

Notre Dame High School Parent Handbook



Notre Dame High School
127 E. Pike Street
Clarksburg, WV 26301
304-623-1026

West Virginia Catholic Schools
FAITH- KNOWLEDGE- SERVICE

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Introduction

The Notre Dame Family would like to thank you for choosing Catholic Education for your child. In today's society it is often difficult for families to find a group of people that have only your child's best interest at heart. You will find this type of commitment from the entire staff of Notre Dame High School. This handbook is very important to the success of every student. By the act of registering at Notre Dame High School, a student and his/her parent(s) or guardian(s) understand and agree to pursue the educational objectives and practices as stated in this handbook and to observe the disciplinary code of the school. The school principal retains the right to amend the handbook for just cause with the approval of the Designated Pastor.

Notre Dame's norms of conduct are predicated on two premises. First, every student has certain rights including the protection of personal property, and an atmosphere conducive to personal growth and development. Second, every student has the duty to preserve these rights for others. Since no list of norms can cover every situation, the administration presumes that common sense, mature judgment, and Christian charity are the guides by which every Notre Dame student should measure his/her actions. It should be noted that any student who has reached the age of eighteen (18) is still bound by all policies requiring parent notification such as attendance and permission for field trips. This may be waived by the administration for serious reasons. There are parts of this handbook that have special significance. Attention should be paid to the attendance policy, as failure in this area can have damaging effects on grades and the student in the future. Colleges and universities take attendance into consideration in the application and scholarship process. Prospective employers are interested in a student's previous attendance record and ask for high school records - even thirty (30) years after graduation.

Students of Notre Dame have the duty to be familiar with their privileges and responsibilities. Ignorance is never a valid excuse for wrongdoing or failure to follow proper procedures. All students should understand that there are consequences to their actions.

The Notre Dame community helps to reinforce the moral and religious education which begins in the home. The faculty, staff and designated pastor strive to give Notre Dame an atmosphere that fosters learning with as few distractions as possible. The school and the family work together to help our young people develop a personal relationship with their God, grounded in sound theology and moral thought.

"To whom much is given, from who much is expected." Notre Dame students are expected to take their place in society as faithful followers of Jesus and knowledgeable citizens of our city, our country and our world.

Notre Dame has a long and rich history. Students are expected to take pride in those who have gone before and have pride in themselves and their school. The goal is for students to enjoy their high school years. These years are special. With the help of Mary, the school's patroness, and through the thoughtful prayer of the entire Notre Dame community, these purposes can be accomplished.

In conclusion, it should be noted that parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the

teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Principal's Welcome

Hello, and welcome back. This is an exciting time of year for all students and their families. My name is Dr. Michelle Cheasty- Christ, but everyone just calls me Doc. I am very excited to be a part of such a wonderful academic community. I personally thank you for choosing a Catholic education for your child(ren). In my short time here, I have felt the warmth and welcomed spirit from every person associated with this school, and I am sure you and your family will feel it as well. Throughout the school year, we will work to help foster personal responsibility, acceptable behavior, study skills, time management and other valuable life skills. As we move through the school year, should you have any questions or concerns, please do not hesitate to contact me. My email address is mcheasty@notredamewv.org.

Mission, Vision and Philosophy

Education in Faith, Knowledge and Service

Notre Dame High School is an academic, secondary school dedicated to the education and development of the total person. The school, unique in the area, carries out its ministry in the context of gospel values. The total curriculum aims to achieve the following:

- Development of character
- Maturing of critical thinking skills
- Imparting of better basic skills and knowledge in the arts and sciences
- Promotion of better understanding of respect for the human body through Religion classes and athletics
- Deepening the aesthetic sense and appreciation
- Preparing for responsible American citizenship and active participation in democracy
- Expectation of active, responsible learning by all students

In its desire to contribute to the educational mission of the Roman Catholic Church, Notre Dame High School also seeks to foster the understanding of the dignity of the human person within the vision of Jesus, to build Christian community and to relate all knowledge to the News of Salvation and the Light of Faith.

In conclusion, it should be noted that parental cooperation is essential for the welfare of all students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school. Any communication that defames another student, staff member, or the school will result in referral to the diocese for dismissal.

*To report an incidence of suspected child sexual abuse, please contact your local law enforcement agency, or you may confidentially contact WV Child Protective Services at 800.352.6513. To report suspected cases of sexual abuse by personnel of the Diocese of Wheeling-Charleston to the Diocese, please contact the Diocese at 888.434.6237 or 304.233.0880.

Admissions

Wait List

There may come a time when demand for admittance exceeds the ability to enroll students. Should that happen, the following procedures will be followed:

- Students not selected for admission due to class size limits will automatically be placed on a wait list.
- If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admission Eligibility protocols.
- The wait list will exist for the current academic year only.
- The wait list will be established after the enrollment process for the upcoming school year has ended and will terminate when that school year ends.

Bell Schedule

The following bell schedule is subject to change based on weather conditions and school activities.

	Regular	Mass	2- Hour Delay	Out After Lunch
Enter Hallways	7:40	7:40	9:40	7:40
Tardy Bell	7:45	7:45 Mass	9:45	7:45
First Period	7:45- 8:32	8:45- 9:25	9:45- 10:17	7:45- 8:20
Homeroom in Cafeteria	8:35- 8:50	None	None	None
Second Period	8:53- 9:40	9:28- 10:08	10:20- 10:52	8:23- 8:58
Third Period	9:43- 10:30	10:11- 10:51	10:55- 11:27	9:01- 9:36
Fourth Period	10:33- 11:20	10:54- 11:34	See Below	9:39- 10:14
Fifth Period and Lunch	See Below	See Below	12:38- 1:08	10:17- 10:52
Sixth Period	12:38- 1:25	12:51- 1:31	1:11- 1:42	10:55- 11:30
Seventh Period	1:28- 2:15	1:34- 2:15	1:45- 2:15	11:33- 12:08
Eighth Period	2:17- 3:00	2:17- 3:00	2:17- 3:00	12:11- 12:45

Seventh and Eighth Grade

Lunch	11:23- 11:53	11:37- 12:07	11:30- 12:04
Fifth Period	11:53- 12:35	12:07- 12:48	12:04- 12:35 (Fourth)

Ninth through Twelfth

Fifth Period	11:23- 12:07	11:37- 12:17	11:30- 12:04 (Fourth)
Senior Bell	12:07	12:17	
Lunch	12:08- 12:35	12:18- 12:48	12:04- 12:35

***NOTE:** Notre Dame High School does not allow students to enter the building before 7:00 a.m. Students arriving before 7:40 a.m. are required to wait in the cafeteria until classes begin.

****NOTE:** Students remaining in school after 7th Period must be in a faculty/staff supervised location. No supervision will be provided by NDHS staff after 3:00 p.m.

Two Hour Delay: Classes begin at 9:45

There will be no homeroom or breakfast

*The school will not be able to participate in the Thursday 8:00 a.m. Mass.
Three Hour Delay: Students will have a Tech-Day*

MASS: All students will attend 8:00 a.m. Mass at Immaculate Conception Parish Church on most Thursday mornings. Students report to first period and go to church with their class. There will be no breakfast or homeroom on Mass days. Students are required to wear their dress uniform when Mass is scheduled.

ACADEMIC STANDARDS

Graduation Requirements

To graduate from Notre Dame High School, students must comply with all regulations as set forth by Cognia, formerly Advanc-ED/North Central Association, for the accreditation of high schools, and the Diocese of Wheeling- Charleston. These regulations change from time to time, and Notre Dame’s policies will reflect these changes.

Notre Dame is committed to the highest academic standards of achievement and will, whenever possible, insist on a higher performance in all academic disciplines, especially the core subjects of English, mathematics, and science. Students’ individual schedules are designed annually by the administration, guidance department, and faculty in consultation with parents and students. The following are required units that must be completed by students currently enrolled in grade twelve (12) for graduation. *Transfer students need 1/2 credit for every semester enrolled in Notre Dame.

Religion	4 units*
English	4 units
Social Studies	4 units
Mathematics	2 algebra, 1 geometry
Science	4 units (<i>three</i> lab sciences are required)
Health	1 unit
Physical Education	1 unit (earned via extracurricular sports participation OR through virtual school)
Foreign Language	2 units
Fine Arts (Art, Music or Theater)	1 unit (earned through participation in PAC and school play(s))

Total Units Required for Graduation = 27 credits

All seniors must be enrolled in a Math and English course both semesters of their senior year

WVSSAC rules stipulate that athletes and cheerleaders must be enrolled in the English courses for their given year and maintain a 2.0 overall cumulative average to participate in their respective sport.

Assignments

A student failing, or has missing assignments, in any class for 2 consecutive weeks may not be permitted to participate in any extra-curricular activities including, but not limited to, practices, games, events or trips.

Grading

Notre Dame holds its academic standards and its students to a higher level; therefore, the grading scale will remain the same. Notre Dame will give *letter grades as follows*:

A = 93 -100

B = 85 - 92

C = 77 - 84

D = 69 - 76

F = Below 69

Semester grades are calculated by weighing averages as follows:

45% First quarter (nine weeks)

45% Second quarter (nine weeks)

10% Semester Examination

Virtual Classes

1. Advanced Placement (AP) credit is limited only to classes that are not already offered by Notre Dame.
2. The maximum amount of class credits that can be earned per year is eight (8).
3. Students in virtual classes are **required** to turn in a progress report every Friday.

Grade Point Average (GPA)

Grade point averages are computed as follows:

A= 4 points; B=3 points; C= 2 points; D=1 point; F= zero points.

Honor classes are weighted with an extra 0.5 per grade point:

A= 4.5 points; B= 3.5 points; C = 2.5 points; D =1.5 points; F = zero points

Honor (H) courses include H. Algebra II; Anatomy and Physiology I & II; Chemistry; H. English 9 & 10; H. Geometry; Physics; Spanish 3 & 4; Trigonometry/ Precalculus; and H. World History.

Advanced Placement (AP) courses are weighted one extra point:

A= 5 points; B= 4 points; C = 3 points; D =2 points; F = zero points

AP courses offered include Calculus AB & BC; Chemistry; English Language; English Literature; Environmental Science; Government & Politics; Human Geography; Psychology; and US History.

Examination Policy

Notre Dame is committed to the individual academic achievement of each student. To help students prepare for future academic endeavors or entrance into the work force, it is deemed necessary to administer comprehensive semester exams at the end of each academic semester.

General Exam Policy

Teachers always maintain the right to require a student to take their course exam(s).

For exams, an examination schedule will replace the regular class schedule.

1. All students are required to be in school uniform to sit for any exam.
2. Students will remain in the examination room for the duration of scheduled exam time.
3. With rare exceptions, e.g., medical emergency, or hospitalization, a student may not be

administered an exam prior to or after the designated test day. In these severe cases, a student may request teacher permission to reschedule an examination.

4. Students who have received either ISS or OSS during the semester are required to take all of their exams.
5. Students who are exempt from all of their FINAL exams and have no outstanding detentions are not required to come on the last regular school day.

Semester 1 Exams

At the end of the first semester, students may choose to exempt out of two (2) semester 1 exams after meeting all mid-term exam requirements. Semester 1 exam exemption requirements:

1. Teacher permission
2. Five (5) or less *excused (AE) or unexcused (AU)* absences in the class
3. A first semester average of an "A" in the course

Semester 2 Exams

At the end of the second semester, students are allowed to exempt out of all their semester 2 exams after meeting all exemption requirements. Semester 2 exam exemption requirements:

1. Teacher permission
2. Five (5) or less *excused (AE) or unexcused (AU)* absences in the class
3. A second semester average of an "A" or "B" in the course

At the discretion of the principal, students exempt from the examination may not be required to attend school during the time of the exam from which they are exempt.

Failure of a Class

For any reason, if a student should fail to complete the academic requirements of a subject required for graduation, the student is to repeat that course, during summer, at a school that offers the needed course or on-line with an accredited provider. A diploma cannot be awarded to a student who has not met all graduation requirements. A student who has not met all requirements for graduation will not be permitted to participate in commencement activities or walk at graduation.

Report Cards

Report cards, which summarize the grades for a specific grading period, are the responsibility of the principal assisted by the guidance counselor. Questions regarding specific grades should be referred to the classroom teacher who will check on the grade and, if necessary, meet with parents to answer any questions. Each student's progress can be followed on RenWeb/ FACTS SIS, FACTS SIS. Updated grades are available to students and parents regularly. All quarter grade reports are now available through RenWeb/ FACTS SIS/ FACTS SIS. Hard copies may be obtained upon request.

Honor Roll

The Honor Roll at Notre Dame is a list of students who have performed with the highest academic achievement. The honor roll is a hard statement of fact about the *excellence of the student's academic achievement*. The Honor Roll is based on the current quarter grade point average where no grade below a C or an incomplete have been received. **Perfect Honors** is designated for students who have maintained a 4.0 or higher grade point average. **First Honors** is designated for students who have maintained a 3.600 grade point average or higher. **Second Honors** designates those students who have maintained 3.000 to 3.599 grade point average or higher.

Class Rank

Class rank is determined by calculating a student's cumulative GPA and is truncated at the hundredth-place value. (For example, a student with a 4.428 GPA and a student with a 4.421 GPA both have a 4.42 truncated GPA). Final class ranking for seniors to determine Valedictorian and Salutatorian occurs at the end of the first semester of senior year.

Parent Conference

Primary responsibility for *student achievement* lies with the parents, therefore, the parent-teacher conference is a *crucial part of the education process*. Parents are urged to attend scheduled evening parent-teacher conferences. Parents may *schedule* a meeting with the teacher at any mutually convenient time to discuss the student's progress. Teachers may also require conferences if a particular situation warrants such action, but such conferences are extraordinary measures and should not be taken for granted by parents.

Parent Meeting Procedures:

1. Meetings with teachers must be scheduled at a mutually agreed upon date and time.
2. Parents are NOT permitted to enter a teacher's classroom without a previously scheduled meeting time unless an administrator has given approval.
3. All parents MUST sign in at the office immediately upon arrival and state your name and appointment time to the school secretary.

National Honor Society

To be selected for membership in the National Honor Society is a privilege, not a right. The Notre Dame Sacred Heart Chapter of the National Honor Society follows the procedures and guidelines of the national chartering organization.

Selection Procedure

Students who wish to be considered for candidacy must submit the application form to the moderator **by** the published deadline. Students must demonstrate that they meet the criteria

regarding scholarship, service, leadership and character. The candidate must be a sophomore, junior or senior who has a cumulative grade point average of at least 3.6. Candidates shall then be evaluated on the basis of their scholarship, service, leadership and character by the Faculty Council. (Article IX, Section 2). The Faculty Council shall be given guidelines on service, leadership and character to follow prior to the selection meeting.

ATTENDANCE POLICY

State Law:

1. An excellent school attendance record is an important component for success in secondary education.
 - a. Classes and co-curricular activities are designed progressively.
 - b. Missing class can severely deter a student's progress in understanding objectives that will be built upon in upper level classes.

2. Regular school attendance is necessary for students to maintain sufficient academic progress, which is a condition for the licensing and privilege of operating a motor vehicle in the State of West Virginia. State Board of Education Policy No. 2444.01 states Attendance for all four years, during grades 9 through 12 is important to attain full benefit from the educational programs in the schools of West Virginia. Therefore, all students shall be scheduled for the full instructional day for all four years.

WV State Code §18-8-11

Failure to maintain academic progress will be reported to the West Virginia Department of Motor Vehicles and will be used to determine when a student's operator's license or permit for operation of a motor vehicle shall be denied or revoked. Taken from <https://code.wvlegislature.gov/18-8-11/>

(b) Whenever a student at least 15 but less than 17 years of age is enrolled in a secondary school and fails to maintain satisfactory academic progress, the attendance director or chief administrator shall follow the procedures set out in subsection (a) of this section to notify the Division of Motor Vehicles. Within five days of receipt of the notice, the Division of Motor Vehicles shall send notice to the student that the student's instruction permit or license will be restricted to driving for work or medical purposes or educational or religious pursuits under the provisions of §17B-3-6 of this code on the 30th day following the date the notice was sent unless documentation of compliance with the provisions of this section is received by the Division of Motor Vehicles before that time. The notice shall also advise the student that he or she is entitled to a hearing before the county superintendent of schools or his or her designee or before the appropriate private school official concerning whether the student's failure to make satisfactory academic progress was due to a circumstance or circumstances beyond the control of the student. Once the restriction is ordered, the division may not reinstate an instruction permit or license until the student shows satisfactory academic progress or until the student attains 17 years of age.

Attendance and Extra Curricular Activities

Attendance consideration is given for extra-curricular activities such as field trips, organization and club membership, selection committee(s), and scholarships.

Notification of School of Student Absence

Attendance is taken at the beginning of first period, 7:45 a.m., and the start of each subsequent period thereafter. Notification of a student's absence must be made to the School Office (304-623-1026) each day a student is absent. Only a parent or guardian is allowed to call to state a student will be absent. No absenteeism calls will be accepted from the student on his or her behalf. Students absent without a parent phone call will be considered truant. If a student is absent for more than one day, parents are asked to notify the school each day to provide exact information as to the length of the absence. The school assumes no responsibility for students who are absent from school, especially those students who are truant.

Note: School administration, **will attempt** to contact parent(s)/guardian(s) who have not called their student in absent *daily via email*. *If parent/guardian email addresses are not provided to school administration or have changed without notifying the school of such change, then parent/guardian may not receive the notification of absence, which is automatically generated through RenWeb/ FACTS SIS. Automatic notifications are generated regardless of whether or not the parent has notified the school.*

Absences

The general policy is, when classes are in session, a student shall be present. In accordance with Diocesan Policy, a student must accumulate 8100 minutes of instruction time before that student can be granted ONE CLASS CREDIT PER INDIVIDUAL CLASS. A School Related (SR) Absence includes ONLY the following events. *NOTE: School related absences **do NOT** count toward Semester Exams.

1. Death in the family
2. School related activity
 - a. All field trips or school related activities must be approved by the principal, and the sponsor of the activity, and will require the proper documentation and signed permission form(s) for said activity.
 - b. College visit – Students are allowed three (3) excused college visits.
3. Student must fill out a “College Visit” form and have it signed by the principal for approval the day before the visit is to take place.
 - a. Upon returning to school, the student must turn in a slip from the college/university’s admissions office as verification of visit.

Excused absence (AE) includes the following events. Excused absences **DO** count toward Semester Exams.

1. Illness with doctor’s note
2. Quarantine due to COVID-19 exposure
3. Physician’s appointments
4. Common illness with parent/guardian note
 - a. Any prolonged absence such as, but not limited to:
 - b. Hospitalization

- c. Surgery
- d. Mononucleosis

Unexcused absence (AU) include the following events. Unexcused absences **DO** count toward Semester Exams.

1. All other absences fall under this heading
2. A note of explanation for any absence must be submitted upon a student's return to school. This note does not constitute an excused absence but does prove that the student was not skipping or truant.
3. Absences under this policy include, but are not limited to:
 - a. Family vacations
 - b. Non-school related activities, such as sporting events, artistic performances or rehearsals, etc.

Student-Athletes and Attendance

The West Virginia Secondary Schools Athletic Commission (WVSSAC) requires regular attendance for all student-athletes. Notre Dame student-athletes must be in school **no later than 8:15 a.m.** to participate in any intra- scholastic or extra-curricular activity. Students absent from school but participating in virtual learning, while not counted absent for class, **are not** eligible to participate in any intra-scholastic or extra-curricular activity. Students must be physically present in-class in the school building to be eligible to participate in intra-scholastic and extra-curricular activities. Student-athletes must be in compliance with ALL absence, tardy, truant, and or academic policies as put forth in the Notre Dame High School Student Handbook.

Planned Absences

While the school does not encourage students to miss school for any reason, there is a procedure to follow when parents know of an absence in advance. The purpose is to notify school personnel of a student's planned absence so that they will not be considered truant. School related activities are excused and do not require school notification; however, the student must still get work prior to missing that day. When notifying the school, please provide the following information in order for the activity to be approved prior to the absence (note-extended planned absences will not be approved post- absence from school):

- a. The specific reason for the planned absence must be given to the office in writing
- b. Approval will be returned within five (5) days of receipt of the letter
- c. Requests must be received at least five (5) days before the planned absence.
- d. All work must be collected prior to the planned absence. It is the responsibility of the student to make up all class work, assignments and tests missed due to the absence, according to school guidelines (**See: Absence Policy**).

Extended absence

Parents and students need to comply with all attendance policies as stated in the Notre Dame Student Handbook. Homework assignments need to be accessed through RenWeb/ FACTS SIS or Google Classroom.

If the student requires additional materials, they may be requested and should be available for pick-up in the Main Office during the school day.

Tardiness

School begins at 7:45 a.m. It is the student's responsibility to be in first period before the 7:45 tardy bell. All tardies are considered unexcused, unless a note is presented to the administration and approved as constituting special circumstances. Students are cautioned to consider weather conditions, traffic patterns, etc. when planning the trip to school (poor weather will not necessarily cause a tardy to be excused). Please keep the following in mind:

1. Three tardies to school, any class, homeroom or in-school event will result in an absence.
 - a. Three tardies require serving a detention.
 - b. Upon acquiring a fifth (5) tardy to school in a semester and any subsequent tardies to school, the student- athlete is not eligible to practice or play on that day or any subsequent day that he/she is late. The principal and the athletic director may review special circumstances.
 - c. *See all policies covered under "Absence."*
2. To class:
 - a. A student is considered tardy to class after the tardy bell has rung
 - b. A student may be considered tardy for class:
 - i. Entering the class unprepared
 - ii. Leaving the class for any reason
 - iii. For all students attending class virtually, if teacher cannot see student's face to account for presence in the class, student may be counted absent or tardy to class
3. Tardies accrue and may be a factor in, but not limited to:
 - a. Exam policies
 - b. Extra-curricular activities
 - c. Application for scholarships
 - d. Awards
4. Excessive tardiness shall be dealt with by disciplinary action.

Appointments

Parents **should avoid** making school-day medical or other appointments. If appointments are unavoidable, parents should make every effort to vary the time of the appointments so that students do not consistently miss the same classes. All appointments made during the school day fall under NDJHS and NDHS Absence policy above. Students must comply with the "Leaving School Policy" when leaving for an appointment. Upon return to school a student will report and **sign in** at the office before returning to class.

Truancy

An absence for all or part of the school day without permission of the parent or guardian, or school authorities, is a serious offense. This will include, but not limited to:

1. Failure to attend any class
2. Leaving school for any reason without permission
3. Failure to sign into the office upon entering the building after school has begun
4. Failure to follow correct policy to leave school early

Truant students who skip class/school may be suspended for up to three (3) days. In all cases of truancy, parents or legal guardians will be notified, and a parent conference, as well as the completion of all missed assignments, will be required for the student to remain in school.

Make-Up and Missing or Late Work

Due to Absence(s)

Absences for any sufficient reason entitles the **student** to an opportunity to make up the work missed. It is the responsibility of the STUDENT to obtain make-up, missing or late assignments from either RenWeb/ FACTS SIS, Google Classroom, or the teacher. Students who were absent must meet with their teacher(s) about completing missed work. Students must submit make-up work as follows:

- **One-day absence:** student has one day to complete work upon return to school.
- **Two-day absence:** student has two days to complete work upon return to school.
- **Three or more days absence:** work is due three days after returning to school or at time specified by the teacher.

The student may be required to take missed tests or quizzes outside of the scheduled class time. (i.e., during lunch; before or after school)

If a student is absent, all homework assigned the day before the absence is due upon the student's return to class. Assigned tests or quizzes will be taken the day the student returns to class. However, if the student was absent during the instructional period on which they are being tested, students must make arrangements with the teacher to establish a timeline to learn the material, complete assignments, and make up test(s) or quiz(zes). This make-up period should not exceed the amount of days the student was absent.

Students Missing Part of the School Day

Students in the building for any part of the day are required to turn in all assignments due that day to all their classes. Students who arrive late or leave early must turn in all work due that day to ALL period teachers.

Missing or Late Work

Classroom teachers are not required to accept late work. It is the responsibility of the STUDENT to know what assignments are and if they have any missing or late assignments. This information can be obtained from teachers or from RenWeb/ FACTS SIS. Parents can always access RenWeb/ FACTS SIS for missing work, grades, assignments and lesson plans. Classroom teachers have the right to set their own classroom policies regarding late or missing work, as long as such requirements do not violate policies set forth in the "Notre Dame High School Student Handbook." Failure to comply with any of the policies regarding "**Make-Up and Missing or Late Work**" will result in a zero.

Students Leaving Campus

No student is allowed to leave campus during school hours, unless otherwise outlined or permitted for school trips or activities. If a student must leave for other reasons, the student must have written permission from the parent or guardian granting permission to leave campus. Permission slips must be presented to the office first thing in the morning. Phone permission shall not be granted for a student to leave campus for any reason other than extreme illness or emergency approved by the principal.

The following procedures must be followed:

1. Before leaving school, the student will be issued a “Sign Out” sheet.
 - a. The sign out sheet must be signed by all the teachers of the classes being missed.
 - b. The classroom teacher will then have the opportunity to give the student work that they will be missing in class or accept any assignment(s) the student has due that day.
 - c. The teacher has been informed that the student will NOT be in their class that day and will mark the student absent.
 - d. The sheet is then returned to the Office before the student is permitted to leave the building.
2. ALL students MUST sign out of school in the office before departure.

Students who leave campus and do not return to school for any reason, or who are absent for half of the school day, i.e. illness, outside appointments shall **NOT** be permitted to participate in any after school activities that day, unless the absence is necessitated by an emergency or was pre-approved by the principal. In accordance with Diocesan Policy, students who miss an excess of 5% of class instructional time, or the equivalent of nine (9) days per semester may result in the loss of credit for the course regardless of the final average for the course. Seniors who accrue ten (10) unexcused absences per semester will not be eligible to participate in any school commencement activities.

RenWeb/ FACTS SIS/ FACTS SIS

Parents are urged to utilize RenWeb/ FACTS SIS to be pro-active in their child’s education. RenWeb/ FACTS SIS is a cloud based web-site that can be utilized by any technology that has an internet connection.(i.e. cell phone; personal computer; IOS device, etc.). All grades are posted to RenWeb/ FACTS SIS. Quarter and semester grades can be accessed through RenWeb/ FACTS SIS. Teachers post lesson plans weekly. Students who are absent need to access RenWeb/ FACTS SIS for assigned class work.

Snow Days (or an Unscheduled Day Off from School)

Notre Dame follows the procedures of the Harrison County Public Schools on those days when classes are canceled due to inclement weather or other emergency situations, unless specifically stated otherwise on local radio and television stations. Notre Dame does not have 3- hour delays and will observe these days as “tech days”. (SEE: “**Technology Day**” below)

Technology Day (Tech-Day)

Notre Dame utilizes the student’s electronic device for both scheduled and unscheduled days away from school. These are identified as “Tech-Days”. To keep Notre Dame in compliance there will be NO late work accepted for any Tech-Day assignment.

UNSCHEDULED Tech-Day (Snow Day)

Unscheduled tech-days will keep the school in compliance with the required 180 school days/year. Assignments will be posted online no later than 10:00 a.m. for each class. Due dates and times will be assigned by teacher and are to be adhered to by each student to receive credit for work completed. Unlike a regular classroom policy, any assignment not received by the

scheduled due date/time will be scored as a zero (0).

SCHEDULED Tech-Days

Some days off and some holidays have been scheduled as tech-days. Scheduled tech-days are to keep the school in compliance with the required 180 school days/year. Teachers may assign scheduled tech-day assignments before the actual scheduled day off. Students are responsible for completing scheduled assignments as they would any homework assignment. Unlike a regular class policy any assignment not received by the scheduled due date/time will be scored as a zero (0).

Suspension from School

Students **suspended** from school/class are required to turn in any previously made assignments on time, including those assignments due during the course of their suspension. While suspended, students are expected to make up class work/tests. **Suspended students are NOT allowed to participate in ANY extracurricular activities for the duration of their suspension.** These activities include but are not limited to:

1. School social activities
2. School dances, Homecoming, and Prom
3. Any NDHS sporting event (on or off NDHS property)
4. All athletic practices
5. Attendance to or participation in any athletic competition

Tuition

Notre Dame's School Financial Regulations

You will find these guidelines included in your Financial Agreement.

Financial Agreement

Every family must have completed **Financial Agreement** Contracting five days prior to the first day of classes, and made final arrangements for some approved payment plan, which must begin immediately thereafter. Even if Diocesan, Parish or other Tuition Assistance arrangements are incomplete, this contracting must be completed five days prior to the first day of classes, and some monthly payment plan must begin immediately. Failure to do so will result in serious penalties, up to and including prohibiting attendance at school, and/or prohibiting participation in any school activities, games or practices.

Tuition and Fees

All tuition and fees for the current school year will be found on the Official Financial Agreement. Additional financial obligations may be added throughout the year, as needed, by the authority of the Designated Pastor of the school. Preschool is not eligible for Tuition Assistance Programs.

Catholic Tuition Rates

In order to receive the Catholic tuition rates, the form titled, Registered, Participating and Contributing Parishioner, is required to be completed and presented every year at the time of

signing the Financial Contract. This form must be completed by Parish Pastor and include a raised seal from the Pastor.

PAYMENT PLAN

Please choose one of the following:

1. Payment in full (2% discount - due 1 week before school starts)
2. Monthly withdrawals. Arrangements can be made during your consultation with the Financial Office. There will be a fee added by FACTS for this option.
 - FACTS monthly payment plan, by direct electronic draw from your checking/savings account, must have the FACTS form completed properly and submitted several weeks before draws will begin. Therefore, your Financial Agreement must be completed earlier than those choosing to pay in full, or to pay in two payments.
 - All Catholic families requesting Tuition Assistance from the Diocese and/or

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the Parish must complete the TAP forms by the required dates of the TAP program. All Catholic and Non-Catholic families requesting Tuition Assistance from the School System (if available) must also complete the TAP forms by the required dates of the TAP program, even though no Diocesan assistance is available to Non-Catholic Families.

Note: Discounts will only apply if paid prior to the due dates applicable.

REFUND POLICY

- a) 90% refund of paid tuition will be refunded if withdrawn before the first day of class.
- b) 80% refund of paid tuition will be refunded if withdrawn between the 1st and 5th day of class.
- c) 60% refund of paid tuition will be refunded if withdrawn between the 6th and 10th day of class.
- d) 40% refund of paid tuition will be refunded if withdrawn between the 11th and 15th day.
- e) 25% refund of paid tuition will be refunded if withdrawn between the 16th and 20th day.
- f) No refunds will be given after the twenty-first day of class.

NOTE: FEES ARE NOT REFUNDABLE.

In compliance with the W.V.S.S.A.C. Rule 127-2-9 and 9-4 it should be understood that any assistance given has nothing to do with athletic or any other extracurricular activity. The financial aid given is provided based strictly on the financial needs of the applicant as seen by the administration of St. Mary's.

The following agreement is part of the Financial Agreement for each family:

I have read and understand the Tuition and Payment Policies in this agreement. I understand that my child(ren) may not be enrolled in St. Mary's School unless any outstanding balance is paid, or approved arrangements have been made regarding any outstanding balance. I also understand that no transcripts, grades, or diplomas will be issued unless the account is paid in full.

ATHLETICS

It is a fundamental policy that student-athletes realize that because they are representing the philosophy and values of Notre Dame, as such, they are held to a higher standard both on and off the playing field. The Athletic Director and Assistant Athletic Director, who report to the Principal, are responsible for all matters dealing with both intramural and interscholastic athletic events. The athletic programs at Notre Dame High School shall be regulated by all rules governing the West Virginia Secondary Schools Activities Commission (WVSSAC).

All student-athletes must be covered by appropriate insurance as determined by the coaching staff and the Athletic Director for each specific sport. All student-athletes participating in any athletic practice or event MUST have turned in the required yearly physical form before any participation is allowed. Physical forms MUST be dated AFTER May 1st of the upcoming academic year.

A student-athlete absent from school or dismissed because of illness, or on suspension may not play or practice for athletic contests, nor participate at any school-sponsored activity. Absent refers to a student-athlete who arrives to school after **8:15 a.m.**

Upon acquiring a fifth (5) tardy to school in a semester and any subsequent tardies to school, the student- athlete is not eligible to practice or play on that day or any subsequent day that he/she is late. The principal and the athletic director may review special circumstances.

It is understood that every student-athlete is a representative of the school and their words and actions should reflect the school's philosophy and follow all policies set forth in the "Student Handbook."

Eligibility

In matters of eligibility for extra-curricular activities, including athletics, Notre Dame will follow the regulations of the WVSSAC. Every student should be aware that while the WVSSAC governs athletic eligibility, it is WVSSAC policy that the school administration has the final say over who shall represent the school in any extra- curricular activity, including sports. A student's eligibility is always at the discretion of the principal. A student must maintain a 2.0 grade point average in the semester final grade. **SEE: "Academics: Assignment Policy"...**Any student who is failing, or has missing assignments, in any class for two (2) consecutive weeks may not be permitted to participate in ... any practices, (or) games...The student athlete may resume activities as soon as he or she is passing all subjects and all academic work is deemed current and acceptable by the teachers."

Any student placed on out-of-school suspension will not be allowed to participate in any activity the day(s) of the suspension. Any student who has shown by their repeated behavior or attitude that they do not live up to the ideals of Notre Dame High School will not be allowed to represent the school, regardless of their academic grades.

Student Code of Conduct and Behavior

Student Conduct

Students are expected to maintain a proper atmosphere in the building. Shouting, running, noise-making, and generally boisterous behavior is out of order. Students are expected to show good manners in dealing with each other and with the staff. Good manners are especially appropriate and will be insisted upon throughout Notre Dame.

Students may not leave class unless there is good reason and they have the permission of the teacher. Students are to go to classes prepared. They may be penalized if they return to their locker to get a book, assignment, text, etc.

Any misconduct or disruption during Mass or at church may lead to immediately receiving a detention

In public, when representing Notre Dame, students are required to follow all codes of conduct and policies as stated within the Student Handbook.

Cheating

Any student caught or suspected of cheating will be given a zero (0) for the work and her/his parent(s) contacted by the teacher.

Repeated acts of cheating will put a student's continued presence at Notre Dame into question.

SEE: "Honor Code" (independent student policy code)

Acts of cheating include but are not limited to:

- copying another student's homework
- plagiarism

If caught cheating, students may be removed from the National Honor Society and other positions of responsibility within Notre Dame.

Dress Code

All students are to abide to the following dress code upon entering Notre Dame High School.

Parents are responsible for understanding the dress code policy and seeing that student(s) have and are wearing the required uniform.

Students not adhering to any part of the dress code policy will:

- Be removed from class until suitable clothing is obtained
- Receive an infraction
- Parents will be notified

All uniform shirts, jackets, and sweaters are required to have the Notre Dame crest displayed at the upper left-hand side of the garment. All shirts are to be tucked into pants, skirts, or shirts (not rolled). Socks or hose must be worn inside all shoes. Socks must be able to be seen above the top of the shoe. ALL pants/shorts must be loose fitting and belted around the waist. *NDHS School Uniform should be purchased via the Land's End website. Type in the school code (900053323) to access uniform options.*

Standard Uniform

- White Oxford Style shirt – long or short sleeves (cotton/cotton blend) with crest
- Evergreen polo shirts with collar - long or short sleeves with crest

- Solid White undershirts (no writing or graphics)
- Dress Dockers or Khaki slacks from Land's End
 - NO external pockets
 - Slacks must be loose fitting
 - Slacks must be worn around the waist
- Plaid skirts from Land's End
 - Color - Hunter Classic Navy Plaid
 - Skirts **must be to the top of YOUR knee – front and back**
 - Skirts must be loose fitting
 - Skirts must be worn at the waist
- Belt
 - Brown
 - Black
 - Khaki
 - NO sashes
- Dress Shoes – ONLY
 - Black
 - Dark brown
 - Cordovan
 - Hey Dudes brand shoes may be worn with the regular winter school uniform but are NOT allowed for Mass or Formal Dress Days
- Socks MUST be worn and visible in ALL shoes
- NO other colors, patterns, slippers with fur lining are allowed
- NO boots
- Optional
 - Land's End navy blue blazer with crest
 - Land's End Evergreen blazer with crest
 - Land's End Evergreen sweater with crest – style optional
 - Land's End Evergreen sweater vest with crest
 - Land's End Evergreen quarter-zip pullover with crest
 - Land's End Khaki Skirt/Skort

Dress Uniform

All students must own a dress uniform. The dress uniform follows all above standards and codes. The dress uniform may be worn at any time.

The dress uniform will be worn:

1. To church
2. On Mass days
3. On any other occasion where “dress up” is announced.

Girls:

- Plaid skirt
- White cotton blouse (short or long sleeve) with crest
- Dress shoes with knee socks or tights (hunter green, navy blue, or white)
- Optional
- Tie (SEE: Boys Tie)

- Sweater/Sweater Vest with crest
- Navy or evergreen blazer with crest

Boys:

- Black Chino dress slacks (no shorts)
- White cotton shirt (short or long sleeves) with crest
- Plaid tie (Hunter classic navy from Land's End)
- Optional
 - Navy or evergreen blazer with crest
 - Sweater/Sweater Vest with crest

Middle School Uniform

7th and 8th grade students are to wear a navy polo shirt with the Notre Dame crest unless in dress uniform. Students are to follow all other dress code policies.

Warm Weather Uniform

Warm weather uniforms may ONLY be worn after authorization from administration

- Evergreen Polo shirts with collar and crest
- Khaki walking shorts
 - knee length
 - loose fitting
 - belted around waist
- Any color tennis or sport shoe
- closed toed
- no slippers

Girls

Khaki Skirt
Khaki Skort

***Khaki skorts and skirts must be loose fitting and to the knee.**

Dress-down/Dress-up Days- All Students

Dress-down policy

There are subsequent days that students are allowed to be out of uniform (dress-down). Students are still required to wear casual clothes that are representative of the values of Notre Dame. Some guidelines are, but not limited to:

- Pants/slacks/jeans/shorts- NO HOLES, RIPS, TEARS OR SHEARED FABRIC
- Should be loose fitting
- Shorts and skirts should still be conservative in length (must touch the knee)
 - No HOLES
 - NO leggings
 - NO jeggings
- Tops/shirts
 - Should be loose fitting
 - Not plunging necklines or be seen through

- Shoulders must be covered
- No disparaging words or foul language
- No crop tops or tank tops

Dress-up policy

Students are allowed during special events to wear more formal attire or “dress-up”. Students are still required to wear attire that is representative of the values of Notre Dame. Some guidelines are, but are not limited to:

- Dress Clothes should still follow any guidelines for the school uniform
- Shoulders must be covered without any openings
- All skirts need to be conservative and down to the knee

Personal Appearance

1. Hair must be neat and clean
2. Acceptable personal hygiene
3. Hair must not obstruct eyes
4. Hair must be of a natural color
5. No observable body piercing except ears
6. No gauges

Personal Integrity

Notre Dame does not permit any type of physical or verbal abuse on or about any properties owned by the Dioceses of Wheeling Charleston, Immaculate Conception Catholic Church, Notre Dame or St. Mary’s Grade School. Students are to seek non-violent means of resolving conflict. Violence of any type will result in disciplinary action. Students are not permitted to use strong/foul language, swear words, or make disparaging remarks to others. Use of tobacco, tobacco products/electronic cigarettes, alcohol, or drugs is strictly prohibited on or around school property or at any event sponsored by Notre Dame.

School Property

Faculty Lounge/Main Office and Administrative Areas

The Faculty Lounge is an area designated for TEACHERS ONLY. The copiers in the Main Office and Faculty Lounge are designated for school business only.

Administrative Areas

Students are not permitted in any administrative offices unless conducting business within that office.

Property

Students are not to write on, deface or destroy property belonging to the Dioceses of Wheeling Charleston, Immaculate Conception Catholic Church, Notre Dame or St. Mary’s Grade School, or any type of personal other personal property. Including but not limited to:

iPad/Computers/Electronics; Furniture/desks/tables/chairs;
Textbooks/books/maps/posters/charts; non-consumable classroom materials; Lockers; Locks;
Bulletin boards; Restroom facilities; Equipment/office equipment/laboratory equipment;

Building and or building infrastructure; Any item of personal property. Restitution will be required for damage to school property or personal property.

Students may not bring any unauthorized items to school (i.e. skateboards, laser pointers, lighters, matches, Frisbees, squirt guns, etc.) Any such items brought to school may be confiscated and may not be returned.

Student lockers are still the property of Notre Dame, as such, the administration reserves the right to search the lockers or other personal property of students if there is valid suspicion that a student is involved in felonious conduct (e.g., theft, drug possession). Such search, if necessary, will always take place in the presence of one or more witnesses.

Personal Property

Notre Dame cannot be responsible for any personal item that is brought onto school property.

The school is not responsible for any items stored in lockers. It is the responsibility of the student to provide a lock for their locker. Lock combinations should be safeguarded. Lock combinations will be given to the homeroom teacher. If a student's lock uses a key, a duplicate must be given to the homeroom teacher. Do not leave money, expensive coats, shoes or any article of clothing in school over-night.

It is recommended that students should not bring money to school. The school is not responsible for lost or stolen money. If it is necessary to bring a sum of money to school, it should be taken to the office for safekeeping.

Students must leave backpacks in their lockers during school hours. Large equipment bags MUST be stored out of high foot traffic areas. Students must notify the main office if large bags are stored elsewhere in the school if they are not stored in the locker room. If a student cannot find a location for a large bag, please see the main office for assistance.

COUNSELING & ADMISSIONS

Counseling Office

The school counseling office is primarily for academic, personal and career counseling. Although some minor psychological counseling will naturally take place, the vast majority of such guidance will be referred to agencies outside the school. The school counselor(s) is available to students or parents by appointment upon request. The school counselor(s) will work with students in grades 7 through 12 with academic guidance, testing and other evaluation processes, needs assessments, contests, scheduling problems, and scholarship possibilities.

Admissions

Notre Dame High School does not discriminate on the basis of race, sex, creed, color, religion or natural origin. Because of the limitations of staff, funding, and available special services, students with severe learning or behavioral disabilities may not be able to receive the attention or services which they need. As such, there may be some students who may not be admitted to Notre Dame.

In order to secure a student's spot at Notre Dame High School, tuition contracts must be signed in August for admission for the following school year.

New Student Probation

Students entering Notre Dame shall be on academic and disciplinary probation for one year. At

the end of the year, the principal shall either:

1. Suspend the probation
2. Continue the probation
3. Request the student withdraw from Notre Dame

It shall be the responsibility of the principal to prepare actions on such matters in a timely fashion.

Academic Probation

Based on quarter grades, any student who has a quarter grade point average below 2.0 will be placed on academic probation. A parent conference *will* be held with the principal, the guidance counselor, the student, the parent(s) and the teacher(s) of failed course(s). Failure or refusal to comply with the teacher/counselor recommendations will result in the matter being dealt with by the school administration. Options open to the administration could range from withdrawing the student from the failed class(es) to the student being asked to withdraw from Notre Dame High School.

If a student is placed on academic probation, the student must maintain grades in other classes during the probationary period. Grades will be reviewed half-way through the quarter. If grade(s) have not improved the student may be required to attend study hall two (2) times a week with academic work, until the grade(s) improve. The probation ends when grades improve so that there are no class failures and the quarter grade point average is 2.000 or greater.

NOTE: All students must maintain a *1.5 GPA* for the year's semester grades in order to remain at Notre Dame.

Dropping Classes/Changing Schedules

Individual student schedules are set prior to the beginning of the academic year for valid educational reasons. The set schedule may *only* be changed with the approval of the principal and with permission from the parent(s) or guardian of the student. Any changes **MUST** be made within the first TWO weeks of the new school year. No schedule changes will be made at any other time unless initiated by the teacher, counselors or principal.

Awards and Scholarships

Students are chosen for awards and scholarships based on the published criteria of the sponsoring organization. For selection, a student must be in good standing and criteria includes attitude, attendance, suspension(s), as well as academics. A faculty selection committee is utilized in making selections.

Some of the programs include, *but not limited to:*

1. **Youth in Government** - Top eighth (8th) grade social studies students - based on grades and teacher recommendations.
2. **Hugh O'Brien Leadership Program** - Top sophomores are chosen by grades, submitted essay and leadership skills.
3. **Boy's State/Girl's State** - (Junior Year) Choice made based on cumulative grade point average, student resume and student behavior. Students must have a sponsor to attend. Sponsors have the right to select any student who meets the criteria.
4. **Governor's Honors Academy** - (Years: 7th/8th, Junior). The school will nominate students to be considered for these academic programs based on cumulative grade point average, standardized test scores, leadership skills and involvement in extra-curricular

activities.

5. **Governor's School for the Arts** - (Sophomore Year) Student must apply and audition for inclusion in this statewide program to promote dance, art, music and theater.
6. **Scholarships** - Seniors are encouraged to apply for a variety of scholarships. These are based on the published criteria of the sponsoring organization. Each application carries a deadline set by the organization. Deadlines are announced to students and posted outside the guidance office. At the beginning of the school year, each senior will be asked to complete a form listing awards honors accomplishments and extra-curricular activities (school, church and community) and obtain three faculty letters of recommendation for their file. Many scholarship applications require an essay. (Note: every scholarship application should be neatly typed. Essays should be checked by an English teacher prior to putting it on the application form.)

Seniors should contact the guidance counselor for help with applications. Students are encouraged to check with their parents' place of work and organizations to which parents or grandparents belong for possible scholarship programs.

Records and Transcripts

School records are accessible to the student, the parents and/or guardians, the principal, the school counselor, the school psychologist and the school secretary. An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless the agency or institution has been provided with evidence that there is legally binding instrument, or a state law or court order granting such matters as divorce, separation or custody, which provides to the contrary. If access to a student's records are restricted due to a divorce decree, a copy of the custody section of the divorce decree should be part of the students' school records. The first copy of a transcript is free of charge. A fee of \$5.00 may be charged for each additional copy of a transcript.

Cafeteria

The cafeteria is primarily used for the lunch program. Any group desiring to utilize the cafeteria must have written permission from the principal well in advance of the event. NO food is allowed to be delivered to the cafeteria. Vending machines may be patronized by students before and after school. Snack foods during the lunch periods are prohibited because of interference with the nutrition requirements of the government's hot-lunch program. Food may not be purchased for delivery during the lunch period unless pre-approved by the principal for special occasions. The office/classroom areas of the school are out of bounds for all students at break or lunch unless given specific permission by a faculty member.

Cafeteria Regulations

Hot lunch is available each school day. A monthly menu will be published each month and available to families via RenWeb/ FACTS SIS. A check is the preferred payment for lunches which may be prepaid at the beginning of the month or charged and paid at the end of the month. Please do not include any other fees with lunch money as this money is paid directly to the cafeteria. **Checks are to be made payable to Harrison County Catholic Schools and the child/children's name should be on the front of the check.**

Families may also pay using the online child nutrition platform, School Café, by setting up an account on the School Café website: <https://www.schoolcafe.com/>. A child's cold lunch should only include the food that you expect the student to eat. The cafeteria is a place where good human and social relations can be developed. Each student is expected to use general rules of courtesy. The following are some simple rules of these rules of courteous behavior students are expected to observe in the lunchroom:

- Follow directions of all faculty and staff members while in the lunch room.
- Maintain quiet and order while waiting to be served.
- Observe good manners and dining standards at the table.
- Be seated at all times while eating lunch.
- Finish all food before leaving the cafeteria - food may not be carried out.
- Clean up any spilled liquids from table and floor. (This is a possible fall hazard.)
- Leave the table and surrounding area clean and orderly.
- Return cafeteria trays and utensils to designated area. (DO NOT throw away in trash)
- Place all trash in proper containers.
- Courtesy and respect must be given to the lunch monitors at all times.

Free and Reduced Lunch

Applications for reduced or free lunch are made available each year. All students, new and returning, must have the free/reduced applications into the school offices by September 15. If an approved application is not on file, students will be responsible for full payment for breakfasts and lunches.

Cell phone Policy

Cellular telephones will be deposited by students into the phone cabinet at the beginning of each school day. The phone cabinet will be locked the entire school day. Students may retrieve their phones at the end of the day. Students may not *possess* or use cellular telephones during school. Violations to the guidelines for cellular telephone usage will result the confiscation of the cellular telephone and returning it on the following schedule:

1. **First offense** – verbal and written warning from administration
2. **Second offense** – after one day
3. **Third offense** – after one week

Misuse of cellular telephones during the school day will result in the phones being confiscated and returned on the previously stated schedule.

Classroom Policies

Students are expected to be prepared for class every day. Students should be seated in class before the tardy bell. Students should be prepared with charged iPad, books, pens, pencils, paper, notebooks and any other classroom supplies. Students are not allowed to carry backpacks into classrooms. All backpacks must be kept in student lockers. Students are NOT permitted to eat or drink during class.

NOTE: Classroom teachers may add classroom policies and procedures, either verbally or through a syllabus, as long as it does not contradict the policies as stated in the Student Policy Handbook.

Communication

Notre Dame utilizes RenWeb/ FACTS SIS's School Reach to inform parents of upcoming events or information. The home and or cell phone number(s) listed on the student information form will be used for these calls. It is important that any change in the home or cell phone is communicated with the school as soon as possible. To add or remove a number from School Reach please contact the school in writing. Parents wishing to communicate with their student(s) will need to call the main office and leave a message.

Notre Dame's administration, faculty and staff are available for consultation with students and parents. A parent wishing to meet with a member of the school staff should telephone or email the school in order and arrange an appointment. Anyone having a disagreement with a teacher, coach or administrator should meet first with that person in order to try to come to an agreement **before** bringing it to the principal.

All parents or visitors must first report to the main office and sign in. **NOTE** – Parents and visitors are not permitted to go directly to a classroom without authorization from the office. (**SEE:** Parent Meeting Procedures p. 8)

Dance Policy

All school policies regarding drug/alcohol/tobacco use are in effect at all dances. Students who have not paid admission or have not purchased a ticket may not be present at the dance (This includes homecoming and prom). Seventh (7th) and eighth (8th) grade students may not attend senior high dances. No one twenty-one (21) years of age or older may attend a Notre Dame dance/prom unless expressly approved by the principal.

There is to be no loitering outside the building or around cars. Any student leaving the dance early must call and be given permission from their parent or guardian. Once a student leaves a dance/prom, he or she may not return. Students who arrive very late for a dance/prom will be denied admittance unless prior arrangements were made with school administration.

Normally, all Notre Dame dances are closed. If allowed, the guests must be the guest of individual Notre Dame students and approved by the principal in advance of the dance.

Dancing must be appropriate. No inappropriate dance moves are allowed (i.e. grinding, etc.).

Electronic Devices/Social Media

Unauthorized recordings, photographs, pictures, or videos taken of class, students, teachers, staff member(s), or lectures without express permission are prohibited (**SEE:** Photo Release Form). Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include suspension and/or expulsion.

The official use of the school logo and name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal. The use of social media during the school day is prohibited unless expressly instructed and monitored by a teacher. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted. Engagement in online activities, on any social media such as Twitter, Facebook, Instagram, Snapchat, etc. may result in disciplinary actions if the content of student or parent's blog includes disparaging and/or defamatory comments regarding the school, the faculty, other students, or the parish.

Virtual Reality sites can be a positive experience. However, there are potential risks to the developmental and moral life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Students whose avatars depict other students, teachers, or parish staff in a defamatory light will face disciplinary action that may include detention, suspension, and/or expulsion (**SEE: Internet Use Contract, Acceptable Use Contract & Policy**).

Field Trips

A field trip may be a fine educational experience for young people, and teachers are encouraged to plan an occasional worthwhile program off-campus for their students. A field trip is a privilege, not a right. Any student may be denied participation if they fail to meet academic or behavioral requirements. The standard Notre Dame Permission Form, signed by a custodial parent, is required in advance of a field trip. A parent has the right to refuse to allow a child to participate in a field trip. Telephone permissions and hand written letters/notes are not acceptable. Emergency situations require approval of the principal.

Medication

A student who must take prescribed medication during school hours must have a signed medical authorization form from the parent or guardian on file, and a properly completed physician's statement. The authorization must include the following:

1. Written permission from the parent or guardian.
2. Name of medication, dosage, times or intervals at which it is to be taken, duration, and possible side effects.
3. A statement releasing and holding school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

Medication must be in original containers and have affixed label including the student's name. An accurate record of the medication given must be kept.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Parents who send non-prescription medication to school with students must follow the same procedure as that outlined for students possessing prescribed medication.

The school is required to keep all medication in a secure location until the student needs to use it. It is only under these circumstances and within the outlined guidelines that any employee of the school may distribute medication. Indiscriminate dispensing of medication (such as Tylenol or cough drops) is strictly forbidden without permission from a parent or guardian.

A student who is running a fever is contagious and therefore is **REQUIRED** to stay at home until the fever is gone and must be symptom- free for 24 hours before returning. If a student has a fever during the school day, the student will be sent home from school and may only return to school when the fever is gone and must be symptom- free for 24 hours before returning.

Parking

Please remember that parking is at a premium around Notre Dame High School. Faculty and

staff have priority parking. Always be courteous and respectful when parking anywhere on and off campus.

General Parking and Procedures

On days when there are funeral liturgies at Immaculate Conception Church, faculty, staff, and students may not park on the south side of Pike Street in front of the school or church or in the back upper lot. Funeral directors place cones, signs or flags on the sidewalk to give notice of the scheduled service. During the school day, parking is prohibited in front of any rear entrance of the school. Such parking could inhibit the access of fire, emergency, or waste disposal equipment. Students are not allowed to go to cars during the school day without permission from a parent/ guardian and the office. Notre Dame reserves the right to ask any student to move from parking areas.

Student Parking

Only students in possession of a valid driver's license are permitted to drive to school. Students are expected to follow all of the general rules when parking. Seniors will be given first priority for parking spaces. Parking areas are monitored by faculty and staff of both Notre Dame High School and Saint Mary's Grade School. Loud music, foul language, loud noises, inappropriate behavior, possession or use of alcohol, tobacco, or drugs, squealing tires, parking lot driving speeds over five (5) miles an hour, or any motor vehicle violation will be subject to disciplinary and or law enforcement action. Students in violation of the parking policy or operating vehicles in an unsafe manner will be subject to having their parking privileges revoked.

Publicity

See: Contractual Policies: "Photo Release Form"

Transportation

Parental/Student Transportation

It is the responsibility of the parent or guardian to see that the student arrives at school by 7:40 a.m. **For the safety of the student, students CANNOT remain indefinitely on school property waiting for transportation. All students must leave the building by 3:00 p.m.**

When a bus is not available for extracurricular activities, students must arrange for transportation to and from an activity, practice, or game.

Busing

Through tax dollars, the government provides bus transportation for some Harrison County students at Notre Dame. Questions regarding bus schedules and routes should be directed to the Transportation Office of the Harrison County Board of Education. Parents will be given adequate notice if the Notre Dame schedule conflicts with that of the public schools and bus transportation will not be available on a particular day. If a student wishes to ride home with a friend on a Harrison County school bus, each student must have a note from their parent making this request and must be presented to the main office no later than the first period bell. No phone calls, text messages or emails will be accepted. Bus notes must be signed by the principal and given to the bus driver upon entering the bus. Notre Dame students who ride county buses need to abide by any and all rules and policies governing Harrison County School students.

Safety

Notre Dame has the following safety procedures in place: partial lockdown, full lockdown, weather emergency, evacuation, and medical emergency. During an emergency, please do not attempt to contact the school or your child for the safety of all students, faculty, and staff. Phone lines must be kept open to communicate with emergency personnel. The school will alert parents in a timely manner when the all-clear has been given in the event of a true emergency.

HARASSMENT / SEXUAL HARASSMENT

The Notre Dame philosophy is that the school endeavors to develop character, a sense of integrity and personal conscience and to promote a better understanding of and respect for the human body. Because of personal and institutional beliefs, inappropriate conduct in relation to others in the school and community will not be tolerated.

Harassment is unwelcome conduct directed toward another. It is illegal and against school policy to harass someone based on his/her race, gender, national origin, color, disability, age, marital status or religious preference. "Harassment" is defined as unwelcome conduct based on one or more of these characteristics. For example, calling someone an offensive name due to that person's national origin, race, color, age, disability, etc., is illegal and against school policy. Sexual harassment is the most common form of harassment and is described in more detail below. However, the policy for reporting and investigating any of these forms of harassment is the same as described below for sexual harassment.

Notre Dame attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion.

Sexual harassment is unwelcome conduct because of one's gender. Although sexual harassing conduct is most often sexual in nature, the conduct does not have to be sexual to amount to sexual harassment. These actions may include, but are not limited to, name calling, unwanted touching, threats, physical contact such as striking, unwanted phone calls, stalking, spreading stories (true or untrue), sexually suggestive remarks, gestures and jokes, display of offensive sexual pictures or photos, offensive and/or negative comments about a person, unwelcome pressure for dates or sex and spreading rumors about a person's sexual activity. These or other actions, which may cause another to feel embarrassed, self-conscious or afraid, are not acceptable.

Harassment of any kind can have a detrimental educational impact by making students not want to attend school, not want to take an active part in class and/or making it hard to concentrate on class material or homework. Every Notre Dame student and staff member has a right to be in a school atmosphere that is friendly, safe and conducive to study and learning. If a person feels he or she is being harassed in any way, action should be taken, and help obtained if needed. Ignoring harassment is not an effective way to stop it.

Whenever possible, tell the harasser verbally or in writing what specific behaviors are offensive and ask him or her to stop. Report the offensive behavior to a teacher, counselor or school administrator. Keep a detailed record of the harassing behavior to share with school officials who investigate the complaint.

The school administration will conduct a prompt and thorough investigation of each allegation

of harassment. While efforts are made to keep sexual harassment allegations confidential, out of necessity, in order to do an investigation, some of the allegations may become known to others. In any event, if a conclusion is made that harassment has occurred, the harasser will be subject to discipline up to and including expulsion for a student and discharge for a staff member with the one exception described below.

There will be no retaliation taken against anyone who complains of harassment, or who participates in an investigation, even if the investigation does not reveal that harassment has occurred. The only time a person who complains of harassment may be the subject of discipline is if, after the investigation, the school concludes that the person complaining purposely made false allegations of harassment against someone.

One is legally protected against sexual harassment by the Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Many incidents of sexual harassment involve a male harassing a female. Harassment can also involve a female to male, male to male, or female to female. Harassment may be student to student, teacher to student, student to teacher, or teacher to teacher. Depending on the severity of the incident, the following can be used by the administration when dealing with the offender:

- Student conference
- Parent/student conference
- Disciplinary consequences
- In-school suspension
- Out-of-school suspension
- Require professional counseling
- Offender asked to withdraw or expelled

DISCIPLINE POLICY

The discipline policy has different levels with the consequences based on the level of the offense. These guidelines refer to behavior in school, at any school-sponsored or approved event or any event connected in any way to the school, whether on or off school property. These policies are subject to change, based on Diocesan policy changes and state policy changes.

Level I (One) Offenses

1. Dress code violation – 3 violations = 1 detention (if violation cannot be remedied through the office, the student may be sent home to change with the resulting absences being unexcused).
2. Backpacks carried during school hours to classes and during lunch/breakfast times.
3. Three tardies to school or class = 1 absence in that class.

All of the above = one day of detention

Level II (Two) Offenses

1. Disrespect to other students
2. Disruption at school, on school grounds or at an after school activity
3. Inappropriate language
4. Consistent problem - repetition of same Level I or II offenses
5. Lunchroom disruption - including throwing food

These offenses require one to three days of detention depending upon severity of the circumstances and teacher recommendation. The discipline committee may be consulted at teacher request.

Level III (Three) Offenses

1. Skipping class or school (up to 3 days suspension)
2. Disrespect to teacher
3. Sharing inappropriate music or videos over school network
4. Student file sharing
5. VPN's
6. Any other misuse of electronic devise(s) and or social media
7. Any violation of the honor code

These offenses mandate three days of detention and parent notification. A second offense will result in a discipline committee conference with the parent and student.

Level IV (Four) Offenses

1. Fighting
2. Use or possession of tobacco products, *including electronic cigarettes*
3. Setting off or tampering with fire alarms
4. Possession or use of fireworks or smoke bombs
5. Destruction or defacing of school property, buses or going to or from school or, another student's personal or private property
6. Harassment/Sexual harassment of students or school personnel as stated in policy manual.
7. Making defamatory, derogatory, racial, sexual, and/or ethnic remarks to students and/or faculty
8. Extortion
9. Stealing
10. Insubordination or open defiance of a teacher or any school personnel
11. Assault and/or battery of another student or *school personnel* regardless of the reason.
12. Inciting any action that causes substantial disruption of the education process or denies student(s) free access to any phase of the curricular or extra-curricular program.
13. Publications that could substantially disrupt or interfere with school procedures.
14. Sexting or violation of any part of the Technology Acceptable Use Policy.
15. "Jailbreaking" technology (which is both a state and federal crime) This will incur a \$50.00 reimaging fee
16. Any other serious misconduct that is detrimental to Notre Dame High School.

Each of these offenses will result in a conference with the discipline committee, a minimum of four days detention and a maximum penalty of expulsion from Notre Dame.

Level V (Five) Offenses

1. Drug usage, possession or sale on school property, at/during school functions, or extracurricular activities.
2. Alcohol usage, possession or sale on school property, at/during school functions, or extracurricular activities.

Each of these offenses will result in a conference with the discipline committee and shall result in a minimum of 10 days suspension and a maximum consequence of expulsion from Notre Dame.

Level VI (Six) Offenses

1. Serious threat towards teacher, school personnel or student
2. Possession of a deadly weapon

Any one of these offenses will result in automatic expulsion/dismissal from Notre Dame.

In an attempt to reduce the amount of time students spend in detention, severe consequences are attached to continued disregard for school rules. Parents will be required to work closely with the discipline committee and the principal to insure the elimination of disruptive or noncompliant student behavior.

Definitions

Detention - is held as needed in an assigned room before, or after the regular school day as prescribed. The requirements for detention are promptness, silence, constructive writing, studying, or work detail. If a student violates any of these requirements, suspension will be in order. Detention takes place after school (2:20 p.m. – 3:00 p.m.): one day satisfies one detention. The type of detention will be specifically defined by the principal, assistant principal and or the discipline committee. Parents will be notified of a student's infraction and detention for an offense classified as a Level III or above or repeated Level I or Level II offenses.

Suspension - may be either in school or out-of-school, at the discretion of the principal, or discipline committee for a period of up to ten school days. The student's parents will be notified and suspension will officially start when so designated by the principal. Parent notification will be required when a student is suspended out of school. The student may not participate in any school activity during the suspension.

Hearing Provisions

The actions of any pupil, which may be grounds for dismissal or expulsion under the provisions of this handbook, should be reported immediately to the principal. If the principal determines that the alleged actions of the pupil would be grounds for expulsion/dismissal, a meeting will be scheduled with the discipline committee representative and principal. The Designated Pastor may also be invited to this meeting.

At the commencement of the meeting, the principal shall inquire of the pupil as to whether he/she admits or denies the offense(s). If the pupil does not admit to the offense(s) she/he should be given an explanation of the evidence possessed by the principal and an opportunity to present his/her version of the occurrence. The discipline committee will consider the evidence and determine if dismissal/expulsion is warranted. The principal or Designated Pastor shall be responsible for official notification to parents of a dismissal/expulsion.

Non-Custodial Parents- The law holds that parents do not cease to be parents when they no longer have custody of their children. Notre Dame abides by the provisions of the Buckley Amendment with respect to the rights of non- custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

DIOCESAN POLICIES

Pregnancies and Student Marriages (Diocesan Policy #5610)

In the event of a marriage of students or the pregnancy of an unmarried girl, the following guidelines are to be followed. Neither pregnancy nor marriage should be considered grounds for dismissal. Every effort should be extended to ensure the possibility of the student's continuing his/her education in the Catholic school, homebound instruction, or in another school of his/her choice.

Rationale:

1. If a pregnancy occurs, the Christian response is one of acceptance and understanding, and not judgment and condemnation.
2. If the student is 18 years old, he/she is legally an adult. If the student is married by a church official or an authorized state official, he/she is a legally married, responsible adult in the eyes of the state.
3. Experience has shown that there is seemingly no conclusive evidence that married life and school are incompatible.
4. Christian educators are in a position to help a young married student make his/her adjustments to married life.

Abortion (Diocesan Policy #5611)

The Catholic Church remains steadfast in its teaching that voluntary abortion is the taking of human life and, therefore, immoral. Any student in a Catholic school in the Wheeling-Charleston Diocese who, with full knowledge and consent undergoes an abortion or actively assists in the procurement of an abortion shall be expelled from school. This policy is subject to the appeal process during which the expelled student(s) may show cause why the expulsion should be revoked. It is through the appeal process that the expelled student(s) may produce evidence of mitigating circumstances to allow reversal of the expulsion and reinstatement to the school.

Diocesan Religion Curriculum

To comply with Diocesan Guidelines, the Religion Curriculum reflects some changes, and will be adjusted on an ongoing basis to stay current with Diocesan guidelines. The Notre Dame Religion Program seeks to build upon the St. Mary's Religion Program, as well as to provide a solid course of study for students transferring from other schools.

- 7th grade: We Live our Faith; As Disciples of Jesus Creed: Liturgy: Sacraments
- 8th grade: We Live Our Faith; As Members of the Church Creed; Church History; Church in the Modern World
- 9th grade: Jesus Christ, His Mission and Ministry Life of Christ Through Scripture; New Testament
- 10th grade: Sacred Scripture, A Sacred Study of God's Word Continued Study of Scripture, Emphasis on Old Testament
- 11th grade: Your Life in Christ; Foundations of Catholic Morality
- 12th grade: Semester I; Exploring the Religions of our World; Emphasis on Islam/Judaism Semester II; Creating a Christian Lifestyle (Adulting 101)

Also, in compliance with Diocesan Guidelines, the **Theology of the Body** component will be extended into the high school. While parents clearly have a key role in helping their children to grow in their understanding of human sexuality from a Catholic-Christian perspective,

religious education in parishes and schools also contributes a systematic approach to such teaching. Clarity of the Catholic-Christian perspective will enable students to critically evaluate all other influences in this area, such as media and peer messages.

Protecting God's Children is a Diocesan program designed to help children and adolescents stay safe from potential predators and unhealthy influences. Two lessons from this program will be taught each year as part of the Religion curriculum. If parents have concern about the content of these lessons, they are urged to talk to the teacher. Opting out is possible if parents notify the office in writing that they do not wish their child to participate in this program. In addition to religion classes, all students will participate in **Christian Service** on a regular basis. Serving the needs of others is an integral part of Christian life and is not limited to service projects done on special occasions. Service will be a requirement in religion class and will count for a percentage of each student's religion grade. Service can be done at home, in school, at church, or in the community.

Opportunities for individual and communal **prayer, liturgical celebrations, and retreats** will be provided on a regular basis. Each school day begins with prayer. Religion classes often include a prayer experience. Students will also participate in liturgical celebrations by class, group or whole school on average of once a week. Each grade level will have an annual day of reflection, with the possibility for overnight retreats.

The administration and faculty of the schoolwork to achieve a double goal: first, that the students will know thoroughly the basic tenets of their Catholic faith and strive to let their behavior flow from the Gospel values they have learned: second, that while learning even secular subjects the students will find Gospel values permeating the curriculum and being lived out by the entire school community.

(Moving in God's Spirit: A Plan for Catholic School, Diocese of Wheeling-Charleston, 2000)

2024-2025

NOTRE DAME STUDENT HANDBOOK AND SCHOOL POLICIES

Signatures at the end of this document are legally binding and indicate that the parties who sign, have read the student handbook policies and conditions carefully and understand their significance and consequences.

STUDENT:

I have read and understand the student handbook, its policies, conditions and consequences.

My Signature below and that of my parent(s) or guardian(s) means that I agree to follow the policy guidelines as set forth in the student handbook.

Student's Printed Name: _____

Student's Signature: _____

Date: _____

PARENT OR GUARDIAN:

We ask that you read this policy handbook with your child and sign below.

As the parent (guardian) of _____ (student's name) I have read the student handbook with my son/daughter. I understand the policies and conditions as set forth in the student handbook. I have discussed these policies, conditions and consequences with my child.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Please read, sign and return to homeroom teacher.