card at all times. Teachers, Administrators, and Staff members may ask to see the card at any time. Failure to present this card will result in a one half hour detention. On the fourth failure to carry an ID violation within one semester, the student will receive one hour of Saturday Detention. Students who lose their I.D. card during the school year should report the loss to the Student Life Office and request a replacement. Replacement cost is \$5.00.

## Lockers and Personal Property

1. Students will be issued a locker and lock during Freshmen Orientation. Students will keep the same locker and lock for their entire Notre Dame High School career. Lockers are jointly accessible to the student and school officials. Lockers may be subject to search, with or without notice, at the discretion of the school authorities. Students must use the locker that is assigned to them. Students are to report to the Student Life Office if a lock is lost or a locker malfunctions.
2. Students must use an authorized school lock for a gym locker. The school is not responsible for lost and stolen property. Personal property should not be left unattended. Locks are to be securely closed. Students are advised not to provide the combination of their locks to any other student.
3. Students should not bring valuables or large sums of money to school.
4. Students and parents assume responsibility for personal electronic devices, including but not limited to, laptops, tablets, cameras, cell phones and iPods. Students may use electronic devices to listen to music, search the internet or play video games during Activity Period and Lunch Periods. Electronic devices will be used for instruction as directed by the classroom teacher.
5. Lost and Found: When property is missing, students should contact the Student Life Office and fill out a Missing Property Report. Students are to return any items they find to the Student Life Office.

## Hall Pass Procedures

Notre Dame High School uses an online Pass System. All students are registered in this system and should sign up for notifications. Directions for the online Pass System are on ndnj.org Class Pages. Students must have an electronic pass to travel the halls outside of period passing. A "Medical Pass" or "Guidance" paper pass may be used for students requiring frequent/daily visits to the nurse's or counselor's office. Misuse of any "Pass" will result in an Administrative Detention.

# Section 15      NURSING SERVICES

The school nurse is on duty from 7:30 AM to 2:30 PM. The medical suite is A103.

1. If a student becomes ill or has an accident, the student will request a pass to go to the nurse.
  - a. The pass will be entered into the E-Hall Pass system.
  - b. Before discharging the student, the nurse will complete the E-Hall Pass to indicate the time the student left the medical suite. The teacher should check E-Hall pass for student re-entry into class.
  - c. If the nurse finds that the student is too ill to remain in school, parents/guardians will be called to inform them of this condition.
  - d. The student will be kept in the care of the nurse until a parent arrives to take the student home.
    - i. The school will not permit students who are ill to go home until contact is made with a parent/guardian and permission is given for the student to leave school.
    - ii. Students and parents/guardians should inform the nurse of the actions to be taken by the school in case of emergency.
  - e. At the discretion of the school nurse, students having minor discomfort due to pain or swelling may be given acetaminophen/ibuprofen with permission from a parent/guardian by completion of the form *Authorization to Administer Acetaminophen, Ibuprofen, Tums* found in the Appendix of this Handbook and on NDNJ.org, Parent Resources page, Health Services tab. The school nurse MAY NOT give any medication beyond acetaminophen, ibuprofen or tums WITHOUT a doctor's order.
2. Students MAY NOT carry or keep in a locker any **prescription** or **over-the-counter drug** including but not limited to aspirin, ibuprofen, antibiotics, acetaminophen, vitamins, antihistamines, allergy medication or antacids.
  - a. Students must bring any drug in its original, pharmacy-labeled container to the school nurse upon arrival at school.
  - b. The parent/guardian and the student's physician must sign Medication Order form which is available on NDNJ.org Resources Page Health Services tab and in the Appendix of this handbook.
  - c. Parents are asked to inform the nurse when students are using a nicotine patch. These patches may not be brought to school for distribution to other students.
  - d. According to State Law, students will be permitted to self-medicate for life-threatening illnesses or conditions, including asthma and severe allergies. Students are permitted to carry EpiPen Auvi-Q and/or an asthma inhaler.
  - e. The parent/guardian should schedule a conference with the school nurse to discuss in detail the need for the medication.
  - f. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form which is available in the Appendix of this handbook and NDNJ.org, Parent Resources page, Health Services tab.

3. All students who have been absent because of a communicable disease must have a doctor's note stating the diagnosis and the date for readmission to school. Students who have been absent 3 days or more because of an illness are required to report to the school nurse with a doctor's note for readmission to school.
4. All requests for gym excuses must be addressed to the school nurse. No gym excuses will be granted during the day without a note. This note must be written and signed by a parent and will be valid for one day. A doctor's note is required for an extension of this permission.
5. A student should request a pass to the medical suite from his/her classroom teacher. Students should not visit the medical suite during change of period unless it is an emergency.
6. All Freshmen and students new to Notre Dame High School are required to have physical examinations by their physicians prior to the first day of school. Students must have immunization records on file in the nurse's office which meets current state health department requirements. Failure to comply will result in exclusion from school until the appropriate documentation is provided.
7. Students in grades 10, 11 and 12 are encouraged to send a copy of their yearly physical to the nurse's office. Students with a current physical will not be called to the nurse's office for annual screenings.

Information about our health services and downloadable forms can be found on our website [ndnj.org](http://ndnj.org) on the Resources Board under Health Forms and Services.

## Section 16 NOTRE DAME PARENT ORGANIZATIONS

Notre Dame High School invites the involvement of all parents. Active parent organizations work cooperatively to support the educational and co-curricular endeavors of Notre Dame High School. Funding for these events is obtained through the school's operational budget or through the Advancement Office. Parent organizations may work with the Advancement Office to raise funds but are not permitted to run individual fundraisers or solicitations for gifts in kind. Please contact Ken Jennings in the Advancement Office [\\_jennings@ndnj.org](mailto:_jennings@ndnj.org), for more information.

Parents have many opportunities to work with the Advancement Office to help including working in the Leprechaun Shop, helping to organize the Golf Outing, Bingo and our Annual Auction. Please contact Elena Caccavale in the Advancement Office [\\_caccavale@ndnj.org](mailto:_caccavale@ndnj.org), for more information.

**The Performing Arts Parents Association (PAPA)** provides hands-on assistance to the bands, spring musical, Fall and Spring productions, dance classes, theater tech program, and choirs. We encourage parents to join the PAPA group page on ndnj.org website. To become involved with PAPA please contact co-presidents, Jenn Torres [Torresfam176@gmail.com](mailto:Torresfam176@gmail.com) or Cathy Appert [cathy.appert@gmail.com](mailto:cathy.appert@gmail.com).

**The Parent-Teacher Association** meets regularly with the Administration to plan informational, social and spiritual activities for Notre Dame families. PTA hosts monthly meetings in the school library and all parents are invited to attend as often as they can. PTA provides hospitality at most school events, host used uniform sales and honors our faculty and staff with a lunch. PTA sponsors the annual Father-Daughter and Mother-Son dance. Please contact Debra Carr [eibbed625@aol.com](mailto:eibbed625@aol.com) or Jen Moog [moog@ndnj.org](mailto:moog@ndnj.org) for more information.

**Parent Ambassadors** assist the Admission Office in welcoming new families to Notre Dame. Each member of the class of 202 and all transfer students' parents will receive a parent ambassador to guide them through their first year. Please contact Christine Hines ([hines@ndnj.org](mailto:hines@ndnj.org)) in the Admission Office if you need your ambassador's contact information or are interested in becoming one.

**The Post Prom Committee** works all year to plan, organize and implement our famous Senior year post prom party. Their mission is to keep our students safe and well during the hours after the prom. The post prom committee is always looking for volunteers to help all year or for small individual projects. We encourage parents to join the Post Prom group page on ndnj.org website. Contact Eileen Vernon ([Eav0165@aol.com](mailto:Eav0165@aol.com)) to get involved.

**The Senior Fashion Show** is a wonderful Notre Dame High School tradition for our seniors which requires the time and talent of many individuals. Please consider joining this dynamic committee in planning a memorable event for the Class of 2025. If you are interested in being on this committee, please contact Doreen Nicosia [nicosia@ndnj.org](mailto:nicosia@ndnj.org) for more information. The committee will continue to meet monthly up to the event in March.

## **Section 17      TRANSPORTATION**

Applications for transportation for the next school year (2025-2026) must be completed by all students, regardless of transportation needs, by February 15 each year. Applications (B6T form) will be available on the resources board. The form must be downloaded, completed and signed. Please return to Student Life by February 15 each year. All parents are responsible for obtaining bus transportation through their local school districts for their children. Parents should call their municipal Board of Education to inquire about bus routes to Notre Dame High School. If problems arise during the school year, the parents should confer with the municipal school board or the bus companies. Notre Dame High School cannot assign students to buses or bus routes.

While in transit on school buses, students are responsible to Notre Dame High School authority for their actions. Misbehavior on buses is reported to the Student Life Office. Parents will be contacted. The bus companies, in consultation with the Administration, may deny bus privileges to a student whose behavior endangers the safety of others.

# Section 18 TUITION

## 1. Tuition Rates

Family First 2024-2025 Tuition Rates			
	Per Student Tuition	Annualized for student HS career	Tuition Deposit
Freshman	\$19,855	\$79,420.00	\$2000
Sophomore	\$18,800	\$56,400.00	\$1800
Junior	\$17,750	\$35,500.00	\$1700
Senior	\$16,750	\$16,750.00	\$1600

- Tuition Deposits for all returning students are due at the time of registration. The tuition deposits are non-refundable.
- School consumable book and lab fees average between \$200-\$300 per student per year. These fees are unique to a student’s schedule. Books and fees will be managed through an online book company. All books must be purchased and fees paid within three weeks of beginning courses each semester. Failure to do so may result in Notre Dame purchasing book(s) for the student and the cost may be added to tuition. In addition, a \$10.00 administrative fee may be added to the total cost of the book(s).
- Seniors who participate in Kairos will be billed a retreat fee. Additionally, Seniors are charged a Graduation Fee of \$350.00, as part of their Enrollment/Tuition contract.
- The tuition contract must be cancelled in writing by the parent/guardian. The following REFUND schedule will apply if the student is withdrawn from Notre Dame High School.
 

<b>Date of Withdrawal</b>	<b>Amount due Notre Dame High School</b>
<b>Prior to September 1st</b>	<b>25% of Tuition</b>
<b>September 1st through December 1st</b>	<b>75% of Tuition</b>
<b>After December 1st</b>	<b>100% Tuition</b>
- Notification will be sent to families who fall two months behind in tuition payment. These families should contact the school immediately to make arrangements for payment. Continued failure to pay may warrant Administrative Suspension or withdrawal of a student. It will be necessary to withhold Report Cards and exclude students from activities such as the Cotillion, Proms and Commencement Exercises when tuition has not been paid. No student with an outstanding balance from the prior year will be permitted to begin a new school year until the past due account is cleared. Please call the Business Office with any questions concerning tuition.
- Notre Dame reserves the right to refer past due accounts to a third party agency for collection of outstanding debt.

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**BELL SCHEDULE**

	Day 1/2	Early Dismissal	Liturgy	90 Minute Delay
	7:40	<b>STUDENTS ALLOWED TO MOVE THROUGH</b>		
	7:50	<b>WARNING BELLS</b>		
Period 1/8	7:55–8:37	7:55-8:21	7:55-8:26	9:25-9:53
Period 2/7	8:40–9:19	8:24-8:50	Period 2/7 8:29-9:00 Liturgy 9:05-10:05	9:56-10:24
Period 3/6	9:24–10:03	8:55-9:21	10:08-10:39	10:29-10:57
Period 4/5	10:06–10:45	9:24-9:50	10:42-11:13	11:00-11:28
Activity Period	10:51–11:23	9:56-10:30	11:18-11:55	11:33-12:07
Period 5/4	11:28–12:07	10:35-11:01	12:00-12:31	12:12-12:40
Period 6/3	12:10–12:49	11:04-11:30	12:34-1:05	12:43-1:11
Period 7/2	12:54–1:33	11:35-12:01	1:10-1:41	1:16-1:44
Period 8/1	1:36–2:15	12:04-12:30	1:44-2:15	1:47-2:15

**Office Hours**

	Day 1/2
7:40	<b>STUDENTS ALLOWED TO MOVE THROUGH HALLS</b>
7:50	<b>WARNING BELLS</b>
Office Hours	7:55–8:55
Period 1/8	9:00–9:26
Period 2/7	9:29–9:55
Period 3/6	10:00–10:26
Period 4/5	10:29–10:55
Activity Period	11:00–11:35
Advisory	11:40–12:15
Period 5/4	12:20–12:46
Period 6/3	12:49–1:15
Period 7/2	1:20–1:46
Period 8/1	1:49–2:15

**Notre Dame High School**  
**Class of 2025 Parent/Student Contract for the 2024 - 2025 School Year**  
**Grade 12**

**Student Handbook**

We acknowledge the publication of the Student Handbook containing the school policies, rules and regulations, (found on [ndnj.org](http://ndnj.org) on the Parent and Student Resources page). We have carefully read these documents and agree to be governed by them. We understand and agree that the Administration has the authority to set forth rules and regulations aimed at creating an orderly learning environment. As a parent, I understand my responsibility to support the school in the policies it has established, and to see to it that my child adheres to the rules and regulations set forth in the Student Handbook.

**Responsible Use Policy (RUP)**

Students and parents have read the terms and conditions of ND's Responsible Use Policy [RUP] and agree to abide by all commitments and responsibilities stated in said document. The RUP is posted on the Resource Board and may be found on the Resources Board in the Technology box. Understanding the policy's significance, students agree to abide by established rules, commit to proper use of all systems and equipment, and understand that a violation of the policy may result in revocation of technology privileges or other disciplinary action. For technology issues, questions or concerns, students may contact [studenttechhelp@ndnj.org](mailto:studenttechhelp@ndnj.org)

**Consumable Book Fees**

All consumable books must be purchased paid for within 3 weeks of beginning courses each semester. Failure to do so, may result in Notre Dame purchasing the book(s) for the student and the cost may be added to tuition. In addition, a \$5.00 administration fee will be added to the total cost of the book(s).

**Early Release Days**

On occasion, Notre Dame High School has the opportunity to allow for an early release for upper-class students. On these occasions, as a privilege, an entire grade level will be released prior to the scheduled end of day. These days will happen with a minimum of 72 hours notice. On these days, students can leave when picked up or in their own vehicles. Once a student leaves campus, he/she may not return until after the conclusion of the normally scheduled school day. If you wish to have your student excluded from these occasional early dismissals, please contact the Assistant Principal for Student Life for the appropriate papers to sign.

**Photography Release**

The students at Notre Dame High School are our greatest source of pride. From time to time students at Notre Dame are photographed or filmed to celebrate accomplishments, promote events and for marketing purposes. Photos and videos may be used on the school website, in print advertising, on social media and in both Notre Dame and community publications. Photos and videos of class projects, stage productions, athletics or special events may also be posted on website and social media. I agree to allow Notre Dame to use photos of my child to celebrate and promote Notre Dame High School. If you do not want Notre Dame High School to publicly publish your child's photo, please contact [communications@ndnj.org](mailto:communications@ndnj.org).

**Directory**

Student basic demographic information will appear in the directory on the NDNJ.org website and available to community members logged in with their credentials. If you wish to change your privacy settings or have questions about this feature, please contact our data and information management team for assistance [datamgr@ndnj.org](mailto:datamgr@ndnj.org).

**Medical Consent**

It is understood that with the parental signature below Notre Dame will be authorized to release medical information to the bus companies, transportation coordinators and, in an emergency, medical personnel.

I acknowledge that I have read and understood all the statements above.

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Parent/Guardian and student must sign this contract on the NDNJ.org portal no later than Thursday, September 12**  
**If you have difficulty signing the contract please contact [helpdesk@ndnj.org](mailto:helpdesk@ndnj.org) Thank You!**

**Notre Dame High School**  
**Class of 2026 Parent/Student Contract for the 2024-2025 School Year**  
**Grade 11**

**Student Handbook**

We acknowledge the publication of the Student Handbook containing the school policies, rules and regulations, (found on ndnj.org on the Parent and Student Resources page). We have carefully read these documents and agree to be governed by them. We understand and agree that the Administration has the authority to set forth rules and regulations aimed at creating an orderly learning environment. As a parent, I understand my responsibility to support the school in the policies it has established, and to see to it that my child adheres to the rules and regulations set forth in the Student Handbook.

**Responsible Use Policy (RUP)**

Students and parents have read the terms and conditions of ND's Responsible Use Policy [RUP] and agree to abide by all commitments and responsibilities stated in said document. The RUP is posted on the Resource Board and may be found on the Resources Board in the Technology box. Understanding the policy's significance, students agree to abide by established rules, commit to proper use of all systems and equipment, and understand that a violation of the policy may result in revocation of technology privileges or other disciplinary action. For technology issues, questions or concerns, students may contact [studenttechhelp@ndnj.org](mailto:studenttechhelp@ndnj.org)

**Consumable Book Fees**

All consumable books must be purchased paid for within 3 weeks of beginning courses each semester. Failure to do so, may result in Notre Dame purchasing the book(s) for the student and the cost may be added to tuition. In addition, a \$5.00 administration fee will be added to the total cost of the book(s).

**Early Release Days**

On occasion, Notre Dame High School has the opportunity to allow for an early release for upper-class students. On these occasions, as a privilege, an entire grade level will be released prior to the scheduled end of day. These days will happen with a minimum of 72 hours notice. On these days, students can leave when picked up or in their own vehicles. Once a student leaves campus, he/she may not return until after the conclusion of the normally scheduled school day. If you wish to have your student excluded from these occasional early dismissals, please contact the Assistant Principal for Student Life for the appropriate papers to sign.

**Photography Release**

The students at Notre Dame High School are our greatest source of pride. From time to time students at Notre Dame are photographed or filmed to celebrate accomplishments, promote events and for marketing purposes. Photos and videos may be used on the school website, in print advertising, on social media and in both Notre Dame and community publications. Photos and videos of class projects, stage productions, athletics or special events may also be posted on website and social media. I agree to allow Note Dame to use photos of my child to celebrate and promote Notre Dame High School. If you do not want Notre Dame High School to publicly publish your child's photo, please contact [communications@ndnj.org](mailto:communications@ndnj.org).

**Directory**

Student basic demographic information will appear in the directory on the NDNJ.org website and available to community members logged in with their credentials. If you wish to change your privacy settings or have questions about this feature, please contact our data and information management team for assistance [datamgr@ndnj.org](mailto:datamgr@ndnj.org).

**Spirituality Day Permission**

I give permission for my son/daughter to participate in a Spirituality Day at Notre Dame High School during the semester in which s/he has Religion class. **The first Semester Spirituality Day will be January 10, 2025 and the Second Semester Spirituality Day is April 10, 2025.** I understand that students will be under the immediate supervision of the Religion Teacher and the Campus Minister. It is understood that students are expected to abide by all school policies as well as all local state and federal laws. I grant permission for my son/daughter to receive medical or hospital care if needed. I agree to hold harmless and indemnify Notre Dame High School, its employees and agents against any claims or liability arising from personal injury or property damage incurred by my child. I understand that all freshmen, sophomores and juniors are required to attend one Spirituality Day per year. Those who miss their scheduled day will be scheduled for an alternative date.

**Medical Consent**

It is understood that with the parental signature below Notre Dame will be authorized to release medical information to the bus companies, transportation coordinators and, in an emergency, medical personnel.

I acknowledge that I have read and understood all the statements above.

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Parent/Guardian and student must sign this contract on the NDNJ.org portal no later than Thursday, September 12**  
**If you have difficulty signing the contract please contact [helpdesk@ndnj.org](mailto:helpdesk@ndnj.org) Thank You!**

**Notre Dame High School**  
**Class of 2027 Parent/Student Contract for the 2024-2025 School Year**  
**Grade 10**

**Student Handbook**

We acknowledge the publication of the Student Handbook containing the school policies, rules and regulations, (found on [ndnj.org](http://ndnj.org) on the Parent and Student Resources page). We have carefully read these documents and agree to be governed by them. We understand and agree that the Administration has the authority to set forth rules and regulations aimed at creating an orderly learning environment. As a parent, I understand my responsibility to support the school in the policies it has established, and to see to it that my child adheres to the rules and regulations set forth in the Student Handbook.

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**Medical Consent**

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**Spirituality Day**

I understand that all freshmen, sophomores and juniors are required to attend one Spirituality Day per year. Those who miss their scheduled day will be scheduled for an alternative date.

I acknowledge that I have read and understood all the statements above.

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Parent/Guardian and student must sign this contract on the NDNJ.org portal no later than Thursday, September 12**  
**If you have difficulty signing the contract please contact [helpdesk@ndnj.org](mailto:helpdesk@ndnj.org) Thank You!**

**Notre Dame High School**  
**Class of 2028 Parent/Student Contract for the 2024-2025 School Year**  
**Grade 9**

**Student Handbook**

We acknowledge the publication of the Student Handbook containing the school policies, rules and regulations, (found on [ndnj.org](http://ndnj.org) on the Parent and Student Resources page). We have carefully read these documents and agree to be governed by them. We understand and agree that the Administration has the authority to set forth rules and regulations aimed at creating an orderly learning environment. As a parent, I understand my responsibility to support the school in the policies it has established, and to see to it that my child adheres to the rules and regulations set forth in the Student Handbook.

**Responsible Use Policy (RUP)**

Students and parents have read the terms and conditions of ND's Responsible Use Policy [RUP] and agree to abide by all commitments and responsibilities stated in said document. The RUP is posted on the Resource Board and may be found on the Resources Board in the Technology box. Understanding the policy's significance, students agree to abide by established rules, commit to proper use of all systems and equipment, and understand that a violation of the policy may result in revocation of technology privileges or other disciplinary action. For technology issues, questions or concerns, students may contact [studenttechhelp@ndnj.org](mailto:studenttechhelp@ndnj.org)

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**Medical Consent**

It is understood that with the parental signature below Notre Dame will be authorized to release medical information to the bus companies, transportation coordinators and, in an emergency, medical personnel.

**Spirituality Day**

I understand that all freshmen, sophomores and juniors are required to attend one Spirituality Day per year. Those who miss their scheduled day will be scheduled for an alternative date.

I acknowledge that I have read and understood all the statements above.

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

Parent/Guardian and student must sign this contract on the NDNJ.org portal no later than Thursday, September 12  
If you have difficulty signing the contract please contact [helpdesk@ndnj.org](mailto:helpdesk@ndnj.org) Thank You!

**AUTHORIZATION FOR MEDICATION TO BE GIVEN DURING SCHOOL HOURS**

The following section is to be completed by the PARENT:

Child's Name \_\_\_\_\_  
Last First Sex Date of Birth

\_\_\_\_\_  
School Grade

Physician's Name Address Telephone I

request that my child be assisted in taking the medicine(s) described below at school by authorized persons as ordered by my physician (see below).

\_\_\_\_\_  
Date Parent/Guardian Signature Home Phone Emergency Phone

**The following is to be completed by the PHYSICIAN:**

Diagnosis for which medication is being given: \_\_\_\_\_

Name of Medicine
Form
Dose
If medication is to be given DAILY, at what time?
If medication is to be given PRN, how often?
How soon may the PRN medication be repeated?
Is this medication required to be administered on class trips?
List significant side effects:
Length of time medication is recommended:

Additional information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Physician's Signature \_\_\_\_\_



# Notre Dame High School

Established 1957

## EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY NONPUBLIC NURSING SERVICES

### Authorization Form for Acetaminophen, Ibuprofen, Tums

Existing legislation provides certain nursing services and funding for full time students in private schools.

Included in these services, based on available state aid, is maintenance of student health records, hearing assessment, and scoliosis screening.

In addition, your child will receive emergency nursing services for any school related illness or injury. With your permission, the school nurse, may follow the school physician's standing orders for **ONLY** the over-the-counter medications listed below. Please mark the medications you authorize your child to be given during school hours.

Acetaminophen (Tylenol)

Ibuprofen (Advil, Motrin)

Tums

-----  
 I do give my permission

I do **NOT** give permission

for my child \_\_\_\_\_, in grade \_\_\_\_\_ to participate  
*(Please Print Child's Name)*

in nursing services.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**(B7T) Nonpublic School Transportation Application (N.J.A.C 6A:27-2.5)**

**Instructions**

It is the obligation of the parent or guardian of nonpublic school students to annually obtain the Nonpublic School Transportation Application from the administrative office of the nonpublic school for each student for which transportation services are being requested. Submit a separate application for each student.

**Note:**

- If there is a change of home address, a new application shall be submitted to the public school district of residence.
- If there is a change in the nonpublic school of attendance, a new application shall be submitted to the public school district of residence.
- Complete this application and return it to the nonpublic school on or before March 10th preceding the school year in which transportation is being requested.
- Late applications — Any application received after March 10th will be a late application and must be accompanied by a statement of the reason for lateness. Eligible students will receive transportation or aid in lieu of transportation based on the date the application is received by the public school.
- It is the obligation of the nonpublic school administrator to annually collect the application and submit it to the public school district from which transportation is being requested prior to March 15th.
- It is the obligation of the public school administrator to notify the parent or guardian as the determination of each application by August 1st.
- A district board of education shall pay aid in lieu of transportation to the parent or guardian of an eligible student only after receiving a signed "Nonpublic School Transportation Payment" voucher (B7T) as prescribed by the Commissioner of Education.

**Application Form**

School Year: 2025—2026 Resident District Board of Education:

Student Name:

Last

First

Middle

Date of Birth (mm/dd/yy):

Parent/Guardian Name:

Daytime Phone:

Email Address:

Area code + number

Home Address:

City:

Zip:

Mailing Address:

City:

Zip:

Full name of school to be attended: Notre Dame High School

Phone: 609—882—7900

Address of School: 601 Lawrence Road Lawrenceville, NJ 08648

Area code + number

Student's grade for the coming year: \_\_\_\_\_

Shortest one-way mileage between home and school \_\_\_\_\_

(shortest route along public roadways or walkways to the nearest tenth of a mile)

Date school opens (mm/dd/yy): 8/25/25

Date school closes (mm/dd/yy): 6/26/26

School hours: 7:55 AM to 2:15 PM

Name of school of attendance in prior year: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_

---

**Public School Use Only (Do not write below this line)**

---

Your application has been reviewed by the resident district board of education. The following determination has been made:

- Transportation will be provided
- You are eligible for payment in lieu of transportation
- Ineligible

Reason: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date (mm/dd/yy): \_\_\_\_\_



# Notre Dame High School

Established 1957

## **Notre Dame High School SHAVING EXCEPTION**

The following section is to be completed by the PARENT:

Child's Name \_\_\_\_\_  
Last First Year of Graduation

\_\_\_\_\_  
Dermatologist Name Address Telephone

I request that due to health concerns, my child be permitted to wear a closely trimmed small beard over the area of his dermatological issue. I understand this form is good for the duration of one marking period and a new form must be completed by the Dermatologist at the start of every marking period that requires an exemption from the shaving policy.

\_\_\_\_\_  
Date Parent/Guardian Name Parent Guardian Signature

**The following is to be completed by the PHYSICIAN (Dermatologist only):**

Diagnosis that necessitates the beard exception:

\_\_\_\_\_  
\_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Office address and phone \_\_\_\_\_

# Notre Dame High School Shoe Policy

Notre Dame's goal has always been to teach students how to develop an appropriate, professional appearance. We considered the styles that many students who were in uniform were wearing and choose the following as **ND's required shoe**:



Shoes must be in the topsider/dockside style in a solid brown shade. They must be leather or leather-like. They may have white or dark soles. No canvas shoes fit this description. There are a variety of acceptable brands.



No beige. No sparkles.



No plaids or leopard designs!



This is grey and not brown.



This is grey and not a topsider or dockside.



Shoes must be solid brown



No vents on the side – and this is tan.



One solid brown color!

Students who cannot wear the approved shoe due to medical reasons must complete the Notre Dame High School Shoe Exception form and have it signed by a podiatrist or orthopedist. Once supplied, the note must be updated every marking period. Students with an approved form in Student Life may wear a solid black sneaker. Some options are pictured here.



**These sneakers are not all black**





# Notre Dame High School

Established 1957

## **Notre Dame High School SHOE EXCEPTION**

The following section is to be completed by the PARENT:

Child's Name \_\_\_\_\_  
Last First Year of Graduation

Podiatrist/Orthopedist Name Address Telephone

I request that due to health concerns, my child be permitted to wear a solid black sneaker as an alternate to the Notre Dame shoe policy. I understand this form is good for the duration of one marking period and a new form must be completed by the Podiatrist/Orthopedist at the start of every marking period that requires the alternate shoe selection.

Date Parent/Guardian Name Parent Guardian Signature

The following is to be completed by the PODIATRIST/ORTHOPEDIST:

Diagnosis that necessitates the shoe change:

\_\_\_\_\_  
\_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Physician's Signature \_\_\_\_\_

Notre Dame High School  
Student Responsible Use Policy [RUP] For Technology

Notre Dame High School [NDHS] provides computer equipment, services, and Internet access to students and staff for learning and education. NDHS is dedicated to providing dependable access and supporting appropriate technology to unlock potential and connect our community with others both locally and globally. By utilizing emerging technology, students can thrive in the 21st Century, prepare for success, and achieve their goals in a competitive electronic age. Appropriate and effective access to the tools and resources of a worldwide network is imperative in quality education.

The school's information technology resources are provided for educational purposes. Each time a user logs into the system, he or she agrees to abide by the established rules and commits to proper use of all policies and equipment. The school administration reserves the right to determine which uses constitute acceptable use and to limit access to such. NDHS uses Google services via student accounts with access to a variety of services. For more information please see [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html). Adherence to Google and ND's policy is necessary for access to the school's technological resources.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Following established procedures for equipment used on campus
2. Observing all Internet filters and network security practices; refraining from attempts to circumvent filters or network settings to accomplish unauthorized tasks.
3. Reporting all security risks or machine malfunctions to a teacher or tech staff member.
4. Not destroying, damaging, or changing hardware, software, configuration, data, files, network, or other resources. [This includes only using personal keys on students' own personal devices.]
5. Properly sharing and conserving resources
6. Observing posted regulations in each computer area
7. Abiding by policies for machine assignment; using/handling only their own personal or assigned device

User's Initials: \_\_\_\_\_

Users must respect and protect the privacy and intellectual property of others by:

1. Using only assigned network accounts; keeping all individual account information private (not sharing any login or password with anyone for any reason); returning borrowed equipment to its original state for the next user
2. Viewing, using, modifying, or copying only data or files that have been authorized
3. Refraining from distributing private information about others or themselves. No device, personal or otherwise, may be used to record, photograph, store, or transmit any type of data, image, sound, or video on campus without the knowledge of the owner and subjects
4. Following copyright laws (not making illegal copies of music, games, or movies)
5. Citing sources when using others' work

User's Initials: \_\_\_\_

Users must respect and practice principles of community by:

1. Communicating only in ways that are kind, respectful, and appropriate
2. Reporting threatening or inappropriate materials to a teacher or administrator
3. Accessing, transmitting, copying, or creating material that aligns with the school's code of conduct (avoiding sites, messages, and content that are unsafe, pornographic, threatening, dishonest, rude, discriminatory, or meant to harass).
4. Accessing, transmitting, copying, or creating material that is legal. Material which is obscene, stolen, unsafe, or that violates copyrighted works is prohibited
5. Refraining from actions that are criminal or violate the school's code of conduct
6. Communicating properly through email, chat, text, videoconferencing, and posting on websites (with teacher permission). NOTE: Students may not email ANY domain groups without express written permission from an administrator.
7. Avoiding, discouraging, and ignoring spam, chain letters, and other mass mailings
8. Refraining from buying, selling, advertising, or conducting business, unless approved as a school project.
9. Maintaining appropriate, up-to-date anti-virus software on personal devices; responsibly protecting and valuing all equipment, school or individually owned. Assuming responsibility (including financial) for any borrowed ND equipment
10. Understanding that all electronic devices and networks [school or individual] must be used in an appropriate manner as determined by school policy
11. Not extending personal wireless connection to others (denying hot spots, tethering, wi-fi sharing or broadcasting).

User's Initials: \_\_\_\_\_

Users must respect and appropriately use their personally owned devices by:

1. Monitoring, handling, repairing and guarding devices. Students are responsible, at all times, for personal devices brought to school. NDHS is not liable for any loss/damage/theft of a personal device or data stored on such device

2. Charging devices prior to school
3. Using devices only for educational purposes as defined by the teacher during instructional periods

User's Initials: \_\_\_\_\_

Users must respect and appropriately use live chat features by:

1. Accepting teacher-initiated live video lessons
2. Joining live video lessons when class begins and remain present for the length of the lesson
3. Being aware of surroundings; using computers in a quiet, school appropriate area
4. Following Dress Down guidelines found in the student handbook
5. Speaking in appropriate language, slowly, and without interrupting. Students should use chat features to initiate questions
6. Ensuring cameras are on and microphones set to mute until otherwise directed by the teacher
7. Note: All chats/meetings are the intellectual property of Notre Dame High School. Any inappropriate use of the live lesson and/or chat will result in disciplinary action

### SUPERVISION AND MONITORING.

The use of school-owned information technology resources are not private. Use of NDHS resources, network and related equipment, constitutes consent by the user to the school's monitoring of such usage. School network administrators and their authorized employees monitor the use of information technology resources, to help ensure use is secure, and conforming with NDHS policy and the Children Internet Protect Act (CIPA). If reasonable belief exists that the student has violated the terms of this agreement or other school policy, the student's device may be inspected and/or confiscated. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of the ND community. They may also use this information in disciplinary actions and may be required to furnish evidence of a crime to law enforcement.

User's Initials: \_\_\_\_\_

### CONSEQUENCES FOR VIOLATION.

Violations of these rules may result in disciplinary action, including but not limited to the loss of a user's privileges to use the school's technology resources. Further discipline may be imposed in accordance with the NDHS guidelines up to and including suspension or expulsion, depending on the degree and severity of the violation. The school may modify these rules as necessary.

In addition to school guidelines, students must adhere to all local, state and federal laws. NDHS will cooperate fully with officials in any investigation concerning or relating to the school network.

Signatures below indicate that the terms and conditions have been read carefully. The signee(s) understand policy significance, agree to abide by established rules, and commit to proper use of all systems and equipment. The signee(s) agree to hold harmless and indemnify NDHS and the system administrators for any losses, offenses, cost or damages, including reasonable attorney fees incurred by the school.

I, the undersigned, as a student of Notre Dame High School, have reviewed the above policy and guidelines. I understand that a violation of the policy or guidelines may result in revocation of technology privileges and such other disciplinary action consistent with NDHS policies including but not limited to suspension or expulsion.

Student Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please PRINT)

I, the undersigned legal guardian, have reviewed the Acceptable Use Policy for Notre Dame High School. I grant permission for my child to use technology through the school network, fully understanding the school's diligence in protecting him/her from malicious content, and also knowing some threats still exist. My child may borrow ND devices when necessary at the cost of \$5/day. I assume financial responsibility for any damage.

Parent/Guardian Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Please PRINT)

**A copy of the ND Responsible Use Policy can be found on the website at [www.ndni.org/Technologyvaup](http://www.ndni.org/Technologyvaup). Also available are FAQ and device recommendations for Bring Your Own Device [BYOD].**

# CLUB PROPOSAL

Name of Proposed Club: \_\_\_\_\_

Proposed Moderator: \_\_\_\_\_  
(be sure to ask the faculty/staff member permission to include their name)

Purpose:

Goals:

Activities:

Meeting Days/Times:

Service Project:

Identifiable Qualities of Leadership and Selection Process:

Membership:

Submitted By: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Proposed Moderator \_\_\_\_\_

Date Submitted \_\_\_\_\_



# College Transcript Release Form

Student's Name \_\_\_\_\_ Counselor's Name \_\_\_\_\_

First 10 transcripts are FREE. After the 10<sup>th</sup> transcript, the cost is \$10.00 each.  
 NO transcripts may be requested 5 days before the Christmas break through school reopening in January.

**Recommendations Requested: Please list teachers in order of preference.**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

COLLEGE/UNIVERSITY  (Please specify campus if applicable)	Application Used  Common App Coalition College Website	Application Type  ED/EA/RD ROLLING	Application Deadline Date	Have you Submitted Your Application?  (Y/N)	Office Use Only Date Rec'd
					Transcript Sent

*Transcripts will be sent either electronically or certified/return receipt mail.*

**Student Responsibility:**

- Submitting your application, fee, and supporting documents (Essay, Resume, Etc.)
- Sending SAT/ACT test scores. SAT/ACT SCORES WILL NOT BE INCLUDED ON THE HIGH SCHOOL TRANSCRIPT.
- Notifying colleges of schedule changes that take place during senior year.

I certify that I have added or grant permission to add these schools to my SCOIR account.

\_\_\_\_\_

**Signature**