



NOTRE DAME

Prep

OF SACRED HEART
UNIVERSITY

Student & Parent Handbook 2026 – 2027

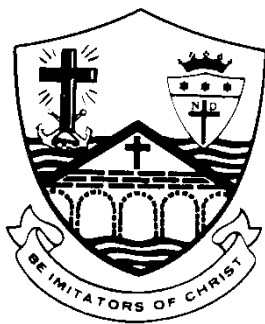
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The Student & Parent Handbook

This Student & Parent Handbook sets the standard for what is expected of you as a member of the Notre Dame community. This Handbook contains information about life at Notre Dame, and the school's rules and policies. All students and parents should take time to read this Handbook carefully.

The rules and policies of Notre Dame are set by the school's faculty and administration and may be revised during the school year. If any changes occur during the school year, Notre Dame will notify students and their families. All students are expected to follow the most recent rules and policies. The procedures described in this Handbook apply under normal circumstances. On occasion, however, a situation may require an immediate, nonstandard response. In such circumstances, Notre Dame reserves the right to take actions deemed to be in the best interest of the school, its faculty and its students. This Handbook does not limit the school's authority to alter its rules and procedures to accommodate any unusual or changed circumstances.

If you have any questions about the contents of this Handbook or anything else about life at Notre Dame, please feel free to ask. Your teachers and the school's administrators are all here to help you.



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2026 – 2027

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ABOUT NOTRE DAME

MISSION STATEMENT

The mission of Notre Dame is to help young men and women grow in character, faith, and intellect. We encourage each student to develop a thirst for knowledge and truth, and we instill in our students the determination to strive for excellence in every endeavor.

In a challenging and collaborative learning environment, we provide students with the academic foundation, confidence, and discipline needed to excel, both in college and in life. As a caring, diverse community grounded in Catholic teaching, we challenge all students to become life-long learners, to reach their God-given potential, to take their place in our society as globally-minded citizens, and to do service for the good of others.

Through hard work, faith in God, and faith in one's self, we believe every student can achieve excellence.

VISION STATEMENT

Notre Dame's vision is to be the model of secondary education in the state of Connecticut. Guided by Catholic teachings and values, and through a demanding academic program, a supportive learning community, highly competitive athletics, enriching extracurricular activities, and an institutional commitment to Christian service, we seek to develop our students into visionaries who will achieve excellence and serve as our future leaders.

HISTORY OF NOTRE DAME

Notre Dame Catholic High School was founded in 1954 by the Most Reverend Lawrence Shehan, who declared it was his belief that "the future of our country depends on our youth. To provide them with sound religious and moral training is a major concern of all of us."

The school, built on Park Avenue in Fairfield, Connecticut, was a co-institutional school, staffed by the Sisters of Notre Dame de Namur, the Holy Cross Fathers, Diocesan clergy, and lay men and women. It opened in September of 1957 with a freshman and sophomore class of 1,000 students.

In 1964, the school and property of Notre Dame became Sacred Heart University. Two new high schools were established: Notre Dame Girls in Bridgeport and Notre Dame Boys in Fairfield. The schools continued to be staffed by the Sisters of Notre Dame de Namur at the girls' school, the Holy Cross Fathers at the boys' school, and an increasing number of laity.

In 1973, the two schools were merged into Notre Dame Catholic High School, a co-educational institution open to students of all levels of academic ability, regardless of race, color, creed, sex, nationality, or ethnic origin.

In 1984, Notre Dame was recognized as an "exemplary school" by the United States Department of Education and the Council of American Private Education (CAPE). The school was one of 281 private and public secondary schools in the nation to be honored. On October 1, 1984, in the Rose Garden of the White House, President Reagan addressed this select group and Mr. Fabbri, then-Principal of Notre Dame, accepted this prestigious award on behalf of the school.

NOTRE DAME MOTTO: "BE IMITATORS OF CHRIST"

You are the citizens of tomorrow. The destiny of the world is in your hands. You are creatures of God and yet God needs you so that He may live. Christ, the God-Man, journeyed through Jerusalem and left footprints in the sands by the sea of Tiberias; He can only walk through our modern world if He walks in you. Christ spoke to multitudes and left them "lost in admiration of His teachings." He can only speak today if He speaks through you. Christ went about doing good, curing the sick, comforting the dying, bringing solace to those oppressed, moving sinners to repentance. He can only act today, if He acts through you. Therefore, you must be Imitators of Christ. You must make God known to the world. You must allow this dying world to look at you and see Christ. It will do so only if you accept the challenge. Be Imitators of Christ.

STUDENT RESOURCES AND SUPPORT

ADVISING SERVICES

Every student is assigned to a Counselor from Notre Dame's Guidance Office. Through regular contact, Counselors oversee their students' academic program, overall well-being, and school experience, and serve as a point of first contact for parents/families for any questions that arise.

Parents are asked to call/email to request a meeting with their student's Counselor. Though Counselors are available during the school day, students are asked to schedule meetings with their Counselors ahead of time whenever possible.

AP PROGRAM & COLLEGE PARTNERSHIP PROGRAMS

Notre Dame participates in the Advanced Placement Program, which is sponsored by The College Board and administered by the Educational Testing Service. Advanced Placement offers secondary school students the opportunity to participate in challenging college-level work and to receive college credit. Students enrolled in Advanced Placement classes are expected to take the AP Exam, which has an additional, non-refundable fee **or enroll in an approved ECE program**. Failure to take the AP exam will result in Honors level credit being given for the course.

SHU and the University of Connecticut (UConn) have entered into a mutually cooperative relationship with Notre Dame in order to use their collegiate educational resources in the service of the larger community; to strengthen their ties to each other; and to give the youth of the region an added incentive to successfully complete high school and to go to college by challenging them with college level course work while they are still in high school. UConn and SHU have reviewed our curriculum and selected several advanced courses appropriate for college-bound students. Sophomores, juniors and seniors are eligible to participate in this program.

Students register with the respective colleges and pay a registration fee per course (college credit selection varies by institution). Students receive a transcript from the college awarding college credit for their course(s). Students receive credit at the college(es) and Notre Dame. Students may also present this transcript to other colleges for possible transfer credit. Acceptance of the credit is naturally the decision of the particular college.

OTHER COLLEGE COUNSELING RESOURCES

Notre Dame partners with Naviance, a platform that allows students & families to investigate, research, track, and plan for the college admission process and career planning.

Naviance provides the following information:

- Search & compare colleges
- Profiles on colleges with updated facts & in-depth descriptions
- Detailed information on majors
- Testing & information on careers

Notre Dame also hosts meetings and workshops for junior and senior students and their families to discuss the college application process, financial aid, and the NCAA Clearinghouse.

HEALTH AND WELLNESS SERVICES

A Public Health Nurse is present in the health office during normal school hours. Treatment is limited to first aid care. The school health department cannot assume responsibility for the care of illness and infections, other than immediate care. In such cases, the parent must assume responsibility for transportation of students to their home and for their care. The same procedure is followed in the case of sudden accidents.

A student who becomes ill in school is not permitted to go home alone and cannot be allowed to drive a car.

In the event it is deemed essential (by a physician) that medication be administered by the Nurse, Connecticut State Law and regulations require a physician's written order and parent or guardian's authorization for a Nurse to administer medicinal preparations exclusive of hallucinogens or, in the Nurse's absence, the principal or teacher to administer oral medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's name and date of original prescription. Proper forms may be obtained from the Nurse.

Please take note:

The Nurse should be notified if a student is under a doctor's care, has been hospitalized or has special health needs. Whenever possible, a student should take medication at home before or after school. Students must not report to school when they are ill. If a student is suffering with an infectious illness, the school must be notified immediately. The following infections must be reported to the school and a doctor's note submitted to the Nurse prior to your child returning to school: chickenpox, measles, rubella (German measles), mumps, scarlet fever, strep throat, staph infections, hepatitis, mononucleosis and conjunctivitis.

Student Assistance Team (S.A.T.) provides the school community with special programs that develop character, education and interpersonal development. S.A.T. is composed of faculty and staff members who have had specialized training in aiding students who have pressing problems or emotional difficulties. The team wants all students to be aware that there is always someone available for them to speak with in a time of need and crisis.

ATHLETICS

Notre Dame offers a complete interscholastic athletic program for both men and women. The school is a member of the South-West Conference and the Connecticut Interscholastic Athletic Conference (CIAC). Certain non-contact sports are co-ed. Please note: The standards for competition are universal and must be met by all participants. Dual standards, while desirable for some, would be chaotic.

Medical Requirements

Please submit completed sports physical forms (both sides) ONLY to the school Nurse, as mandated by the State of Connecticut. Physicals are effective for 13 months. Students MAY NOT try out, practice or participate in interscholastic sports without a current, up-to-date physical. Direct questions to the school Nurse.

Interscholastic Student-Athlete Insurance

In order to participate on Notre Dame athletic teams, student-athletes MUST have primary health insurance provided by a parent/guardian. Notre Dame's interscholastic athletic insurance provides secondary coverage. This school insurance pays excess coverage ONLY and takes over after health benefits that are available under a parent/guardian's own medical insurance policy are exhausted. If a parent intends to file a claim under Notre Dame's insurance policy, the athletic director must be notified in writing within 45 days of the incident. A form will then be sent to the family to be completed. Failure to notify the school within the 45-day period may result in forfeiting the right to submit a claim.

Also, please note that the amount of coverage included in the school insurance policy is subject to the limits of the school's policy.

Additional liability incurred is the responsibility of the parent/guardian.

Eligibility Rules

- A student representing Notre Dame may not, during the same season, compete with or practice with teams representing other athletic organizations.
- Any student who wishes to be eligible for interscholastic sports must pass a minimum of four major units of work (or five if taking 7 credits). If a team member does not pass the minimum, he/she must wait for the next report card to be issued and there must be no other serious reasons why the student should remain ineligible.
- Students who are not medically-cleared by a doctor for full academic participation may be denied the privilege of participating in athletics.
- Any student who is involved with the use of, taking of, drinking of, smoking, or the like, drugs, alcohol, or tobacco is subject to suspension/disqualification. Suspension from school includes suspension from the athletic program.

- Absence from school on the day of an athletic game will automatically disqualify a student from participation in the game. In order to participate in practice or a game, a student must be present in school **for at least four hours.** (See special note in Attendance section).
- Students who misuse or lose athletic equipment issued to them by the school will be required to supply the cost of replacement at their own expense.
- In order to participate in interscholastic sports, students must register using Final Forms. A parental consent form is necessary.
- Students are not allowed to go on vacation or the like during the season of the sport in which they participate. To do so means automatic removal from the team.

Complete athletic policies are contained in the Student-Athlete Handbook, which is available on-line. Participation in athletics means a family accepts and agrees to follow all athletic and school policies, as outlined in various handbooks.

Notre Dame Parent & Athletic Associations

The Notre Dame Parent Association is a parents' service group. The Athletic Association is a branch of the Parent Association which works specifically to support Notre Dame athletic programs. Parents are encouraged to join both groups.

DINING SERVICES

Meals are served cafeteria style and students may sit wherever they choose. Students are expected to be present in the cafeteria during their assigned lunch periods. Students are responsible for cleaning up after themselves and their table after their meals.

RELIGIOUS SERVICES

Assemblies/Liturgies at Notre Dame and SHU

Student assemblies/liturgies will be scheduled from time to time. At Notre Dame, dignity and consideration of others characterize all events. We ask that students speak in quiet, modulated tones while going to and from the event and while waiting for the program to begin. Silence is expected during programs/Mass. Misconduct during these events is considered a serious rule violation.

Chapel

The Notre Dame/Panuzio Family Chapel, dedicated to Mary, Mother of the Lord, is a center of liturgical prayer and private meditation.

- Sacrament of Reconciliation is available by arrangement and especially during Advent and Lent
- Masses with the school community present are celebrated on special events: Holy Days, Thanksgiving season, in preparation for Christmas, opening of the school year, etc.
- Private and public prayers to Our Blessed Lady
- Special liturgical activities scheduled for individual classes, athletic teams, and clubs
- The School Chaplain is available for spiritual direction, personal counseling, etc.

ACADEMIC INFORMATION

MINIMUM GRADUATION REQUIREMENTS

High Honors		Honors		College Prep 1 & 2	
English	4 credits	English	4 credits	English	4 credits
Social Studies	4	Social Studies	4	Social Studies	4
Math	4	Math	4	Math	4
Science	4	Science	3	Science	3
Modern Lang.	4	Modern Lang.	3	Modern Lang.	2
Computers	1	Computers	1	Computers	1
Theology	4	Theology	4	Theology	4
Art	1	Art	1	Art	1
				Elective	1
	26.0		24.0		24.0

Students are required to complete one credit in the Arts (visual, performing or computer technology (Advanced Graphic Design)).

A list of courses is submitted to students before scheduling in the spring. Elective courses selected must have the approval of the Guidance Office. **Research papers/projects assigned in both sophomore English and history classes are required assignments for promotion to junior year.** All financial obligations, attendance & service requirements must be completed for graduation or promotion to the next year.

Families are also reminded that Notre Dame's *Service to Community* program (ten hours of service per year plus a class project for freshmen, fifteen hours for sophomores, twenty hours for juniors & twenty-five hours for seniors) is a graduation requirement. Seniors must remediate all failures in both required and elective courses before receiving a diploma. All obligations due to the school must be completed before senior transcripts will be sent to colleges in June.

GRADING SYSTEM

95-100 – Exceptional	75-79 –Average	Below 65 – Failing
90-94—Outstanding	70-74 – Satisfactory	I – Incomplete
85-89—Very Good	65-69 –Passing	W – Withdrawn
80-84— Good		

HONOR ROLL

HIGH HONORS: 3.65 GPA with no grade below 85.

HONORS: 3.25 GPA with no grade below 80.

An “F” received for Service Hours will prevent a student from attaining Honor Roll status.

PROGRESS REPORTS

Teachers issue grade updates regularly using **FACTS**. All grades are in “real time” and a current marking period average is shown. It is an important parental and student responsibility to check **FACTS** on a regular basis. The faculty and school assume that parents are keeping track of their students’ academic progress using this valuable service.

REPORT CARDS

Report cards are issued electronically four (4) times per year. Marking periods end: October 30, January 14, March 24 and May 21 (seniors). The end of the 4th marking period for underclass students will be announced later. Report cards may be withheld due to past due tuition, incomplete service hours, or other items owed to the school.

ACADEMIC AWARDS BANQUET

Notre Dame recognizes sophomores, juniors and seniors annually who attained a 90 or higher overall average during the previous school year. Students must have been enrolled at Notre Dame for the entire previous school year to be eligible for this award.

ACADEMIC & ARTS SCHOLARSHIPS

The grades of students who receive academic scholarships from Notre Dame are reviewed in January and June of each year. Poor academic performance may mean the loss of a student's scholarship.

Arts scholarships are awarded to students during the application process during eighth grade. Students are responsible for applying and providing the required elements of the application (including a possible audition). Students must re-apply for this scholarship annually. Recipients of arts scholarships will be expected to pass all classes each marking period with no grades below a 70. Failure to meet this standard may result in the forfeiture of an arts scholarship.

ACADEMIC PROBATION

- When a student earns a grade of 70 or below in two or more subjects, the student will be placed on academic probation.
- A meeting will be requested with parents and students by the Assistant Principal for Academics. Participation in extracurricular activities will be restricted (not limited to athletics). Students who are placed on academic probation for three consecutive marking periods may not be invited to return to Notre Dame the following school year. Additional steps may be taken as needed, including working with the school's Learning Specialist during study halls or mandatory attendance in the after-school Tutoring Center.
- Students who fail a course(s) MUST make up for the failure(s) in summer school before advancing to the next school year. Summer school is a 35-hour obligation which must be completed with an approved tutor or teacher or through an approved on-line course provider. Failure to successfully complete summer school may result in a student's withdrawal from Notre Dame.
- Students with three or more failures for the year will be withdrawn from Notre Dame.
- All failures in both required and elective areas (including online courses) must be remediated before promotion to the next grade. Seniors must remediate all failures in both required and elective areas before receiving a diploma.
- Students who take a seventh class and fail this additional course (an elective) must ultimately remediate this credit. Any remediation other than summer school must be approved by the administration.

It should also be noted that all new students are accepted conditionally for a period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Notre Dame. The recommendation and decision of the school is final.

ACADEMIC LEVELS

Students are placed in academic groups which reflect ability levels, course content, and demands of the particular program. Placement levels of students are often reviewed and subject to change at any time. Students performing poorly (in one or more courses) in High Honors or Honors may be placed in another academic group.

ADD/DROP PERIOD

Students who withdraw from a class after the established "add/drop" period has concluded will receive a "W" (withdrawn) on their transcript. If changing to a lower academic level, the lower level will be used for GPA and weighting.

ACADEMIC ACCOMMODATIONS

Notre Dame may provide reasonable academic accommodations that are supported by appropriate documentation and considered reasonable in this educational setting.

In order to plan accordingly for a student's needs, documentation should be submitted to the Director of Academic Services, James McEnaney before the beginning of the school year. The documentation will be shared on a need-to-know basis.

For further information regarding accommodations, please contact jmcenaney@notredame.org.

COMMUNITY SERVICE REQUIREMENT

- Notre Dame's mission, its philosophy and objectives, encourages personal growth and responsibility, sound values and service to others.
- Our school motto, to be "imitators of Christ," reminds us, among other things, to make a commitment to help others and to be of assistance in our home, school, and extended communities. It was Jesus, Himself, who said, "Whatever you do for the least of my people, you do unto me."
- In keeping with our commitment to help others, members of our ND community are asked to better the lives of those around them – and, in doing so, foster their own growth – by participating in community service projects.
- In order to help students achieve this important mission, Notre Dame requires students in grade 9 to perform **five (5)** hours of service plus participate in the classes' annual Field Day for a local elementary school. If a freshman does not participate in Field Day, he/she must submit an additional five hours of service by May 30. Students in grade 10 must perform **fifteen (15)** hours of service. Students in grade 11 must perform **twenty (20)** hours of service and students in grade 12 must perform **twenty five (25)** hours of service. Service acts must be completed directly through a non-profit organization. At least 5 hours of the service obligation must be completed during the academic year (ie: all hours can not be completed over the summer). Students may not be paid for their service and service can not be done for a family member and/or verified by a family member. The service may be completed at one location or may be divided among several projects.
- **Service hours must be submitted and approved on Mobile Serve by April 30, 2027.** The service project is a requirement for graduation & for promotion to the next grade level. A student receives a Pass/Fail grade in Service on their report card. Students who fail to fully submit their service hours (and check to ensure they are verified) on Mobile Serve, will not only receive an "F" for service on their report card but five points will be deducted from their marking period Theology grade. These points are **not recoverable** when service hours are submitted late.
- If a student receives an "F" for their service grade, they are not eligible to attain honor roll status for that marking period.
- Students will not receive their final report card if service hours are outstanding.
- During school hours service programs will be restricted to students in good standing in their courses.

INTERNATIONAL BACCALAUREATE ("IB")

Notre Dame is an IB World School offering the Diploma Programme. Students may choose to take individual IB courses beginning in the junior year or can elect to participate in the program with the goal of earning an IB diploma. Full policies and IB information can be found on the Notre Dame website.

STUDY HALL

Supervised periods for student study are built into the regular schedule. The school expects the study hall atmosphere to be conducive to studying at all times. Proctors will not permit movies, TV shows, games, food or drink, lounging, sleeping, or excessive conversation. A study hall absence is treated as any other missed academic appointment.

If a SENIOR has an assigned study hall first period he/ she will be permitted to arrive prior to the beginning of the second period. Signed parent permission is required.

If a SENIOR has an assigned study hall last period he/ she will be permitted leave at the conclusion of the sixth period. The student must sign him/herself out prior to departing. Signed parent permission is required.

STUDENT LIFE

Student-Parent-Teacher Communication

The best way for parents to communicate with teachers is through email. The email address of a teacher is the first letter of their first name followed by their last name followed by @notredame.org (Example:rsmith@notredame.org). Parents should expect a response within two school days to emails sent to faculty members during calendar dates in which school is in session.

At Notre Dame Prep, we strive to develop young men of competence, compassion, commitment and character. Part of that development process is a student learning to advocate for himself. If issues or disagreements arise in an academic setting, students, parents, teachers, school counselors and members of the school administration should follow the process below:

- The student should meet with the teacher to discuss the concern.
- If not resolved, the student, parent and teacher should meet to discuss the concern.
- If not resolved, the student, parent, school counselor, teacher and Department Chair should meet to discuss the concern.
- If not resolved, the Academic Dean, Assistant Dean of Students, student, parent, school counselor, teacher and Department Chair should meet to discuss the concern.
- If not resolved, the Principal, Academic Dean, Assistant Dean of Students, student, parent, school counselor, teacher and Department Chair should meet to discuss the concern.

Meetings involving parents can be held either in person or virtually when necessary.

ATTENDANCE POLICY AND ABSENCE PROCEDURES

Attendance Policy

Students are required to attend all academic appointments as well as commitments related to athletics and community service. Regular attendance and punctuality are essential to student success and are expected of all Notre Dame Prep students and families. Please be mindful that:

- Failure to abide by the Absence Policy and Procedures may be considered a violation of Notre Dame Prep's Major School Rules;
- Students who are absent from school or dismissed early may not participate in or attend school events/athletic contests, etc.;
- If a student is absent the day an assignment is due and the student was informed of the assignment, test or project before his/her absence, the work is due the day the student returns;
- Students who wish to participate in school activities such as athletic teams, clubs, the spring musical, etc. are required to attend practice sessions, performances, games, etc. during calendar school days, weekends and vacation periods. Violation of this policy means automatic removal from the activity or team;
- To participate in or attend any athletic event, the student-athlete must be in school during the day (at least 4 hours). If a student is dismissed early on a "game day" or practice for any extra-curricular activity, he/she will not be eligible to play in that game without advance approval from the Assistant Principal. Only medical appointments, accompanied by a medical note, may be approved;
- If a student-athlete is sent home by the Nurse or leaves school for any reason that is not approved by the administration, he/she will not be allowed to participate in or attend any athletic event that day.

Excessive Absences Policy

- Students are permitted with a maximum of four (4) unexcused absences per marking period.
- Once a student exceeds four (4) unexcused absences within a marking period, the student will be assigned an administrative after-school detention for each additional unexcused absence through the close of that marking period.
- A student who exceeds eight (8) or more unexcused absences within a marking period and demonstrates a continued pattern of excessive absences will be subject to additional disciplinary action, including but not limited to:
 - Saturday Academy
 - Attendance Review Board referral
 - Attendance contract
 - Disciplinary probation
 - Additional consequences as determined by school administration
 - Loss of extracurricular activities and/or Notre Dame Prep events
- The school reserves the right to require withdrawal from school in the event that a student has excessive absences.
- Whenever a student is absent from school for more than one day, upon return he/she must make up all class assignments, tests, quizzes, projects, etc. within seven school days.
- Failure to abide by the Absence Procedures described below may result in discipline, up to and including a student being forced to withdraw.
- Seniors who are frequently absent or excessively late may lose the late arrival early dismissal privileges described above in the "Study Hall" section.

Attendance Review Board

Students whose attendance patterns raise academic, behavioral, or attendance concerns and/or exceed the number of permitted absences, and/or tardies per marking period may be referred to an Attendance Review Board. The Board may recommend interventions and consequences, including disciplinary probation, attendance contracts, mandatory Saturday Academy, loss of privileges, or other actions deemed appropriate by the administration.

The Board will be chaired by the Assistant Principal(s), accompanied by the School Nurse (if applicable), and the student's Guidance Counselor. The student and parents will be asked to attend the review if necessary. Noncompliance with the stipulations of the Attendance Review Board may result in the student being required to withdraw from Notre Dame Prep.

Notre Dame Prep reserves the right to review attendance records at any time and impose additional consequences when a student's unexcused and/or excused attendance or punctuality interferes with academic progress or violates school expectations.

All absences, along with a record of lateness, are placed on the student's transcript and, consequently, may have serious implications for the future. Individual cases will be reviewed as necessary.

Absence Procedures and Protocols

1. Telephone the school on the day of the absence (no matter what the reason). A parent or guardian must make this phone call. This is the most important parental responsibility. *Please note:* Telephone calls from students are not acceptable. Attempts to deceive, mislead, or provide false information to the Main Office may result in disciplinary action. Students are expected to demonstrate honesty and integrity in all communications and interactions with school personnel.
2. Upon return to school after an absence, the student must present a valid, written excuse, signed by a parent/guardian, stating the date(s) and reason for the absence(s), (a parent/guardian note does not count as an

excused absence) to the **main office**. This note should be brought to school on the day the student returns to class. This note is kept on file in the Main Office. This note verifies the students' absence as well as records the reason for the absence.

3. If a student intends to take a planned leave of absence, including but not limited to family vacation(s), a written request, signed by the parent, must be submitted to the Assistant Principal(s) at least two weeks prior to the proposed absence. The student is to discuss the proposed leave with his/her teachers concerning the work that will be missed and the possibilities of making it up. These absences are applied to the students' overall attendance record. Absences due to family vacations during the school year will be considered **unexcused**. Students are expected to return to school on the date indicated in the submitted documentation. Failure to return within the approved timeframe may result in additional disciplinary consequences, as determined by the administration.
4. If a student is absent for **four (4) days or more**, the school will assist in providing homework assignments for the students. Parents should contact the **Assistant Principal of Academics** with an estimated length of absence. Families must make arrangements to pick up assignments from the school. Please keep in mind that it may take two school days for the **Assistant Principal of Academics** to contact teachers and procure assignments. Students are advised to check **FACTS/Google Classroom** or with classmates or email the teacher directly. It is expected that students who are absent from school will take the initiative to catch up on classroom work and missed assignments as soon as they return.
5. An absence or tardy will be considered **excused** only when appropriate written documentation is provided to the school.
6. For any absence and/or tardy to be excused, required documentation must be submitted to the school within **four (4) school days** of the student's return to school or arrival following the tardy. Required documentation must meet one of the following approved reasons:
 - illness (medical provider and/or licensed healthcare professional documentation)
 - religious observance
 - court appearance
 - death in family
 - extraordinary educational opportunity (pre-approved by administration)
7. Students with more than **8 documented excused absences and/or excused tardies** in a school year may be referred to administration and the attendance review board to determine whether additional support is needed.

Failure to submit required documentation within **four (4) school days** will result in the absence and/or tardy being recorded as **unexcused**. Documentation may be submitted directly to the attendance email at attendance@notredame.org. Notre Dame Prep reserves the right to review and determine the validity of all documentation submitted for attendance purposes.

TARDINESS & EARLY DISMISSAL POLICY AND PROCEDURES

Tardiness Policy

Tardiness is disruptive to the educational environment. Please be mindful that:

- Excessive tardiness may result in loss of course credit and may also be a violation of Notre Dame Prep's Major School Rules.
- Students are permitted a maximum of **four (4)** unexcused tardies per marking period.
- Once a student exceeds **four (4)** unexcused tardies within a marking period, the student will be assigned an administrative after-school detention for each additional unexcused tardy through the close of that marking period.
- A student who exceeds **eight (8)** or more unexcused tardies within a marking period and demonstrates a continued pattern of excessive tardiness will be subject to additional disciplinary action, including but not limited to:
 - Saturday Academy
 - Attendance Review Board referral
 - Attendance contract
 - Disciplinary probation
 - Additional consequences as determined by school administration
 - Loss of extracurricular activities and/or Notre Dame Prep events

Tardiness Procedure

- Students who are late for school must report to the Attendance Coordinator outside the main office for a tardy pass. A student cannot be admitted to class without a pass. Therefore, after the 7:55 am bell, a student who is not yet in class and in dress code must report to the Attendance Coordinator. Failure to report to the Attendance Coordinator will result in disciplinary action.
- A student who arrives at school after 8:25 a.m. must be accompanied by a parent or have a note signed by a parent/guardian, stating the reason for the tardy. A parent/guardian may also telephone the school to report that their child will be late. Students will be held in the office until a parent verifies this excessively tardy arrival.

Early Dismissal Policy

The school discourages early dismissal except for real emergencies and/or important appointments that cannot be scheduled outside of normal school hours.

- Permission for an early dismissal will never be given without documented permission given by a parent/guardian. Permission can be granted by note or email. Early dismissals are for individuals only. **An early dismissal may exclude a student from participating in school activities on the day of the dismissal without the permission of the Administration.**
- The reason for an early dismissal must be specific.
- Students who attempt to regularly receive an early dismissal may be denied credit for any class or class work that is missed.
- When an early dismissal means that a student will not be in school for at least four (4) instructional hours, an absence will be recorded (7:55 a.m. – 11:55 a.m.) Also, please note, when a student is sent home by the Nurse or upon parental request because of an illness, an absence will be recorded if the dismissal means that the student is not present in school for four (4) hours. Students are then ineligible for all after-school activities including extra-curricular activities and/or events.
- Students accumulating **four (4)** or more documented early dismissals during the school year, whether excused or unexcused, disrupts the educational process and may result in:
 - A review by the Attendance Review Board
 - An administrative conference with the student and parent/guardian.
 - Appropriate interventions or attendance monitoring if a pattern develops.
 - Loss of eligibility for extracurricular activities and/or privileges.
- Medical appointments should be scheduled outside of school hours whenever possible. Documentation from healthcare providers is required to excuse medically related early dismissals.
- Students who leave campus without proper authorization will be considered truant and will be subject to disciplinary action in accordance with the Notre Dame Prep's attendance and discipline policies.
- If a student is dismissed early on a "game day," he/she will not be eligible to play in that game without advanced approval from the Assistant Principal(s). Only medical appointments accompanied by a medical note will be approved.

Early Dismissal Procedures

- A parental note, containing the reason, date and time for the early dismissal should be brought to the Main Office before school on the day of the early dismissal.
- A telephone call or personal contact with a parent/guardian is necessary to verify the early dismissal.
- When permission is given for an early dismissal, prior to leaving school, the student must sign out in the Main Office - likewise, upon returning to school, the student must sign in at the Main Office.

DRESS CODE

The dress code for all students is as follows:

- Short or long-sleeved Notre Dame polo shirts (white, blue, yellow, pink) available only at Blake's. Polo shirts must have the Notre Dame shield logo.
- White, plain, short sleeve undershirts/tanks (no logos) are allowed under the uniform dress shirt or polo.
- Navy blue sweater or fleece with school logo worn over an approved uniform shirt (short or long sleeve Notre Dame shield polo).
- Flat front, tan/khaki pants may be purchased at Blake's or at the store of your choice. Seniors are permitted to wear navy blue pants.
- Belts (Black or Brown) and solid dress socks (No logos, Black, Brown, Navy Blue) are required.
- Shoes: Solid color tan, dark brown or black dress shoes with closed toes. Sole of the shoe must be solid color tan, dark brown or black. Shoes must be below the ankle with a full back and rigid heel and sole. Slippers, boots, moccasins, flip flops, sneakers, Crocs or any shoe with a furry edge inside it or outside of it, and canvas shoes are not permitted. All shoelaces must be tied. (No shoe passes)
- Conservative scarves may be worn with approval. Hats and du-rags are not permitted.
- Hair must be neat and professionally appropriate. Extreme types of haircuts and/or color are not permitted. Hair color must not deviate beyond the normal hair color range of the student. Designs cut, shaved, or dyed into one's hair are also not permitted. Any student who comes to school with an unacceptable hairstyle according to the above standards or a hairstyle that causes a distraction to the learning process, may be kept out of academic classes until the hairstyle meets the proper guidelines. The Notre Dame administration reserves the right to make a final determination on unacceptable hairstyles.
- Tattoos must be covered with a Notre Dame appropriate dress code item (Long Sleeve Polo, Notre Dame cardigan, Notre Dame fleece, Notre Dame sweater).
- Piercings: Body piercings, other than girls' earrings in the ear lobe, are not allowed. Students will be required to remove inappropriate items (e.g. gauges, nose rings, boys' earrings). Covering prohibited items is not permitted.
- Uniforms must fit appropriately for the size of the students. Clothing and shoes should not be torn, soiled or marked.
- Outerwear or Notre Dame Spirit Wear is not permitted in the classroom. Outerwear or Notre Dame Spirit Wear must be stored in school lockers before the first period begins. Students are required to lock personal items in a locker.

Boys' Dress Code

In addition to the policy for all students, the following is required for boys:

- Flat front, tan/khaki pants may be purchased at Blake's or at the store of your choice. Seniors can wear navy blue pants. No sweatpants, cargo pants, jeans-style, or other external pockets are allowed. Pants should be hemmed, properly fit and worn at the waist with a belt.
- All boys must be clean-shaven (no facial hair). Repeated violation of this policy will result in suspension.
- Hair length may not touch the shirt collar. See Hairstyles in "All Students".

Girls' Dress Code

In addition to the policy for all students, the following is required for girls:

Skirt / Pants

- Freshmen, Sophomores & Juniors – Flat front tan/khaki pants may be purchased at Blake's or at the store of your choice. No tight-fitting/clingy pants, yoga pants, sweatpants, cargo-pants, skinny jeans or jeans-style, low-rise pants or other external pockets are allowed. Pants should be hemmed, properly fit and worn at waist with belt.
- Seniors – Navy or plaid skirt purchased from Blake's. Skirt Length – Skirts must be worn properly and not hemmed or rolled shorter than the length of your arms/hands by your side. Failure to comply with proper skirt length will result in students being required to wear khaki pants for the remainder of the school year (one warning will be given).
- Solid dress socks (white, navy blue, or black) to the mid-calf or knee or tights must be worn. Peds/ankle/low socks and fish-net style are not permitted.

Dress Down Day Guidelines

- On announced days, students may wear casual, but neat and clean attire.
- Jeans, sneakers, sweatshirts are acceptable as long as they are in presentable condition. Shorts may be worn, but only Bermuda style-knee length.
- Please do not wear any of the following on dress down days: torn, dirty jeans, pajamas, T-shirts with inappropriate messages/words, tank tops, mid-riffs, halters, mini-skirts or shorts, or clothing that is excessively short, immodest or tight-fitting. Both shoulders must be covered, and tops must be longer than your waist.
- In order to participate in the dress down day, the student cannot have any dress code infractions or electronic device infractions including earbuds or headsets.

Notre Dame Administration, in its sole discretion, will determine whether a student's attire and appearance is appropriate for school. A student may be removed from class for failure to abide by the dress code. Isolated dress code violations may result in a student having to attend Saturday Academy. Repeated offenses, however, may be considered a violation of a Major School Rule.

COMMUNITY CODE OF CONDUCT

The primary goal of Notre Dame's community code of conduct is to educate students and to treat them fairly when rules are broken. Students are asked to account for their choices, and consider how they might learn from the experience, make amends, and reestablish trust.

Notre Dame strives to inspire high regard for Catholic values, knowing that these values will contribute to the physical and spiritual well-being of each student in the classroom, on the sports field, and in the community. To that end, Notre Dame has adopted the following honor code:

*"As an imitator of Christ and on my own honor,
I will not cheat, lie, or steal, nor tolerate those who do."*

The Notre Dame community stands strongly united in its belief that students who violate the honor code are being dishonest to themselves and to those who pursue academic excellence. Further, failure to abide by any expectation described within this Handbook may be a violation of school rules. Notre Dame also identifies the Major School Rules, described below, which are intended to be illustrative, not inclusive. The violation of any school rule may, at the school's sole discretion, result in sanctions, up to and including expulsion.

Students should be mindful that school rules and expectations apply at all school-sponsored events, whether on or off campus, or for actions arising through the misuse of social media. Although the school does not assume responsibility for students' conduct when they are outside the school's jurisdiction, students should remember that, at all times, they are

responsible for representing Notre Dame's values. A student may be sanctioned for off-campus conduct when that conduct is detrimental to Notre Dame's reputation or has an adverse effect on the orderly operation of the school.

Major School Rules

- **Bullying** – Bullying of any type is strictly prohibited at Notre Dame. We expect students to treat all people with dignity and respect. Bullying is prohibited, on school grounds, at school-sponsored or school-related programs and activities, and/or through electronic communication/ social media, during a student's enrollment period. Retaliation against anyone who reports bullying also is prohibited. See Bullying & Anti Hazing Policy, at page 31.
- **Stealing or Destruction of Personal Property** – This includes stealing any property that belongs to Notre Dame.
- **Discrimination or Harassment** – Discrimination against or harassment of any member of the Notre Dame community based upon age, gender, race, color, national origin, religion, disability, sexual orientation, gender identity, gender expression, or genetic predisposition is strictly prohibited in all Notre Dame programs and activities.
- **Gambling** – Gambling or any form of betting in the school or on school grounds is absolutely forbidden. Playing cards is not allowed at any time.
- **Inappropriate Language** – Vulgar, obscene, or abusive language violates Notre Dame's values and is incompatible with school life.
- **Dishonesty** – Dishonest acts of any kind.
- **Sexual Misconduct** – Sexual Misconduct is a broad term that encompasses any behaviors of a sexual nature that violate Notre Dame's policy. Examples of sexual misconduct may include:
 - Sexual remarks/leering;
 - Jokes of a sexual nature;
 - Obscene gestures;
 - Displaying, soliciting, or sharing intimate photographs, videos, or audio recordings, and/or making sexual comments about a person to others including over social media;
 - Unwelcome physical advances or unwanted sexual propositions;
 - Sexual harassment: Meaning, unwelcome conduct that is sexual in nature and may deny or limit a student's ability to participate in or benefit from an educational program or activity or that may create an intimidating, hostile or offensive environment;
 - Stalking or cyberstalking (repeated or obsessive unwanted attention);
 - Verbal, physical, or electronic conduct that creates a hostile environment;
 - Retaliation against someone for reporting or otherwise participating in an investigation into allegations of sexual misconduct. Retaliation may include, but is not limited to, unwanted attempts to contact a student involved in the report, asking others to contact a student involved, spreading rumors about other students, surveying others for information about an alleged incident, or threats or harassment of any kind;
 - Intimate partner violence;
 - Sexual violence/sexual assault: This includes physical sexual contact that occurs without consent, or physical sexual contact that occurs when a student is *unable* to give consent. Physical sexual contact is construed broadly; all contact ranging from touching of intimate body parts to intercourse is encompassed by this term;

- Other conduct of a sexual nature that is non-consensual (see below) or has the purpose or effect of intimidating, threatening, or coercing a person.

For the purpose of this policy, consent must be an **affirmative** (meaning an active), **verbal** (meaning through audible words), **clear** (meaning unequivocal), and **voluntary** (meaning without coercion) agreement by a person to engage in sexual activity with another person. Consent must be present at every stage of a sexual encounter. Consent to some sexual activity does not imply consent to other sexual activities, nor does past consent imply present or future consent. Consent can be revoked at any time. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

Importantly, a person under 16 years of age cannot consent to sexual intercourse, subject to some limited exceptions created by state law.

No student can consent to sex with a teacher or employee of Notre Dame.

Consent will not be inferred in the absence of a “no.”

Some reports of sexual misconduct may be subject to Notre Dame’s Sexual Misconduct Review Process. See page 21.

Alcohol or Drug Use or Possession – Purchasing, attempting to purchase, using, or possessing alcohol (or empty containers), illegal drugs (including unauthorized prescription drugs), drug paraphernalia, electronic delivery systems or similarly intended devices, and tobacco/nicotine products (including chewing tobacco and nicotine pods). Misusing of one’s own prescriptions, including possessing on campus without approval from the School Nurse or sharing with other students. Abusing other potentially mood-altering substances (even if bought legally). Transferring (selling or serving as a conduit for the distribution of) any drugs or alcohol will usually result in the offending student’s required withdrawal from school. See Policy on Drugs & Alcohol and the Policy on Smoking, Tobacco Use & Vaping.

- **Possession of Weapons** – Setting fires or possession and/or use of firearms, dangerous weapons or implements (including slingshots, BB guns, etc. or fireworks). Students must not have firearms, hunting knives, or other dangerous weapons or implements in their possession, which includes in their bags, lockers, cars, etc.
- **Excessive Absences or Tardiness** – See pages 9-10
- **Conduct Incompatible with Spirit of the School** – Any other conduct that is incompatible with the spirit of the Notre Dame rules and policies, is detrimental to the common good of the Notre Dame community, or prevents the school from functioning as usual will be considered an infraction of school rules. Examples of this are fighting with another student, taking pictures/filming another student without their consent, an egregious act or pattern of disrespect toward community members, and retaliation against anyone reporting misconduct.
- **Repeated Dress Code Violations** – See page 12-13
- **Violation of the Academic Honor Code** – See page 18-19

Please note that to the extent that any violation of school rules also implicates a violation of criminal law, the school may contact the Fairfield Police Department.

DISCIPLINARY SANCTIONS

Violation Response Process

Incident Identification

Who: Teacher, staff member, or student observes/learns of a violation.

Action: Incident is documented in writing within 48 hours using a standardized report form (Google Forms).

Initial Response

Teacher/Staff handles minor issues directly (e.g., warning, class-based detention).

Serious or repeated incidents are referred to an Assistant Principal for review (AP for Student Life for disciplinary matters / AP for Academics for academic integrity violations).

Administrative Review

Assistant Principal reviews documentation, interviews student(s), and gathers evidence.
Student is given an opportunity to explain their perspective before sanctions are determined.

Determination of Severity

Minor Violation (first-time, low impact):

Teacher detention, reflection assignment, restorative meeting, **and** parent notification.

Moderate Violation (repeated or more serious):

School detention, Saturday Academy, probation, loss of privileges (athletics, extra- curriculars, honor society, leadership).

Major Violation (serious misconduct or repeated dishonesty):

Suspension, expulsion review by the Disciplinary Committee. Decision of the Disciplinary Committee is final and not subject to appeal.

Restorative/Educational Component

For all violations, include at least one restorative measure such as:

Reflection essay or integrity assignment.

Meeting with counselor to develop strategies.

Restorative conversation or mediation (if another student was harmed).

Community service connected to the infraction.

Parent/Guardian Communication

Parents are notified in writing of all incidents beyond a teacher warning.

For moderate/major violations, a parent-student-administrator conference is held.

Consequences (Progressive Discipline)

First offense: Educational + consequence (e.g., zero on assignment, detention, no honor roll).

Second offense: Stronger sanctions (e.g., zero on assignment, no honor roll, Saturday Academy, suspension from activities).

Third offense or severe incident: Suspension, probation, or expulsion (Disciplinary Committee review).

Documentation & Tracking

All incidents logged in a centralized system **(FACTS)** accessible to administration and counselors.

Used to identify patterns and provide early intervention.

Academic Integrity Appeals Process

Student/parent may submit a written appeal within 48 hours of decision.

Appeal Review Panel (3 neutral faculty members not involved in case) reviews evidence; decision is binding.

Reentry & Support

After suspension/major sanctions, student meets with Assistant Principal + Counselor to create a Reentry & Success Plan that sets clear expectations and support strategies.

In the event that a student violates any rule or expectation of the school, the school may decide, in its sole discretion, to impose sanctions. Possible sanctions may include:

Teacher Detention

Students may receive a Teacher Detention as a result of a violation of a school rule or a teacher's classroom rules and policies. A Teacher Detention is typically served after school from 2:30-3:00 p.m. or at another time set by the teacher who assigned the detention. A student must be on time to a Teacher Detention and will not be permitted to leave early. A Teacher Detention must be served within two (2) school days after the detention is assigned. Teacher Detention takes priority over other school activities.

A student who receives repeated Teacher Detentions may also receive a School Detention (described below) or may be required to attend Saturday Academy (described below). Failure to serve a Teacher Detention may result in additional sanctions.

School Detention

School Detention is typically held on Wednesdays from 2:20 to 3:20 p.m., or at a time to be determined by the Assistant Principal. School Detentions must be served during the first available session after the student receives the detention. School Detention takes priority over all other school activities. Failure to serve a detention, arriving to School Detention late, or leaving early, may result in additional sanctions.

In the event that a student receives multiple School Detentions in one week, the student will also be assigned to a Saturday Academy. Likewise, if a student accumulates three (3) detentions during the academic year, the student will also be required to attend a Saturday Academy and may also receive additional sanctions.

Saturday Academy

Saturday Academy occurs from 8:00-10:00 a.m. on various Saturdays throughout the academic year and involves completing assignments that emphasize character, responsibility, and respect. Assignments will be graded on a pass/fail basis. If a student fails an assignment, they will be required to attend a future Saturday Academy and complete a make-up assignment.

Students must be on time to Saturday Academy and those who are late will be denied entrance and will be required to complete two future Saturday Academy sessions. If a student has a conflict and cannot attend a Saturday Academy session, that conflict must be discussed with the Assistant Principal on the last school day prior to the Saturday Academy. A phone call or email from a parent on Saturday morning will not excuse the student. Students are required to wear their uniforms to Saturday Academy.

Probation

A student who is placed on probation will be given specific conditions or requirements to be met over a period of time in order to remain at Notre Dame. Probation is usually a response to a violation of a Major School Rule or a pattern of other less serious infraction. Failure to comply with the conditions of the probation may result in suspension and/or expulsion.

Any further violations while a student is under probation may result in a student's expulsion from Notre Dame.

The school will notify the student and his or her parents when the conditions of probation have been satisfied and the student is removed from probation.

Suspension

A student who is suspended will be removed from all school programs, both academic and extracurricular, for a set period of time. Students who are suspended may not use any Notre Dame facilities during the period of the suspension. A suspension may result in a student also being required to makeup missed school time during the summer. A student who misses classwork or in-class assessments may receive a grade of 0 for the missed assignment or assessment.

If a student is suspended, they may only return to school after a parental conference is held with the Assistant Principal. If a student receives more than one suspension, they may be expelled from Notre Dame.

Expulsion

Expulsion is the permanent exclusion from the school by action of the Notre Dame Disciplinary Committee. Students who are asked to leave Notre Dame are no longer welcome on campus or at school activities. At the sole discretion of **Chris Cipriano**, a student may be permitted to withdraw in lieu of expulsion under certain circumstances.

The principles of academic integrity are a cornerstone upon which our community rests. They are at the heart of the intellectual integrity of the school. In order to maintain academic integrity, Notre Dame requires that all work be entirely the result of one's own effort. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated in any form or to any degree. All members of the community are responsible for the integrity and honesty of their work.

ACADEMIC HONOR CODE

All Notre Dame students are expected to act with academic integrity. Meaning, they are expected to be honest, to work hard, not to cheat or “cut corners,” and to take responsibility for their actions. Academic Integrity means that students are honest in their academic life and protect the honesty of their academic work and the work of others. Students are also expected to not help others “cheat” on their academic work.

In the event that a student is confused about how to complete an assignment, the student should reach out to their teacher for help.

Students are expected to write: “*I abide by the Notre Dame Honor Code.*” and initial that statement on all written work.

Conduct that Violates the Academic Honor Code

Academic Honor Code violations encompass any act that compromises or subverts the integrity of the educational or research process. These offenses include, but are not limited to: cheating, plagiarism, misuse of AI, academic misconduct, misrepresentation, and facilitation.

Cheating

Cheating is an act or attempted act by which a student deceives, acts dishonestly, or misrepresents work that he/she has produced on an academic exercise or assists another to misrepresent his/her work. Examples of cheating include but are not limited to:

- Copying from others during an examination;
- Communicating or attempting to communicate answers, hints, or suggestions during an examination;
- Using unauthorized materials to complete an exam or assignment, i.e. cheat sheets, notes written on calculator cover, on hands, ties, skirts, desk, etc.;
- Programming of notes, formulas, or other aids into a programmable calculator or electronic dictionary without prior authorization;
- Using a communication device such as a cell phone, iPod, Apple Watch (or similar devices), or electronic translator during an exam;
- Submitting portions of the same academic work for credit in more than one course without consulting the second teacher; and
- Using artificial intelligence to generate work and submitting it as one’s own when an assignment requested original thought.

Plagiarism

Plagiarism is the inclusion of another’s words, ideas, or data as one’s own work. This covers unpublished as well as published sources. Examples of plagiarism include but are not limited to:

- Quoting another person’s words, sentences, paragraphs, or entire work without acknowledgment of the source;
- Utilizing another person’s ideas, opinions, or theory without acknowledgment of the source;
- Failing to cite the words, pictures, music, video, or other forms of communication in research projects;
- Copying and pasting from an online source and submitting it as one’s own work; and
- Paraphrasing source material without citations.

Misuse of Artificial Intelligence (AI)

All students are required to use their Notre Dame Google account to write items in Google Docs, Sheets, etc. This ensures a time stamp is created and allows for tracking the work and editing of the document. At any time, a teacher may request to have the documents shared with them to review the document progression and versions via the time stamp. This enables the teacher to verify the authenticity of the paper and better understand the student's voice in the written work.

Additionally, a student may be asked to verbally summarize their written work without referring to the document they submitted. These checks are in place to verify that the student has provided authentic work without the aid of AI or AI related tools (unless the teacher has granted written permission for the specific assignment to use AI or other AI related tools). If it is found that the written work has violated the policy regarding AI or AI related tools, the student will receive a zero on the assignment.

Teachers may use AI detection software, which will be considered reliable, to assess student work.

Academic Misconduct

Academic misconduct is any other academically dishonest acts or assistance to other students in the commission of these acts. Examples of academic misconduct include but are not limited to:

- Giving away or selling all or part of an exam, including answers; e.g., telling someone in the 10:30 a.m. exam period what was on the 8:00 a.m. class exam;
- Purchasing an assignment or exam online;
- Bribing another to obtain a test, paper, assignment, etc.;
- Copying, distributing and/or receiving any portion of a test, exam, etc.;
- Continuing to work on an assessment after the specified allotted time has elapsed without explicit permission from the teacher;
- Changing or helping another to change a grade or an answer on a test, assignment, or project;
- Fabricating an excuse to obtain an extension on a deadline for a test, assignment or project;
- Committing any action that compromises the integrity of an assessment, including stealing, attempting to steal, or buying an examination, paper or answer key; and
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.

Misrepresentation

Misrepresentation refers to any situation in which a student presents as his or her own work any assignment prepared by another person. Examples of misrepresentation include but are not limited to:

- Collaborating on a test, quiz, homework assignment, or project with others without authorization from the teacher;
- Allowing others to do research or writing of an assignment; e.g., (a) Using the services of a commercial term paper company, (b) Using the services of another person (family member, tutor, etc.) inappropriately, without authorization;
- Copying homework and submitting it as one's own work;
- Using AI in place of one's own original thoughts;
- Claiming to have fulfilled the roles and responsibilities accepted on a group project;
- Turning in another person's project as one's own.

Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to disciplinary action for integrity violations. Examples of facilitation include but are not limited to:

- Giving another student one's assignment or paper (or portion thereof);
- Giving another student answers to a test or assignment;
- Letting another student copy one's answers during an examination; and
- Creating unfair opportunities for students in other sections of a class by communicating or giving any test (or assignment) information, questions, or answers to students in another class, or other sections of the same class; this gives students in later sections an unfair advantage.

Consequences for Violations of the Academic Honor Code**Consequences for First Offense**

- Students receive a zero on the assignment or assessment. Quarter average or grade is determined by factoring in the zero. If the infraction occurs on a midterm or final exam, a zero will be factored in for the exam grade and the final average for the course.
- Teacher and the department chair will notify the Assistant Principal and provide whatever data/material they have regarding the incident. The Assistant Principal makes a notation regarding the incident in the Academic Integrity file.
- Teacher or Assistant Principal notifies the student, parent, and also the subject department chair in writing that a violation of the Academic Integrity Policy has occurred. Student and parent acknowledge notification.
- Student is disqualified from the honor roll for the quarter when the offense occurs, regardless of overall average.
- Student may be subject to removal/suspension from any athletic team, student council position, honor society, and/or any other extra-curricular activity.
- Student is subject to summer hours, school suspension (including extra-curricular activities), Saturday Academy, and conference with the parent, student, and any teacher(s) involved.
- The degree of any additional sanctions, up to and including expulsion from Notre Dame will vary according to the circumstances of the cheating offense/incident.

Consequences for Second Offense

Multiple offenses are defined as in the same or different class and include all four (4) years at Notre Dame.

In the event of a second offense, the school will convene the Disciplinary Committee. The Disciplinary Committee will hear from the student, accept a statement, will not take live testimony, and will not permit live hearing. Families are not invited into these processes but can provide written statements.

Possible consequences to be determined by the committee may include but are not limited to:

- Suspension from school (including extra-curricular activities).
- Mandatory attendance at Saturday Academy.
- Points deducted from the marking period average. This may result in a failing grade for the marking period or school year.
- Expulsion from Notre Dame.

A conference will be held with the student and parent to discuss the situation.

Appeal Process

1. Within 72 hours of being notified of the school's decision, the student will write an email to the Principal/Assistant Principals and explain his/her approach to the assignment. This approach will include an explanation as to why the student feels the assignment does not fit the definition of an honor code violation.
2. After the request for an appeal is received, a committee of teachers will be selected to review the appeal and student assignment.
3. The appeal committee will consist of three (3) teachers and together they will make a final binding decision.

SEXUAL MISCONDUCT REVIEW PROCESS POLICY**Reporting Sexual Misconduct**

Notre Dame Prep has enacted this Sexual Misconduct Policy and Student Complaint Procedure (this "Policy") to reflect and uphold its institutional values and community expectations. The Policy is designed to provide fair and equitable procedures for determining when Sexual Harassment, as defined below, has occurred, and to offer recourse for individuals who are victims of such misconduct. Inquiries concerning the School's application of this Policy should be directed to the School's Sexual Misconduct Coordinator.

Any concerns regarding a possible violation of this Policy should be reported immediately to an Assistant Principal or the Sexual Misconduct Coordinator. Reports may be made verbally or in writing. When reporting an incident, it is helpful for the reporting party to provide as much information as they recall and are comfortable sharing. However, failure to disclose identifying information about the individuals involved or the relevant facts and circumstances (including names of any witnesses) may significantly limit Notre Dame's ability to respond effectively and address the misconduct. If either the alleged victim/survivor (the "Complainant") or the accused student (the "Respondent") is no longer enrolled at Notre Dame, the School may, at its discretion, determine not to proceed with the Sexual Misconduct Review Process described below.

Notre Dame's Response to Sexual Misconduct

If there is information that a Notre Dame student (or students) engaged in sexual misconduct, the school may investigate the facts. In some instances, when allegations do not include sexual violence/sexual assault, reports may be resolved through Notre Dame's standard disciplinary process, while other reports, at the sole discretion of the school, may be subject to the Sexual Misconduct Review Process described below.

Regardless of whether a school investigation occurs, the police and/or the Department of Children and Family Services will be contacted as required by law or as Notre Dame determines is necessary. Notre Dame may defer its investigation while law enforcement investigates. Following an investigation by law enforcement, Notre Dame retains discretion over whether or not to investigate further.

SEXUAL MISCONDUCT POLICY AND COMPLAINT PROCEDURE

Parents are encouraged to review this Policy with their student(s) to ensure that they understand what behaviors are prohibited and how to make a report of sexual misconduct.

Scope of this Policy

This Policy specifically prohibits Sexual Harassment, as defined below. This Policy also prohibits Retaliation against a person for reporting Sexual Harassment under this Policy or for participating in an investigation of an alleged violation of this Policy.

This Policy applies to any Sexual Harassment by students, employees, faculty, parents, and third parties, including visitors/guests, volunteers, vendors, and contractors. Notre Dame Prep may be limited in what actions it may take when

investigating or responding to a report, particularly if an accused individual is not affiliated with the School or is no longer affiliated with the School at the time the report is made.

This Policy covers conduct that occurred in locations, at events, or under circumstances over which Notre Dame Prep exercised substantial control over both the Respondent (defined below) and the context. Notre Dame Prep reserves the right to discipline students in accordance with its other policies for misconduct that occurs elsewhere.

Sexual Misconduct Coordinator

Notre Dame Prep has designated Assistant Principal for Student Life, Jessica Tsichlas as its Sexual Misconduct Coordinator (the “Coordinator”). As the Coordinator, Assistant Principal Tsichlas is responsible for:

- Ensuring compliance with this Policy.
- Overseeing training and education.
- Overseeing and coordinating the response, investigation, and resolution of reports made under this Policy.
- Overseeing certain aspects of discipline, including referring Complaints (defined below) to other personnel in the School as appropriate.

Upon receiving reports of Prohibited Conduct covered by this Policy, the Coordinator will endeavor to take appropriate action to eliminate the conduct, prevent its recurrence, and remedy its effects. Assistant Principal Tsichlas can be contacted at email jtsichlas@notredame.org or in person during regular office hours (Main Office).

Definitions

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- Hostile environment sexual harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to an educational program or activity;
- Quid pro quo sexual harassment: An employee conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct; and
- Sexual assault, dating violence, domestic violence, and stalking, as defined in the Clery Act and the Violence Against Women Act.

Retaliation: Any adverse action, intimidation, threat, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured by this Policy or because the individual has made a report or Formal Complaint (defined below) of sexual harassment, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding, or hearing under this Policy.

Complainant: the individual reported to have experienced sexual harassment.

Respondent: the individual reported to have committed sexual harassment.

Parties: both the Complainant and the Respondent referred to jointly.

Reporting Sexual Harassment

Notre Dame Prep strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident involving violence, including sexual assault. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

Notre Dame Prep also encourages all individuals to make a report of Sexual Harassment to both Notre Dame Prep and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and external reports may be made simultaneously. The procedures under this Policy may run concurrently with any criminal justice or child protection investigation, and will only be subject to temporary delays at the specific request of law enforcement. Because the standards for finding a violation of a criminal law are different from the standards articulated in

this Policy, criminal investigations or reports or determinations made by child protection officials are not determinative of whether a violation of this Policy has occurred.

Filing a Report with Notre Dame Prep

Any individual who wishes to report Sexual Harassment is encouraged to report directly to the Coordinator or any other Notre Dame Prep Employee. Reports may be made in person, by telephone, or in writing. If a Complaint implicates the Coordinator, or if a Complainant is otherwise uncomfortable bringing their concerns to the Coordinator, they may bring their Complaint to Principal Chris Cipriano ccipriano@notredame.org. Depending on the nature of the Complaint, Principal Cipriano may designate another appropriate individual to conduct and/or coordinate a response.

All employees of the School are expected to immediately report suspected child abuse and neglect to Principal Chris Cipriano, who assists in coordinating the appropriate response and fulfilling employees' mandatory reporting obligations. Thus, confidentiality cannot be guaranteed when an individual makes a report to a School employee, including school counselors and the school nurse.

Requests for Confidentiality and/or Anonymity

Individuals making reports under this Policy may request that the Coordinator not reveal their identity to the individual they are accusing of misconduct. If an individual requests this type of confidentiality, the Coordinator will weigh the request against the School's desire to provide a safe, non-discriminatory environment for all members of its community. The Coordinator will try to honor these requests, but it is not always possible to do so, there is a limit in which Notre Dame can handle the information provided, depending on the level of severity of the accusation. Regardless of whether an individual requests confidentiality, the School will make efforts to prevent disclosure of the names of all the parties involved – the reporting individual, the Complainant, the witnesses, and the Respondent – except to the extent necessary to carry out an investigation.

Individuals who wish to remain anonymous can leave an anonymous report with the Coordinator by providing a written summary of the incident and leaving such written summary in the Coordinator's mailbox. Individuals leaving an anonymous report should be aware that failure to disclose identifying information about the identities of the Parties involved or the facts and circumstances regarding the allegations (including the names of any witnesses) severely limits the School's ability to respond and remedy the effects of the misconduct. Anonymous reports that provide enough information to constitute suspected ongoing abuse of a minor will still be reported to child protective services and/or local law enforcement.

Complaint Resolution Process

Upon receipt of a report of Sexual Harassment, the Coordinator will generally hold a meeting with the individual who filed the Complaint (the "Reporting Individual") as soon as practicable. If the Reporting Individual is not the Complainant, then the Coordinator will also generally meet with the Complainant. When meeting with the Complainant, the Coordinator will generally do the following:

- Discuss the availability of supportive measures. Supportive measures may include: a no contact order, class reassignment, extending deadlines, or other measures
- Assess the severity of the situation.
- Explain the School's resolution procedures and determine if and how the Complainant would like to proceed.

The Coordinator will provide the Complainant with the option to file a Formal Complaint that requests the initiation of the resolution procedures described below. If a Complainant declines to make a Formal Complaint or requests that the report remain confidential, the Coordinator will weigh the request against the School's obligation to provide a safe, non-discriminatory environment for all members of its community and determine whether or not to file a Complaint on the Complainant's behalf.

Formal Complaint

If the Complainant chooses to make a formal Complaint indicating their desire to proceed with Notre Dame Prep's resolution procedures (a "Complaint" or a "Formal Complaint"), the Coordinator will determine whether the conduct alleged in the Formal Complaint falls within the scope of the Policy and the definitions of sexual harassment. If a Complaint does not fall within this Policy's scope, the Coordinator will dismiss the Complaint and will refer it to the appropriate person to resolve the Complaint.

Assuming that the facts, if true as alleged, would constitute a violation of this Policy, the Coordinator will generally provide written notice of the allegations and resolution procedures to both Parties. The Coordinator may also notify any students' parents/guardians, if appropriate.

The Coordinator may make supportive measures, as described above, available to both Parties to prevent harassment and discrimination and to otherwise ensure a prompt and equitable resolution of a Complaint.

Informal Resolution

Some Sexual Harassment concerns can be addressed quickly and appropriately through an informal resolution process. Recognizing that a wide spectrum of behaviors can constitute violations of this Policy or other School policies, Notre Dame Prep may offer informal resolution in appropriate circumstances. The Coordinator will make the determination regarding whether informal resolution is appropriate. All Parties must agree to participate in informal resolution, otherwise the Coordinator may initiate the formal resolution process. Informal resolution is never appropriate or allowed if a Formal Complaint involves both a student and an employee of Notre Dame Prep.

The nature of informal resolution is flexible, but in general, the Complainant, the Complainant's parents, and the Respondent meet together with the Coordinator or other appointed informal resolution facilitator, to discuss the incident(s) that led to the Complaint and potential resolution options. The goal of informal resolution is for the Parties to agree on a solution or resolution together and is not to determine fault. Such resolutions may include a no-contact agreement, a permanent change in class, activity, or transportation schedules, a verbal or written apology, or other alternate resolutions. Any agreements reached through informal resolution will generally be reduced to writing.

Formal Investigation

If informal resolution is inappropriate, does not succeed, or is not consented to by either the Coordinator, a party, or a parent, then the Complaint may proceed to a formal investigation.

The Coordinator will generally appoint an investigator to investigate the allegations of the Complaint. The investigator may, but is not required to be, a School employee. When necessary, the Coordinator will work with other individuals in the School to avoid the need for multiple investigations of the same incident.

The investigator will be responsible for conducting an objective investigation. Any investigation should generally include interviewing the Complainant and Respondent, if possible. It may also include interviewing other relevant witnesses or witnesses identified as possessing potentially relevant information by the Parties. The investigator may collect written or other evidence, including statements from the Parties or witnesses. The Parties will both have an opportunity to offer witnesses and other evidence.

The investigator will provide periodic updates to the Parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately fifty (50) business days. The Coordinator may extend this time period for good cause.

Evidence Review

Prior to completion of the investigator's written investigative report, the investigator will send each party and their advisor any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, except for evidence that may not be disclosed under the law, along with a draft investigative report. The Parties will have ten (10) calendar days to submit a written response to evidence and the draft investigative report, which the investigator will consider prior to completion of the investigative report.

Findings

The investigator will then finalize the investigative report and make findings as to whether or not the alleged conduct occurred, applying the preponderance of the evidence standard. This means that the investigator will determine whether

they think misconduct is more likely than not to have occurred (there is a greater than 50% chance that misconduct occurred). The finalized investigative report, including any findings, will then be provided to the Parties and their advisors.

Decision-Making Stage

The Coordinator will then refer the matter to a Decision-Making Panel. The Panel will generally not have had any previous substantive involvement with the investigation. The Decision-Making Panel will consist of **two faculty members and an Assistant Principal**. Those who have served as investigators, or advisors, in the specific case, may generally not serve as Panel members. The Coordinator may not serve as a panel member in the matter. All objections to any Panel member must be raised in writing, detailing the rationale for the objection, and must be submitted to the Coordinator no later than three (3) business days after being notified of the identity of the Panel. Decision-making Panel members will only be removed if the Coordinator concludes that potential bias or a conflict of interest precludes an impartial consideration of the evidence.

After the Coordinator has sent the investigative report to the Parties and before reaching a determination regarding responsibility, the decision-making Panel will generally afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-making Panel may make a determination that a question is not relevant and will explain to the party proposing the questions any decision to exclude questions as not relevant.

As soon as practicable, but no earlier than ten (10) calendar days after the final investigative report has been transmitted to the Parties and their advisors, the decision-making Panel will issue a written determination regarding responsibility. The decision-making's Panel decision is based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated this Policy.

The written determination will be simultaneously sent in a prompt manner. The written determination will generally inform the Parties and their advisors, including the parent(s)/guardian(s) of Respondent(s) and Complainant(s), of the following:

- The section(s) of this Policy alleged to have been violated;
- A description of the steps taken;
- Findings of fact that support the determination;
- Conclusions regarding the application of the "findings of fact" to the alleged Policy violation(s);
- A statement of, and rationale for, the result as to the allegations, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided to the Complainant;
- The decision-maker will then determine whether the Respondent is responsible or not responsible for the Policy violation(s) in question.
- Procedures for appeal, including the bases upon which the Parties may appeal.

Any sanctions will be implemented as soon as is feasible, generally either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Student Sanctions may include, but are not limited to, the following examples singly or in combination: Warning; Counseling; Exclusion from participating in extracurricular activities or other School activities; Suspension; Expulsion.

Employee Sanctions may include, but are not limited to, the following examples singly or in combination: Warning (Verbal or Written); Performance Improvement Plan; Enhanced supervision, observation, or review; Required Training; Suspension with or without pay; Termination.

Appeal

Any Party may appeal the outcome from the decision and/or the sanction by submitting a written appeal to the Coordinator within ten (10) school days after receiving notification of the findings. If an appeal request is made, the School Principal will act as the appeal officer. The appeal officer will determine if the request meets the grounds for appeal.

Grounds for Appeal

Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Coordinator, Investigator(s), or decision-maker had a conflict of interest or bias for or against the Complainant or Respondent that affected the outcome of the matter.

If the Request for Appeal does not meet any of the above listed grounds, that request will be denied, and the Parties and their advisors will be notified in writing of the denial and the rationale.

Process

If the request for appeal is determined to meet the allowable criteria, then the appeal officer will notify all Parties. The party who initially requested the appeal will be given five (5) days to submit a response to the portion of the appeal that was approved. The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds for appeal outlined above and either be denied or approved. If approved, it will be forwarded to the other party, who will submit their responses in five (5) days. Neither party may submit any new requests for appeal after this time period. The appeal officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and will render a decision within ten (10) business days.

Decision

Appeal decisions defer to the original decision, making changes to the determination only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. Appeals are not intended to provide for a full reconsideration of the allegation(s) and evidence. In most cases, appeals are confined to a review of the written documentation or record of the original findings and decision and pertinent documentation regarding the specific grounds for appeal.

Appeals granted based on new evidence should normally be remanded (returned) to the original investigator and/or decision-maker for reconsideration. Other appeals may be remanded at the discretion of the Coordinator or decided on appeal.

When appeals result in no change to the determination or sanction, that decision is final. When an appeal results in a new determination or sanction, that determination or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures. Notification will be made to the Parties and their advisors in writing.

Any sanctions imposed by the decision-maker take effect following the appeal process.

Advisor Guidelines

Any individual being interviewed by the Investigators, including the Complainant and Respondent, has the right to be accompanied to any meeting or proceeding related to this resolution procedure by an advisor of their choice. An advisor is an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the individual being advised but may not speak on behalf of the individual or in any way disrupt any meeting or the resolution procedure. If an individual being interviewed wishes to have an attorney serve as their advisor, he or she may retain counsel independently.

Attorney-advisors may participate in the resolution process to the same extent as other advisors and will not be permitted to speak on behalf of any individual or to interfere with the resolution procedure.

Notification to Parents

The School may notify parents of students involved in this Process at its discretion.

Training

The School provides training to its staff regarding this Policy, including how to report sexual harassment allegations.

Prohibition on Retaliation

Notre Dame Prep will not tolerate Retaliation. Individuals may not intimidate, threaten, coerce, or discriminate against an individual for the purpose of interfering with their rights under this Policy, or because the individual filed a Complaint, testified, participated, or refused to participate, in a grievance process under this Policy. The School will pursue disciplinary action as appropriate.

External Resources Fairfield Police Department fpdct.com/contact

Emergency: 911 Non-Emergency/Dispatch (203) 254-4800

100 Reef Road, Fairfield, CT 06824

Bridgeport Hospital bridgeporthospital.org

(203) 384-3000

267 Grant Street, Bridgeport, CT 06610

The Center For Family Justice centerforfamilyjustice.org

Domestic Abuse Hotline: (203) 384-9559

Sexual Assault Hotline: (203) 333-2233

753 Fairfield Avenue, Bridgeport, CT 06604

Rape, Abuse, and Incest National Network <http://www.rainn.org>

1-800-656-HOPE

U.S. Department of Education, Office of Civil Rights 400 Maryland Avenue, S.W.

Washington, DC 20202-1475

Telephone: (202) 453-6020

Facsimile: (202) 453-6021

NOTRE DAME POLICIES

COMPUTER TECHNOLOGY

- Notre Dame has a 1:1 Chromebook initiative for every student. A \$45 (per student) Google Licensing Agreement is paid annually, and all devices are equipped with e-textbooks. The cost for e-textbooks will be added to FACTS accounts.
- A variety of computer elective courses sophomore year introduce students to many aspects of computer technology and design programs. An elective course for juniors and seniors, Advanced Graphic Design, is designed to continue computer study using programs such as Fireworks, Dreamweaver, Freehand and Flash.
- All the computers in the school are linked together by a Novell network. All Notre Dame computers have direct Internet access. Teachers apply this technology to their traditional classroom instruction.
- E-mail communication: All faculty, administration and staff at Notre Dame can be reached via email. Addresses are available on the school website: www.notredame.org. Faculty will reply to parent emails within 24 school hours. Unfortunately, an immediate reply is not always possible.
- Classroom SMART Boards or Promethean Boards are interactive, electronic whiteboards which enhance instruction & learning, making it possible for teachers to create content rich, dynamic lessons which address specific student skills.
- Each student has a log-on account, storage area and e-mail address.

- Faculty and students have access to Notre Dame's wireless technology infrastructure.

ACCEPTABLE USE

All students and parents must electronically sign the school's Acceptable Use Policy which governs the use of technology in the building. Students will be denied access to school-based technology until this e-signed form is on file in the Main Office. Students are bound by the Acceptable Use Policy throughout the entire time that they are enrolled at Notre Dame.

ELECTRONIC DEVICES ON CAMPUS

- Notre Dame has adopted a 1:1 Chromebook policy. With faculty permission, students will use these devices during the school day for academic uses. Students and teachers are encouraged to appropriately and educationally access the wide variety of resources available to them.
- Teachers will determine their own policies for the use of other devices in their classes. Should a teacher ban the use of a device (cell phones/headphones/earbuds, etc.) in their classroom (which should be outlined in the class syllabus) or be teaching a lesson not utilizing the device and a student defies this classroom rule, the device will be confiscated and turned over to the Assistant Principal **of Student Life**.
- Headphones, earbuds, and similar devices are not permitted during the school day unless with permission by a teacher in a specific class. Any earbuds, headphones, etc. that are used or visible during the school day will be confiscated and subject to the consequences listed below.
- Failure to surrender a device (cell phones/headphones/earbuds, etc.) to a faculty member/administration when instructed will result in an automatic school suspension, lasting until the device is submitted to the Administration.
- If a parent needs to contact a student in an emergency situation after the loss of an electronic device, please call the school's main number.
- Students may not use their device (cell phones/headphones/earbuds, etc.) at any time during the day to receive or make phone calls, **including Facetime (or the like) calls**. A student whose device (cell phones/headphones/earbuds, etc.) rings or is making or receiving a phone call will have their device (cell phones/headphones/ earbuds, etc.) confiscated and brought to the Assistant Principal **of Student Life**.
- Making & receiving phone calls is forbidden. Headphones/earbuds are not permitted in hallways or the cafeteria and only in classrooms with explicit teacher permission. Example: If a teacher gives explicit permission to use earbuds/headphones in the classroom, once the class is over, the student must place the earbuds/headphones in a bag before entering the hallway.
- The school reserves the right to adjust the policy as needed and handle infractions on a case-by-case basis as they arise.
- When a device (cell phone/headphones/earbuds, etc.) is confiscated, the Assistant Principal **of Student Life** will keep the device as outlined below. **NO EXCEPTIONS OR WARNINGS**. Under no circumstances may the phone's SIM card or battery be removed by the student at time of confiscation. Repeated violations will lead to suspension.
- No external or internal speakers may ever be used.
- Parents/Guardians, please be aware of device/cell phone policies.
- Please remember: if a parent text messages or calls a student and the phone is on or the student answers/responds to the message during the school day, the student is liable for disciplinary consequences. The device; cell phones/headphones/earbuds, etc. will be confiscated and turned over to the Assistant Principal **of Student Life**.
- The contents (pictures, videos, etc.) of any confiscated device (cell phones/headphones/earbuds, etc.) may be examined by the administration.
- Students who are excluded from class and spending the day in the main office will turn their device (cell phones/headphones/earbuds, etc.) over to the Assistant Principal for the remainder of that school day, unless the cell phone was the reason for the exclusion from class, in which case the policy outlined above will apply.
- The school is not responsible for any damaged, lost or stolen devices brought to school.

First offense: Device (cell phones/headphones/earbuds, etc.) is confiscated by the teacher and/or administration until the end of the period and/or end of the school day. Teacher and/or administration will notify parents/guardians of confiscation. Failure to hand in a cell phone will result in additional administrative disciplinary action.

Second offense: Device (cell phones/headphones/earbuds, etc.) is confiscated to the main office until the end of the school day. Administration will notify parents/guardians of confiscation and assign a teacher and/or administrative after school detention. Failure to hand in a cell phone will result in additional consequences, including Saturday Academy. The timeline for this consequence may be extended based on the reason for the second offense.

Third Offense: Device (cell phones/headphones/earbuds, etc.) is confiscated to the main office for two (2) weeks. The student will hand in their cell phone every morning upon arrival at school and pick it up at the end of each school day. An administrative referral and consequence will be given, including but not limited to a Saturday Academy and/or suspension. Failure to hand in a cell phone may result in an additional consequence, including Saturday Academy and/or suspension.

Additional offenses will result in loss of privilege, parent conferences, Saturday Academy, and possible withdrawal from **Notre Dame Prep.**

SOCIAL MEDIA

Students' social media pages/accounts are NOT PRIVATE, nor are any other internet postings, etc. The depiction or discussion of drug or alcohol use/abuse, illegal activities of any kind, or violation of any school rule or regulation brought to the attention of the administration will be thoroughly investigated and dealt with accordingly. In addition, any student or parent posting inappropriate, threatening, harassing, antagonistic or other statements, comments, pictures, replies, etc. directed negatively at students, faculty, or staff of Notre Dame will be subject to disciplinary and/or legal action by Notre Dame and local police.

ON-LINE COURSES

Notre Dame has partnered with Virtual High School to provide additional elective options for our students. Students are required to complete all work and pass these courses, just like a traditional course. Students are assigned a class period during the day to work on this on-line course and are expected to complete their work on this course during this time. Students are required to have motivation and discipline for these courses. Students taking an AP on-line class are required to take the AP exam. Failure to pass an on-line course will require the student to remediate the credit. Students must have a GPA of 3.0 or higher in order to be eligible to elect to take an on-line course. If students are enrolled and then subsequently drop an on-line course, future enrollment in an on-line course is not guaranteed. If a student drops an on-line course after the semester add/drop period is over (usually one week after the start of the semester) or fails the course, families will be billed for the cost of the course: \$225 per course, plus (if applicable) \$75 AP fee and \$125 AP material fee.

COURSE CREDIT & GRADES

Grades earned in any course shall reflect the student's daily attendance as well as the fulfillment of academic requirements as established by the teacher in conjunction with the department chairperson and school policy.

To earn credit in any course, a student must fulfill course requirements as established by the teacher in conjunction with the department chairperson and not exceed the allowable limit of absences as established by the school's attendance policy. After 20 absences (school or class absences), a student may be placed on attendance probation which can lead to loss of course credit and withdrawal from Notre Dame. **Teachers may give assignments to replace classroom instruction only on a limited basis.** In order to obtain **credit** for a course, a student must be present in class. **Excessive absences** from classroom instruction **cannot** be made up at home.

Incomplete grades on a student's report card signify that a student, for a justifiable reason, has been unable to complete his/her work in that particular subject. An extended period of two weeks may be given to the student with administrative approval. At the end of this period, a mark will be recorded in place of the incomplete grade. If work is not made up during this period, a zero will be recorded. An incomplete grade will be received if the **sophomore research paper/projects in English and history classes are not completed.** **The sophomore research papers must be completed before promotion to junior year.**

Course Credit and Summer Coursework Policy

Course credit is awarded only for courses taken at Notre Dame during the academic year. Summer courses, outside of Notre Dame, may be taken for enrichment purposes only and do not earn Notre Dame credit. However, students can take summer courses for enrichment and can test out of the equivalent Notre Dame courses in accordance with Notre Dame standards.

If a student wishes to advance to a higher-level course based on summer coursework they must:

1. Take the final exam of the course they seek to skip.
2. Achieve a minimum score of 85 on that exam.

Final placement decisions rest with the administration, whose determination is final.

TEST & EXAM MAKE-UPS

If a student is absent on the day of a test or quiz, the student is responsible for coordinating a make-up test or quiz within seven calendar days after the day that the student returns to school. A make-up test or quiz may not be the same as the original test or quiz and may be more difficult.

In most cases, when a student returns to school after an absence, the student will be expected to take any tests or quizzes that are administered on that date. Parents are encouraged to contact the Guidance Office if they have any questions about this expectation.

Mid-term and final exams are administered at scheduled times at the end of each semester. All students are expected to be present, punctual, and in school uniform. An absence without a good reason may result in a failing grade. An absence may require a physician's note.

When an absence occurs, **permission for a make-up must be granted by the administration**, the exam must be made up as soon as possible (not more than seven calendar days) or the incomplete will become a zero. Exams cannot be taken early or out of the established class period order.

SMOKING, TOBACCO USE & VAPING

Smoking (including all forms of electronic cigarettes) is not permitted in school, in the area defined as school grounds, at Notre Dame events, on school buses or Greater Bridgeport Transit buses, or in the immediate vicinity of the school. The immediate vicinity of the school includes Jefferson Street, SHU and the bus stop at Jefferson Street and Park Avenue. The use of tobacco in any form (smoking as well as chewing tobacco) is not allowed at any time in school, on buses or at school activities, including athletic events. Notre Dame is a tobacco/nicotine-free campus.

Smoking/Vaping is an automatic school suspension. Additional consequences such as community service or smoking-related research may be added at the determination of the Administration. Repeated offenses may lead to probation, additional suspensions and expulsion.

Notre Dame Prep of Sacred Heart University considers the following list to be justifiable evidence that a student has violated our smoking/vaping rules and is subject to disciplinary action. A student has violated our no smoking policy if he or she is:

- Holding a cigarette, cigar, vaping materials, etc.
- In possession of smoking/vaping paraphernalia (cigarettes, e-cigarettes, lighters, pipes, vaporizers or vape pens, vaping pods, etc.).
- In a lavatory stall with smoke/vape rising above it.
- Near a cigarette, e-cigarette, vaping materials, etc. (on floor, in sink, in stall, in toilet, etc.).
- In the presence of smoke when a staff member detected none prior to the student entering the lavatory.

The following consequences will be issued for smoking, tobacco products, or vaping offenses. Each offense will be analyzed separately, and subject to additional consequences, including expulsion from Notre Dame:

- Possession of any tobacco/nicotine product or any device used to vape will result in an automatic suspension.
- Possession of THC oil will result in a 5-day out-of-school suspension.
- Any student in possession of, or caught, smoking/vaping will need to complete a six (6) unit online vaping course. The cost for this program is \$20 payable to Notre Dame. (Diplomas and transcripts will be held until the online course is completed, and the fee is paid).

DRUGS & ALCOHOL

Notre Dame students may not:

- Distribute or share drugs and/or alcoholic beverages and/or counterfeit drugs.
- Buy drugs and/or alcoholic beverages and/or counterfeit drugs.
- Possess drugs and/or alcoholic beverages and/or counterfeit drugs.
- Use drugs and/or alcoholic beverages and/or counterfeit drugs.
- Be under the influence of drugs and/or alcohol.
- Possess drug paraphernalia.
- Be present at parties, gatherings, in automobiles, when others are using drugs and/or alcohol.

Any student who is involved in any one or more of the above activities while on school property or at school-sponsored activities will be subject to severe penalties. Additionally, it is naïve and disingenuous to suggest that a student's behavior outside of school does not influence his or her behavior and success in school and can provide a negative or positive influence on other students. There is an inextricable connection between our students' off campus activities and the general welfare and orderly conduct of the school community.

Other examples of such out-of-school misconduct that may result in discipline include, but are not limited to, the use, possession, sale or distribution of drugs or weapons, drinking, violent conduct, theft, harassment, etc., including any incident of arrest or law enforcement involvement.

To create an atmosphere genuinely conducive to educational excellence and provide for the spiritual and moral formation of our young people, we must make a bona fide attempt to discourage the abuse of drugs and alcohol. To protect our students, and the entire school community, from the effects of illicit drug abuse is a legitimate extension of our educational mission, even when such abuse occurs off campus or when school is not in session.

A reminder – Notre Dame reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the school, even if such conduct occurs off school premises or when school is not in session.

- When students are apprehended using and/or possessing drugs or drug paraphernalia on school grounds or at school-sponsored activities, the school will take appropriate action, including notification of the proper law enforcement agencies. The student will be subject to suspension and probation or expulsion.
- Having drugs in your pocket, purse, backpack, locker or car all violate the law and school rules. A student, who is in the presence of a person using drugs, is also violating the rules of the school.
- Any student making drugs available to students or selling drugs will be expelled and will be referred to the proper law enforcement agencies.

Students witnessing illegal activities on school grounds, such as drug use or the sale of illegal drugs, can make reports to the Administration anonymously, as long as allowed by local and state law.

BULLYING & HAZING

Bullying and any form of hazing is strictly prohibited at Notre Dame. We expect students to treat all people with dignity and respect. Bullying and hazing are prohibited on school grounds, at school-sponsored or school-related programs and activities, and/or through electronic communication/social media, during a student's enrollment period. Retaliation against anyone who reports bullying or hazing also is prohibited.

It is of the utmost importance that bullying and hazing are reported to a Notre Dame employee. Any member of the community who observes or suspects hazing is expected to report it immediately. Reports can be submitted via:

- **Online:** [Anonymous Hazing Report](#)
- **Public Safety:** 203-371-7995

If there is an emergency, please call 9-1-1 immediately.

Definitions

Whether or not actions constitute “bullying” shall always be determined by a Notre Dame professional. Notre Dame may view “bullying” more broadly than it has been defined by State law. “Bullying” generally means: repeated conduct (including written, verbal, non-verbal, or electronic communication, or a physical act or gesture) that is directed at another student, that:

- ☐ is intended to and may cause physical or emotional harm to such student or damage to such student’s property;
- ☐ may place such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- ☐ may create a hostile environment at school for such student;
- ☐ may infringe on the rights of such student at school; or
- ☐ may substantially disrupt the education process or the orderly operation of the school.

“Hazing” is defined under the **Stop Campus Hazing Act of 2024** as “any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that (I) is committed in the course of an initiation into, affiliation with, or the maintenance of membership in, a student organization; and (II) causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for the participation in an athletic team), of physical or psychological injury.”

“Hazing” is also defined under **The Connecticut Anti-Hazing Law** as any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization.

“Student Organization” Is defined under **Stop Campus Hazing Act of 2024** as an organization at an institution of higher education (such as club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is stabiles or recognized by the institution.

“Student Organization” is defined under **The Connecticut Anti-Hazing Law** as a fraternity, sorority or any other organization operating at an institution of higher education.

- This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

Hazing includes but is not limited to:

- Confinement of the person to unreasonable small, unventilated, unsanitary or unlighted areas, any assault upon the person, physical abuse (e.g., hitting, branding, paddling, exposure to extreme elements),
- Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by the school which requires any athletic practice, conditioning, or competition or curricular activity and or the forced consumption of alcohol, drugs, or any other substances,
- Deprivation of food, water, or sleep,
- Personal servitude or forced labor,

- Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact, psychological abuse (e.g., line-ups, verbal harassment, threats),
- Acts of sexual degradation or lewd behavior,
- Requiring indecent exposure of the body, public humiliation or forced nudity.

Investigation and Disciplinary Action

Notre Dame Prep will promptly investigate all reported incidents of hazing. If found in violation of the policy, school sanctions for organizations and individuals may include, but are not limited to:

- Fines
- Community Service
- Educational sanctions
- Probation or suspension of the organization/team
- Individual suspension or expulsion
- Referral to law enforcement

Under **The Connecticut Anti-Hazing Law**, a student organization which violates the law may:

- Be subject to a fine of not more than one thousand five hundred dollars;
- Forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at the school.

Under **The Connecticut Anti-Hazing Law**, a member of a student organization who violates the law may be subject to a fine of not more than one thousand dollars.

Notre Dame reserves the right to impose sanctions even if the conduct occurs off-campus or during breaks.

This shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

HARASSMENT/INTOLERANCE

As Notre Dame is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members are respected, it is our policy that abuse or harassment by students, faculty, staff, guests or visitors will not be tolerated. Harassment is defined as repeated, persistent, or continual abuse directed at a person or a group of different individuals on separate occasions.

The following are some specific examples of harassment:

Threats or demands of another person, verbal put-downs, spreading rumors, any unwanted physical contact, graffiti, insults or heckling, pulling on clothes or holding a person from leaving, staring, off-color or stereotypical jokes, threats – direct or indirect, verbal or written, including internet postings.

In this context, abuse is defined, but not limited to offensive verbal, written, or physical conduct directed at a person or a group based on one's color, race, national origin, ethnicity, religious preference, gender, or sexual preference where such behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule or harm. Such behavior will subject identified individuals to disciplinary action, including counseling, disciplinary probation, suspension, expulsion, and criminal action. Any student who is the victim of harassment, racism, or acts of intolerance should promptly report the matter to an Administrator or Guidance Counselor.

CRIMINAL ACTS

The commission of, or participation in, any act defined as criminal by state or local law or ordinance, is prohibited on school property or at school-sponsored events. The school may take disciplinary action whether or not criminal charges result.

Notre Dame does not hold itself responsible for offenses committed outside its jurisdiction; however, any conduct that is detrimental to the reputation of the school or that hinders the advancement and moral good of the students, in general, is sufficient cause for suspension or expulsion.

PROPERTY SEARCHES

Designated school personnel may search a student's locker at any time. Also, designated school personnel may search a student's car on school grounds, a student's bag or personal effects if there is suspicion of possession of objects or chemicals, which may endanger the health, safety, and/or welfare of him/herself and/or others. This includes, but is not limited to, suspected drug use/possession.

As stated elsewhere in this Handbook, lockers are property of Notre Dame and as such are subject to inspection at any time without reason or notice given. In addition, a student's personal effects (purses/handbags, gym bags, backpacks, cell phones, etc.) may be searched when there is reasonable cause to do so. Students may also be subject to a "pat down" and asked to empty their pockets. If any illegal or dangerous objects, materials, substances, etc. are discovered, they will be seized and appropriate disciplinary action will be taken and law enforcement officials may be notified.

SCHOOL LOCKERS/PERSONAL PROPERTY

- School lockers are the property of Notre Dame. Legally, the school has the right to periodically inspect these lockers. A locker is assigned to each student. The student is responsible for maintaining his/her assigned locker. It must be kept neat and clean. Damage to the locker becomes the student's responsibility. **For example, no writing of any kind is permitted on any part of a locker.** Pictures and decorations are not permitted on lockers. If posters or pictures are hung in a locker, they must be appropriate and modest. Others will be removed. **Lockers must be kept locked at all times.**
- **Students are reminded to take special care to always lock their lockers and not to share the locker combination with others.** The school is not responsible for stolen items. Never leave money in a locker. **Assigned lockers must never be changed without the permission of the Office.** Students participating in physical education and/or athletics must purchase a lock for use in the Gym Locker Room.
- All lockers on the school premises, including lockers located in hallways and locker rooms are the property of the school. Lockers are not to be used to store items forbidden by law or school rules. The school retains the right to inspect any locker and its contents to insure that the locker is being used in accordance with its intended purpose and/or to eliminate fire or other hazards, maintain sanitary conditions, attempt to find lost or stolen property and to prevent use of a locker for prohibited or dangerous materials, such as weapons, drugs, or alcohol.

ATHLETIC & EVENT CONDUCT

Notre Dame games and contests are generally open to the public. The school expects each student to be a goodwill ambassador at these events and exercise the code of good sportsmanship. The South-West Conference has developed rules of conduct which must be observed, and Notre Dame is a CIAC Class Act School.

At athletic events, students and other persons should observe the following code of behavior.

- Cheer loudly and enthusiastically for your team when appropriate.
- Show respect for members and spectators of other teams.
- Booing is discouraged.
- Win or lose, be proud of your team and school.

VALEDICTORIAN & SALUTATORIAN

Students must have attended Notre Dame for a minimum of six (6) semesters to be eligible to be named Valedictorian or Salutatorian. These honors are announced at the conclusion of the third marking period senior year.

WITHDRAWAL & TRANSFER

- All students withdrawing or transferring must meet with a Counselor. All school fees must be paid and school property returned before credits are transferred.
- A parental statement requesting the withdrawal must be submitted in writing to the Guidance Office.
- When a student elects to withdraw from Notre Dame, the school will make a determination at the time of the withdrawal as to the possibility for re-admission.

EXTRA-CURRICULAR ACTIVITY PARTICIPATION

Students with three or more marking period failures will be prohibited from all extra-curricular activities (with the exception of non-school hour service programs).

TEXTBOOK/WORKBOOK POLICY

All students will be provided with e-textbook information for many of their classes. E-textbooks will be accessed using student Chromebooks. E-textbooks access will be arranged by Notre Dame and information provided to students in class. Fees for e-textbooks (or any workbooks) will be billed to parent FACTS accounts.

SENIOR EXPERIENCE PROGRAM

Seniors have the opportunity to participate in the Senior Experience Program which is a 120 hour “capstone” project. Preparation for the program begins in September of the senior year and actual “field work” takes place during the month of May (for 120 hours). Applications must be submitted by the announced due date. Students must complete all requirements at the conclusion of their field work. Participation in the program is voluntary and students must have a 2.0 GPA (or higher), a good attendance record and not be in danger of failing any courses to be eligible. Students are responsible for the completion of any online courses. If a student elects to participate in this program, successful completion of their program and all requirements is a requirement to receive a ¼ credit and ultimately a diploma. Final exams are waived for students in the Senior Experience Program.

SENIOR FINAL EXAM EXEMPTION

Seniors who have an overall average of 90 in any course at the conclusion of the fourth marking period shall be exempt from taking that course’s final exam. Students who have an overall average of 90 in any half year course at the conclusion of the second or fourth marking period shall be exempt from taking that course’s final exam.

EXPECTATIONS FOR PARENTS

As partners in the educational process at Notre Dame, we ask parents:

To set rules, times, and limits so that your child:

- Arrives at school on time (student must be in first period by 7:55 a.m.) and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or a packed nutritional lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address, phone numbers, or email address;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student’s well-being, safety, and health;

- To complete and return to school any requested information promptly;
- To read school notes, newsletters, the Parent Portal (student grades and assignments) and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;
- To not post negative comments about students, teachers, or the administration on social media.

We believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. By choosing Notre Dame, you have demonstrated your commitment and concern for helping your child to recognize God as the greatest good in his/her life.

We trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence or tardiness. Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

BUILDING HOURS

On school days, Notre Dame is open from 7:00 a.m. to 3:00 p.m. For use of school facilities, at any time, students must have faculty supervision. After school, students are not permitted to loiter around classrooms/corridors unless they have a reason for being there (clubs, extra help, etc.). Although the school building may be open after 2:45 p.m. for special activities, etc., students are not allowed in the building without supervision. The cafeteria is open daily until 4:00 p.m. as a supervised location for students to complete work or wait for a ride. Students are not permitted to use faculty desks and/or computers after school hours without permission or to be in unsupervised areas of the building after hours.

BUILDING SECURITY & VISITORS

All students and visitors must enter the school building at the Main Office/Bookstore entrance. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE AND SIGN-IN AND RECEIVE A VISITOR'S PASS BEFORE PROCEEDING TO OTHER PARTS OF THE BUILDING.** Students are not to open doors for visitors or prop open doors at any time.

VOLUNTEERS

All individuals who volunteer at Notre Dame must comply with safe environment policies of SHU, but not necessarily limited to, completing training and a background check.

CLOSED CAMPUS

Campus is defined as all school grounds. Students who leave the campus after arrival in the morning without permission will be subject to suspension. This includes seniors who have first period study hall. Students are to remain in the building unless they receive permission from the Main Office to be outside. Students are not to loiter in parking lots or on other school property. A student must enter the school building immediately in the morning upon arrival at school. Students are especially cautioned about remaining in their cars before or after school. Loitering in cars is not allowed. Seniors may leave school only after their last class of the day. In an effort to avert problems, Notre Dame does not allow students from other high schools to drop off or

pick up its students on campus at arrival or dismissal times unless a parent has spoken directly to the Assistant Principal regarding an exception. Students should refrain from walking on the lawns of the campus as well as adjoining property. Students should also take special care and observe all traffic laws when crossing Jefferson Street.

BUSSING

Students who commute to school on Notre Dame charter buses: in order to ride these buses, payment must be current. Unless registered and paid, no student may ride on these buses. Violation of this school policy will be considered a serious offense.

Every student has the right to ride to and from school without being disturbed by any other student's remarks or behavior. Be courteous to the driver and other passengers. Remain quiet and orderly on the bus. Keep your head and arms inside the vehicle at all times. Remain seated when the vehicle is in motion. No student is to tamper with safety doors or equipment. Follow the instructions of your driver. No smoking is allowed. ***Smoking/vaping on a school bus or Greater Bridgeport Transit buses is an automatic school suspension.*** Leave home early enough to arrive at your stop on time. Be alert to traffic when leaving the bus.

When a problem occurs on a bus, the school will take disciplinary action and the student may be denied future transportation. Bus drivers are instructed to report problems to the School Office. Any student damaging or defacing buses, tampering with safety equipment or involved in a disciplinary problem on a bus may be suspended from riding the vehicle and also may be subject to suspension/expulsion from school. When a student misses a bus, every attempt should be made to get to school by other means.

AUTOMOBILES ON CAMPUS

- No student will be permitted to park a car at school without a valid on-campus parking permit. To obtain a yearly permit, a student must complete an application and submit a copy of his/her driver's license to the Assistant Principal. A permit is issued to a student for a particular car and is not transferable. Permits must be placed on the inside bottom left corner of the windshield.
- Students, parents and visitors must use only the designated entrance and exit and observe careful driving procedures at all times. Students should park only in the Student Parking Lot. Absolutely no speeding is allowed. The speed limit on campus is 10 mph. No reckless driving or fooling around in or around cars will be tolerated. There is no parking at any time in the driveways, along the perimeter of the school or on the road that encircles the school building. Failure to observe proper driving regulations may mean the suspension of parking privileges and additional disciplinary action, such as suspension from school. Cars in fire lanes, handicap spots or in violation of state laws will be subject to towing and additional school penalties.
- Motorcycles, motor-scooters, mopeds, motorized bicycles, etc. or heavy trucks are not permitted on campus.
- When a student arrives at school, he/she is to park the car and enter the building immediately. The student may not return to the car until the end of the school day without permission from the Main Office. Loitering on campus or sitting in cars is not allowed. Smoking is not allowed anywhere on campus, including in cars. At dismissal, students are asked not to loiter in the parking area. When students go to their cars, they should be prepared to leave the campus.
- Please note: students arriving at school by car/bus or walking are required to enter the building immediately. Once students have arrived at school in the morning, they may NOT leave the school without the permission of the Office.
- Parking at Notre Dame is "at your own risk". Notre Dame will not assume any responsibility or liability for cars or their contents. Valuables should not be left in plain view.
- Use of Notre Dame's parking lot at any time (during school or at a school-sponsored event) gives your consent that a vehicle may be searched without reason or prior notice given.
- Automobile accidents on Notre Dame property will typically be reported to the Fairfield Police Department.

APPOINTMENTS

Parents/guardians who wish to consult with a member of the Administration, Guidance, faculty member, etc. should call or e-mail the school asking for an appointment.

SACRED HEART UNIVERSITY CAMPUS

The Notre Dame Prep campus is located adjacent to Sacred Heart University's main campus. As a general rule students of Notre Dame Prep are not permitted on the Sacred Heart University campus unless under the following conditions. Notre Dame students are more than welcome to attend structured and sanctioned events on the University campus, within its predetermined facilities and its affiliated campuses such as:

- Academic Enrichment program events and activities sponsored by Notre Dame and SHU
- Performing Arts and Athletic events open to the general public
- Sanctioned use of SHU facilities with direct supervision provided by Notre Dame or SHU faculty or staff

Sacred Heart University has identified its high duty of care to protect its newly acquired minor student population. Under proper supervision, Notre Dame Prep students are welcome to enjoy activities that have been specifically sanctioned for Notre Dame Preparatory students and organized by Sacred Heart University faculty and staff.

Notre Dame students are reminded that Notre Dame is a closed campus and that leaving during normal school hours without permission from the Main Office will result in disciplinary action. The use of SHU shuttles and access to its resident facilities is strictly prohibited and constitutes a violation of this policy and will result in disciplinary action or a referral to the Assistant Principal.

If there are events in which Notre Dame Prep students wish to attend, proper arrangements can be made to ensure that the University can proactively prepare for their passage through the University campus to their structured sanctioned event.

MORNING ANNOUNCEMENTS

Information must be submitted to the Main Office by 2:15 p.m. for the next day's announcements. Students who submit announcements must have them initiated by the club/class advisor involved. All students participate in Prayer/Pledge by standing respectfully.

DISTRIBUTION OF PRINTED MATERIALS

Any literature or other written material distributed or displayed on school property must have advance approval of the Principal or designate.

IDENTIFICATION CARD

Each student is issued an identification card. This ID card must be in a student's possession at all times during the school day and at school-sponsored events. ID must be presented when a student is late for school. A \$3.00 fee is charged to replace a lost card.

LOST AND FOUND

Students who find lost articles are asked to please take them to the **Main Office** where the owner can claim them. Items remaining in lost and found for a month or longer will be donated to charity.

SCHEDULING SCHOOL ACTIVITIES

All school activities (whether held at school or outside the school) must be scheduled through the Main Office. Requests for special events and the use of school facilities are made through the Principal. **No Notre Dame activity, on or off campus, may be held under school sponsorship without the prior scheduling and approval.** All posters/advertisements for school activities must be approved by the administration prior to being posted.

FIELD TRIPS

When Notre Dame sponsors a field trip, ALL pertinent school regulations and guidelines are in effect. Students and parents certainly realize that traveling with students is a responsibility that Notre Dame takes quite seriously. Often, due to specific circumstances, a field trip will have special rules, in addition to regular school guidelines. A written official permission slip, signed by a parent, is required before a child will be permitted to attend a field trip activity. Verbal permission or hand-written permission slips CANNOT be accepted. Sometimes, a contract is required before a student may go on a trip. The terms of a contract are tailored for a particular field trip. Rule violations on field trips are treated in a very serious manner. Also, please note that a student's participation on a field trip may be denied because of disciplinary problems at school. All monies collected for a field trip are non-refundable.

SCHOOL DANCES

- Non-Notre Dame students are required to have a permission slip signed by their school principal before attending a Notre Dame dance. Dances begin at 7:00 p.m. and end at 10:00 p.m.
- Required dress for dances will vary according to the theme of a particular dance, but must always be modest. When arriving at school for a dance, you must not loiter outside the school building. Naturally, smoking/vaping is not allowed at dances either inside or outside the school building.
- All Notre Dame policies and regulations are in effect at all school-sponsored activities. Special mention is made of the use and/or possession of drugs or liquor. These are absolutely forbidden and will be dealt with promptly and strictly.
- When problems occur, parents will be notified at once.
- Students attending a dance may be subject to a breathalyzer test.
- Dates for dances, including Proms, must be between 14 and 20 years of age.

LATE FOR CLASS

The Attendance Coordinator or Main Office will not issue passes to students who are late for class – second through seventh period. The classroom teacher may assign these students a late detention. Students who are late for class three (3) or more times may be required to attend Saturday Academy. Excessive lateness to class may result in suspension.

SNOW DAY POLICY

Certain snow days can be considered school days based upon the following conditions: teachers will post an assignment by 8:00 a.m. on Google Classroom. Students will then have until 11:00 p.m. to complete their assignments and return them electronically to the teacher. Students must email teachers by 3:00 p.m. with any questions regarding the assignment. As long as there is a 90% school-wide completion rate, the day will not need to be made up in June. The school will announce which days are eligible for this policy.

LAVATORY USE

Violations of lavatory use that will lead to disciplinary action include, but are not limited to:

- Loitering in a lavatory and not actively using it for its intended purpose.
- Acting as a “lookout” who warns other students of the arrival of a staff member into the vicinity of the lavatory.
- Occupancy of a lavatory stall by more than one student at a time.
- Failure to obey or verbally harassing staff members who monitor lavatories.
- Using a lavatory without an authorized pass or teacher’s permission.

INTERNATIONAL STUDENTS

Notre Dame is pleased to welcome students from different cultures and backgrounds to our school. All school rules and expectations apply to our international student community, including the following:

Agencies

Students must work with a custodial agency (or blood relatives with administrative approval) in order to remain in good standing with Notre Dame and enrolled at the school. If at any time a student ends his/her contract, the student will be asked to leave Notre Dame. This is required to ensure that there is a stable and consistent party in place responsible for the welfare of the student and able to take action and deal with legal, medical, cultural or any other issues that arise. A student may not switch to another agency. If a switch occurs, the student will be asked to leave Notre Dame.

Vacations

Students must receive written approval from both the agency and school to take an extended leave from school. An extended leave is considered missing more than two consecutive school days. Students may miss no more than a total of five school days for travel and these five (5) days may not be taken as a consecutive block of time.

End of the School Year Departure

Due to the unpredictability of winter weather, we require our international students to delay booking airline flights until the last day of school has been officially announced (around April 1). Students must take end of the year exams at the times they are given. An early departure is not permitted. If a student leaves before taking a final exam, the grade is recorded as a zero and any resulting course failures will be permanent.

Absences

Any absence from school must be reported to the Main Office as soon as possible on the morning of the absence. Any student missing more than fifteen school days for any reason will be asked to stay in state until the time missed has been made up in June. Students will be responsible for "Summer Make-Up Hours" for excessive numbers of tardies and/or absences, as outlined in this Handbook. These hours must be completed prior to the student leaving the country for the summer. Students who exceed the allotted number of absences and/or tardies are in danger of losing full-time student status which may result in loss of student's I-20.

Cars/Driver's License

Students must have the written permission of his/her agency to have a car and to receive a driver's license. This cannot be approved by Notre Dame but if one's agency is in agreement, a car is allowed.

Failures

If a student fails a course for the year, he/she may not leave the state until the course has been remediated and the remediation approved by the administration. Students may not take online courses to complete the remediation. If a student ignores this, he/she may be withdrawn and not asked to return for the following academic year.

Service Hours

Students who do not complete the required service hours (10 for freshmen, 15 for sophomores, 20 for juniors, and 25 for seniors) by the end of the academic year will not be allowed to leave the state until the hours have been completed. Failure to do so will result in disciplinary action.

Discipline

All school rules apply to international students. Any student to have dishonored Notre Dame and/or violated the policies of this Student Handbook, whether on or off campus, may face expulsion, including the revoking of the student's I-20. This includes, but is not limited to, the use of alcohol, drugs and the misuse of social media.

Withdrawal and Tuition

Tuition will not be refunded for international students who withdraw for any reason (voluntarily or involuntarily) at any point during the school year.

RIGHT TO AMEND

Notre Dame reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents through email communication.