



**NOTRE DAME HIGH SCHOOL**  
CHARACTER • COMPASSION • CONFIDENCE

**STUDENT &  
PARENT/GUARDIAN  
HANDBOOK  
2024-2025**

One Notre Dame Way • West Haven, CT 06516  
[www.NotreDameHS.com](http://www.NotreDameHS.com)

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# NOTRE DAME HIGH SCHOOL MISSION, VISION, VALUES



## Our Mission

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

## Our Vision

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

## Our Core Values

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

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

**Transformation:** We help each Notre Dame student develop character, compassion and confidence who is college- and life-ready.

# THE NOTRE DAME CODE

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

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

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

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

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

## OBJECTIVES OF A NOTRE DAME HIGH SCHOOL EDUCATION

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

# **Educational Opportunity/Anti-Discrimination Policy**

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

## **Handbook Authorization**

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

Notre Dame High School will utilize SchoolMessenger through PowerSchool to communicate with our students and families regularly. All parents in PowerSchool are automatically opted in to receive messages regarding an absence, tardy, discipline report, academic report as well as school closures and weather related issues. Please contact our main office if there are any changes to your contact information.

# **FACULTY, ADMINISTRATION AND STAFF 2024-2025**

**Mr. Robert F. Curis, President**

## **ADMINISTRATION and STAFF**

- Mr. Michael Abbott '95, Vice President for Mission Effectiveness
- Mrs. Rachel Blessing, Business Manager
- Mrs. Sue Bonaventura, Director of Digital Content, Branding and Design
- Ms. Caroline Burns, Vice President for Enrollment Management
- Mrs. Suzanne Carlona-Torre, RN, School Nurse
- Mr. Chris Ciuca, Director of Facilities
- Mr. Nick DeFeo, Dean of Students
- Mrs. Lisa Ferraro, Vice President for Development
- Mr. Brian Footit, Director of Institutional Technology
- Ms. Alyssa Golde, Director of Admissions Operations and Communications
- Mr. Pasquale Izzo '00, Vice President for Student Success
- Mrs. Casey LaMonaca, Associate Vice President for Academic Affairs & Student Success
- Mr. Dominick Mastriano '86, Director of School and College Counseling
- Mr. Dylan Molster, '16, Associate Vice President for Advancement
- Mrs. Marcia Monagan, Major Gifts Officer
- Ms. Karen Pellegrino, Director of Communication and Enrollment Strategies
- Mr. Jason Shea '96, Director of Athletics
- Ms. Colleen Schulken, Main Office Coordinator and Executive Assistant
- Mrs. Laury Thomas, Staff Accountant
- Mr. Ruben Valencia, Vice President for Academic Affairs

# ACADEMIC FACULTY

| <b>STUDENT SUCCESS</b>        |  |
|-------------------------------|--|
| Academic Center               | Ms. Kathleen Matthews, <i>Coordinator</i><br>Mr. Dennis Yacono '07   |
| School and College Counseling | Mr. Dominick Mastriano '86, <i>Director</i><br>Mr. Gregory Diaz<br>Ms. Sarah Lauer, <i>Freshman Counselor</i>  |
| <b>ACADEMIC DEPARTMENTS</b>   |  |
| English                       | Mrs. Lucy Abbott, <i>Chair</i><br>Mrs. Justine Amarosa<br>Mr. Chris Bradley, '19<br>Mrs. Kimberly Butz<br>Mrs. Carol Davis<br>Mr. Trevor Fanning<br>Mr. Jason Kern<br>Mrs. Betsy Whittaker<br>Ms. Kathy Matthews |
| Entrepreneurship              | Mr. Joseph DeCaprio  |
| Fine Arts                     | Mr. Trevor Fanning, <i>Music Director</i><br>Mr. Chris Bradley '19, <i>Assistant Music Director</i><br>Ms. Linda Dempsey   |
| World Languages               | Mrs. Dacia Mirabelle, <i>Chair</i><br>Mr. Omar Espinosa '97<br>Dr. Sean Gleason '03<br>Mrs. Elisabetta Haversat<br>Mr. Nico Salati '17   |
| Mathematics                   | Mr. Noah Wilson, <i>Chair</i><br>Mrs. Nicole Graham<br>Mr. Kwesi Koomson<br>Mr. Pierce Klein<br>Mr. Dennis Yacono '07  |
| Religious Studies             | Mr. Michael Abbott '95, <i>Chair</i><br>Mr. Michael Celentano '86<br>Mr. Joseph Ramirez<br>Reverend Geoff Sinibaldo  |
| Science                       | Mrs. Elizabeth Coluccio, <i>Chair</i><br>Mrs. Carella Barrett-Rafala<br>Mr. Paul Campano '83<br>Mr. Brendan McGuire<br>Mr. Christopher McMullen  |
|                               |  |

|   |  |
|---|--|
| Social Studies                              | Mr. Timothy Furtak '02, <i>Chair</i><br>Mr. Brett Betkoski<br>Mr. Chris Bradley '19<br>Mr. Adam Laput '89<br>Mr. Joseph Ramirez  |
| <b>SIGNATURE PROGRAMS</b>                   |  |
| International Baccalaureate Diploma Program | Mrs. Kimberly Butz, <i>IB Coordinator</i>  |
| Leadership                                  | Mr. John DeCaprio  |
| Moreau Honors Program                       | Mrs. Lucy Abbott<br>Mrs. Justine Amarosa<br>Mr. John DeCaprio  |
| NDXL  | Mr. Ruben Valencia, <i>Director</i><br><br><i>Experiential Learning Team:</i><br>Mrs. Carella Barrett-Rafala<br>Mr. Jason Kern<br>Mr. Kwesi Koomson<br>Mr. Noah Wilson |
| Sports, Exercise and Health Science         | Mr. John Warrick   |
| Engineering                                 | Dr. Yolanda Valencia   |



# ACADEMICS

## Accreditation

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

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

## Daily Bell Schedule

|                         | <b>Regular Schedule</b> |
|-------------------------|-------------------------|
| <b>Warning Bell</b>     | 8:05 a.m.               |
| <b>Period 1</b>         | 8:10 - 9:06 a.m.        |
| <b>Period 2</b>         | 9:10 - 10:05 a.m.       |
| <b>Teacher Advisory</b> | 10:09 - 10:24 a.m.      |
| <b>Period 3</b>         | 10:28 - 11:23 a.m.      |
| <b>Community Period</b> | 11:27 a.m. - 12:27 p.m. |
| <b>Period 4</b>         | 12:31 - 1:26 p.m.       |
| <b>Period 5</b>         | 1:30 - 2:25 p.m.        |

|                         | <b>Delayed Opening</b>  |
|-------------------------|-------------------------|
| <b>Warning Bell</b>     | 10:05 a.m.              |
| <b>Period 1</b>         | 10:10 - 10:43 a.m.      |
| <b>Teacher Advisory</b> | 10:47 - 10:57 a.m.      |
| <b>Period 2</b>         | 11:01 - 11:33 a.m.      |
| <b>Community Period</b> | 11:37 a.m. - 12:37 p.m. |
| <b>Period 3</b>         | 12:41 - 1:13 p.m.       |
| <b>Period 4</b>         | 1:17 - 1:49 p.m.        |
| <b>Period 5</b>         | 1:53 - 2:25 p.m.        |

## Graduation Requirements

Each student must take a minimum of six courses per semester. In all cases, our (4) courses must be from Level 1 to Level 4, and the remaining may be taken from any of the five levels.

The minimum course requirements to be eligible to receive a diploma are:

| <b>Subject</b>               | <b>Class of 2025</b> | <b>Class of 2026</b> | <b>Class of 2027</b> | <b>Class of 2028</b> |
|------------------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Religious Studies</b>     | 4 Credits            | 4 Credits            | 4 Credits            | 4 Credits            |
| <b>English</b>               | 4 Credits            | 4 Credits            | 4 Credits            | 4 Credits            |
| <b>Social Studies</b>        | 3 Credits            | 3 Credits            | 3 Credits            | 3 Credits            |
| <b>Mathematics</b>           | 4 Credits            | 4 Credits            | 4 Credits            | 4 Credits            |
| <b>Science</b>               | 3 Credits            | 3 Credits            | 3 Credits            | 3 Credits            |
| <b>Foreign Language</b>      | 2 Credits            | 2 Credits            | 2 Credits            | 2 Credits            |
| <b>Fine Arts</b>             | .5 Credit            | .5 Credit            | .5 Credit            | .5 Credit            |
| <b>Life Skills</b>           | .5 Credit            | .5 Credit            | .5 Credit            | .5 Credit            |
| <b>Physical Education</b>    | .5 Credit            | Not Applicable       | Not Applicable       | Not Applicable       |
| <b>Experiential Learning</b> | 2 Credits            | 2 Credits            | 2 Credits            | 2 Credits            |
| <b>Electives</b>             | 2.5 Credits          | 2.5 Credits          | 2.5 Credits          | 2.5 Credits          |
| <b>TOTAL CREDITS</b>         | 26                   | 25.5                 | 25.5                 | 25.5                 |

## Course Syllabus

All courses will have a course syllabus that will be posted or distributed by the first week of the semester. The guidelines will state the course goals, objectives and expectations homework policy, grading policy, late assignment regulations, make-up work, notebook requirements and extra help sessions. Each syllabus will also include teacher contact information, classroom behavior policy and cell phone policy.

## Course Levels

All courses are college preparatory. Levels are assigned to courses based on content, level of difficulty of texts, nature and difficulty of assignments and projects and the pace of instruction. Students are placed in levels based on past academic record and the results of placement tests taken upon enrollment.

- Level \* :** Enrichment - Courses not included in overall weighted average
- Level 1 :** College Preparatory - Courses emphasize study skills within the content area
- Level 2 :** Accelerated College Preparatory - Course are considered challenging
- Level 3 :** Honors
- Level 4 :** International Baccalaureate  
Advanced Placement Courses  
Early College Experience Courses (ECE)

## AI Policy

Students may not use AI platforms to produce work for submission. Such unoriginal uses of AI will be treated like cheating. There may be instances when AI platforms will be allowed in class, but only under supervision.

## **Assignment/Homework Policy**

The Notre Dame High School Assignment/Homework Policy applies to all students equally unless otherwise stated by the teacher. Students will only receive full credit for assignments submitted by the due date. A grade of zero will be entered into PowerSchool immediately to inform students/parents/guardians that an assignment was not completed. Students will get 10% off each day that the assignment is late; after 10 days, if the assignment still has not been turned in, the zero will remain in PowerSchool. If a student does not understand the assignment, it is the student's responsibility to ask for help when the assignment is assigned. Missing work due to absences must be submitted within the number of school days a student is absent.

## **Assignments and Grades**

Students will only receive full credit for assignments submitted by the due date. Assignments submitted late will receive a penalty of 10% for each day the assignment is late. Missing work due to absences must be submitted within the number of school days a student is absent.

## **Midterm/Final Exam Policy**

All students are required to be present to take their mid-term/final exams at the times and dates posted by the Notre Dame Administration. Attendance for mid-term/final exams is mandatory. Students must adhere to the posted schedule and arrive on time for each exam. The examination schedule will be communicated in advance to ensure that students and families are informed of the dates and times. Mid-term/final exams will be held on the last four days of each semester.

It is the responsibility of the students and their families to stay informed about the mid-term/final exam schedule and any updates or changes. The school will ensure that all relevant information is clearly communicated through appropriate channels. Compliance with this policy is essential to ensure the smooth operation of the examination process and to uphold academic standards. By adhering to this policy, we aim to provide a structured and fair examination process for all students.

## **International Baccalaureate Diploma Program (IB)**

The IB Diploma Program furthers Notre Dame's mission of cultivating hearts and minds through challenging, interdisciplinary coursework that exposes students to the challenges and opportunities of engaging with an ever-changing, interconnected world. Notre Dame students take courses, usually two years in length, in all areas of human knowledge. The courses stretch their critical thinking, writing and presentation skills while introducing them to the idea of thinking across disciplines and making them aware of the variety of perspectives and approaches to learning. The IB produces students capable of original thought who are confident in their perspectives and willing to listen and be informed by others. The IB focuses on deep understanding of the content that is taught and focuses on developing 21st century skills that will translate to any career path. Over the course of the program, students further develop their strengths and improve on areas of weakness.

The IB Diploma is the only course of study at the high school level that has world-wide acceptance. Admission into the IB Program is through an application process in the sophomore year. All IB students are required to pay for and successfully complete and submit all components of their IB assessments

including, but not limited to, IB class-based assessments, IB Internal Assessments, and IB External Exams. In addition, IB students must complete an Extended Essay (EE), fulfill the requirements of Creativity, Activity, and Service (CAS), and complete all assessments in the Theory of Knowledge (TOK) course. Payment for IB exams will be billed directly to a student's tuition account by the Business Office after October 1. In addition, students must complete an extended essay, fulfill the requirements of Creativity, Action and Service (CAS) and complete all assessments in the Theory of Knowledge (TOK) course.

Notre Dame IB students are eligible to receive two diplomas: one from Notre Dame High School and one from the IBO, marking their accomplishment as both a Notre Dame student and an IB Scholar. The IB Diploma opens doors to the best colleges and universities in the United States and around the world.

## **Advanced Placement/E.C.E. Courses/College Credit**

### **Advanced Placement Courses:**

Notre Dame High School offers the following Advanced Placement courses:

- Calculus AB
- Biology
- English Language and Literature
- English Composition and Literature
- Government and Politics
- Italian
- Spanish
- U.S. History
- Chemistry
- Physi

Additional Advanced Placement courses are also available in the Virtual High School. The Advanced Placement examinations are offered in May by the College Board. All students enrolled in an Advanced Placement course must pay for and take the Advanced Placement Exam at the end of the course, unless exempted by the teacher for an extenuating circumstance. Payment for AP exams will be billed directly to a student's tuition account by the Business Office after October 1. Students who do well on these exams may receive college credit from the college they eventually attend.

### **University of Connecticut Early College Experience:**

The University of Connecticut Early College Experience (ECE) provides academically motivated students the opportunity to take university courses while still in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college and earn college credits that provide both an academic and a financial head start on a college degree. ECE instructors are certified as adjunct professors by UConn faculty and create a classroom environment fostering independent learning, creativity and critical thinking. Notre Dame offers the following ECE courses:

- English
- World Language
- Science

To support rigorous learning, the University of Connecticut library resources are also available to students. ECE students must successfully complete the course with a grade of C or better to receive university credit. University credits may be transferable to other universities. Students enrolled in an ECE course must take the ECE exam or final assessment as prescribed by the university. In cases where a student is in a course that offers both ECE or AP credit, one of those exams must be taken. Payment for ECE exams will be billed directly to a student's tuition account by the Business Office after October 1. Students are charged a per credit fee in the fall by the University of Connecticut. For additional information, visit [www.ece.uconn.edu](http://www.ece.uconn.edu).

### **College Credit Courses:**

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

## Grading and Assessment

Grades are posted electronically at the end of each quarter. Students are expected to accompany their parents to all teacher conferences held during the school year for clarity of communication and appropriately placed responsibility.

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

A failing grade is any grade or average below 60 percent. Failed courses must be made up in an approved summer program in order for a student to return to Notre Dame High School for the next academic year. Any student who loses three credits will normally be asked to withdraw from Notre Dame. If a student fails a required course in summer school, he may be asked to withdraw from Notre Dame.

A student who fails two or more courses based on the quarter grade will be placed on Academic Probation.

Any student who receives an incomplete grade or is placed on Academic Probation for any courses during a quarter may not participate in any co-curricular activities until the coursework has been completed. A student may be placed on Academic Probation at any time at the discretion of the Vice President for Student Success.

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

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

## Transcript - Weighted Overall Average Scale of Point Values

The Notre Dame transcript includes all final grades, credit granted, attendance records, the overall average and the weighted overall average. The overall average is the cumulative average of all courses taken on a 100 point scale. The overall **weighted** average is based on a 4.0 scale and the level of difficulty factored in for all courses Level 1 through 4. Only Level 1 through 4 courses will be included in

the overall weighted average. A course designated as belonging to the (\*) category, although important to the curriculum, will not be included in the weighted overall average.

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

| <b>Grade</b> | <b>Level 4</b> | <b>Level 3</b> | <b>Level 2</b> | <b>Level 1</b> |
|--------------|----------------|----------------|----------------|----------------|
| 99           | 5.000          | 4.500          | 4.250          | 4.000          |
| 98           | 4.925          | 4.425          | 4.175          | 3.925          |
| 97           | 4.850          | 4.350          | 4.100          | 3.850          |
| 96           | 4.775          | 4.275          | 4.025          | 3.775          |
| 95           | 4.700          | 4.200          | 3.950          | 3.700          |
| 94           | 4.625          | 4.125          | 3.875          | 3.625          |
| 93           | 4.550          | 4.050          | 3.800          | 3.550          |
| 92           | 4.475          | 3.975          | 3.725          | 3.475          |
| 91           | 4.400          | 3.900          | 3.650          | 3.400          |
| 90           | 4.325          | 3.825          | 3.575          | 3.325          |
| 89           | 4.250          | 3.750          | 3.500          | 3.250          |
| 88           | 4.175          | 3.675          | 3.425          | 3.175          |
| 87           | 4.100          | 3.600          | 3.350          | 3.100          |
| 86           | 4.025          | 3.525          | 4.275          | 3.025          |
| 85           | 3.950          | 3.450          | 3.200          | 2.950          |
| 84           | 3.875          | 3.375          | 3.125          | 2.875          |
| 83           | 3.800          | 3.300          | 3.050          | 2.800          |
| 82           | 3.725          | 3.225          | 2.975          | 2.725          |

|          |       |       |       |       |
|----------|-------|-------|-------|-------|
| 81       | 3.650 | 3.150 | 2.900 | 2.650 |
| 80       | 3.575 | 3.075 | 2.825 | 2.575 |
| 79       | 3.500 | 3.000 | 2.750 | 2.500 |
| 78       | 3.425 | 2.925 | 2.675 | 2.425 |
| 77       | 3.350 | 2.850 | 2.600 | 2.350 |
| 76       | 3.275 | 2.775 | 2.525 | 2.275 |
| 75       | 3.200 | 2.700 | 2.450 | 2.200 |
| 74       | 3.125 | 2.625 | 2.375 | 2.125 |
| 73       | 3.050 | 2.550 | 2.300 | 2.050 |
| 72       | 2.975 | 2.475 | 2.225 | 1.975 |
| 71       | 2.900 | 2.400 | 2.150 | 1.900 |
| 70       | 2.825 | 2.325 | 2.075 | 1.825 |
| 69       | 2.750 | 2.250 | 2.000 | 1.750 |
| 68       | 2.675 | 2.175 | 1.925 | 1.675 |
| 67       | 2.600 | 2.100 | 1.850 | 1.600 |
| 66       | 2.525 | 2.025 | 1.775 | 1.525 |
| 65       | 2.450 | 1.950 | 1.700 | 1.450 |
| 64       | 2.375 | 1.875 | 1.625 | 1.375 |
| 63       | 2.300 | 1.800 | 1.550 | 1.300 |
| 62       | 2.225 | 1.725 | 1.475 | 1.225 |
| 61       | 2.150 | 1.650 | 1.400 | 1.150 |
| 60       | 2.075 | 1.575 | 1.325 | 1.075 |
| Below 60 | 0     | 0     | 0     | 0     |

## Honors

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

- **First Honors:** A student has achieved an average of 90% or better.
- **Second Honors:** A student has achieved an average of 85% to 89%.

In order to achieve either First or Second Honors, no individual grade may be below 75%, nor may grades be incomplete in a course for credit. Students with an incomplete for their service requirement will also be ineligible for the honor roll.

## National Honor Society

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

### Academic Requirements:

**Seniors:** A senior must have a cumulative average of 90% for freshman, sophomore and junior years and for the first semester of the senior year while carrying at least six courses at all times. If the cumulative average for freshman, sophomore, junior and senior years has not dropped below 90% and they continue to meet the remaining criteria, they will receive their permanent membership at the annual Honors Convocation in May.

**Juniors:** Juniors will be inducted into the Notre Dame Chapter of the National Honor Society at a ceremony in February. Students eligible for induction must have a cumulative average of 90% for their freshman and sophomore years and the first semester of their junior year, with the following provisions:

- No Level \*, 1 or 2 course can have a final grade below 78%, and/or
- No Level 3 or 4 course can have a final grade below 75%
- Student must carry at least four courses at all times

Students who meet the scholarship requirements will then be evaluated on their service, character, leadership, extracurricular activities and the degree of difficulty of their academic courses. Juniors inducted into the National Honor Society will be re-evaluated at the end of the junior year. A student will be dismissed and not eligible for reinstatement if:

- The junior cumulative average for freshman, sophomore and junior years drops below 90%
- Any final grade junior year is below 80%, and/or
- The grade in a Level 3 or 4 course falls below 75%

Juniors must continue to meet the remaining criteria to maintain membership.

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

### Additional Demonstrated Criteria:

Students must demonstrate their character, leadership and service. Academically eligible students must complete the Student Activity Information Form. The form will be distributed by the moderator of the National Honor Society.

Students who have exceeded the number of allowable absences according to the attendance policy, or who have an excessive number of tardies on their record will be ineligible for the National Honor Society.

### Faculty Council:



The Faculty Council reviews all submitted Student Activity Information Forms. The Council will select those students who will be honored with induction into the National Honor Society.

The Faculty Council will hear any appeals regarding selection to or eligibility for the National Honor Society.

### **Removal:**

Any member of the National Honor Society who fails to abide by the bylaws of the National Honor Society may be removed. Copies of the selection procedure are available upon request.

## **Academic Honesty Policy**

### **Definition of Academic Dishonesty:**

Academic dishonesty is defined as behavior that results in, or may result in, the student or any other student gaining an unfair advantage in one or more assessment components. Academic dishonesty includes:

- Plagiarism: Defined as the representation of the ideas or work of another person as the student's own, intentionally or unintentionally.
- Collusion: Defined as supporting academic dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication: Defines as the presentation of the same work for different assessment components.
- Impersonating another student.
- Unauthorized use of Artificial Intelligence (AI): Students are not permitted to use AI platforms such as ChatGPT without the express consent and supervision of the teacher who is responsible for the assignment. Additionally, teachers reserve the right to use artificial intelligence monitoring or detection tools on any parts of or on completed assignments to determine its unauthorized use. Relying on AI deprives students of valuable opportunities to learn how to write, research, and use critical thinking skills.
- Altering grades on a computer database and/or other forms of technology misuse.
- Electronic language translators are strictly prohibited. Typing phrases or copying sentences into a translator and then presenting the translation as your own work is considered academic dishonesty.
- Any other behavior that provides a student an unfair advantage or affects the results of another student's work or grade. Examples include, but are not limited to:
  - Taking unauthorized material into or out of a classroom
  - Misconduct during an assessment
  - Falsifying records
  - Disclosure of information to and receipt of information from a student about the content of an examination paper within 24 hours after a written examination

### **Every student must be able to authenticate all of their work by producing a complete revision history and answering questions about any work submitted.**

Notre Dame students are required to submit all formally graded writing assignments to **Turnitin.com**. This site allows teachers to reinforce proper writing, research and citation methods. Each student receives ONE *Turnitin.com* license which can only be registered with a Notre Dame address. All students will also have access to *Turnitin.com*, states the following:

Students agree that by using *Turnitin* "all formally graded writing assignments will be subject to submission for textual similarity review to *Turnitin.com* for the detection of plagiarism. All submitted formally graded writing assignments will be included as source documents in the *Turnitin.com* reference database solely for the purpose of detecting plagiarism of such papers. Use of the *Turnitin.com* service is subject to the Usage Policy posted on the *Turnitin.com* site."

### **Reporting and Investigating Academic Dishonesty:**

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

- The teacher will investigate and make an initial determination and classification of the level of the offense. (1, 2 or 3 as described below.)
- The teacher will contact the Vice President for Academic Affairs and the Department Chair. If a review committee is needed, it will meet and discuss the level of the offense(s) and determine the appropriate consequence(s).
- The VP for Academic Affairs will make a determination and communicate to the teacher and student advisor. The teacher or VP for Academic Affairs will follow up with the student and family.

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

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

| <b>Level of Offense</b> | <b>Possible Offenses</b>   | <b>Potential Consequences</b>  |
|-------------------------|--|--|
| <b>Level 1</b>          | <ul style="list-style-type: none"> <li>• Copying another student’s assignment</li> <li>• Providing for/assisting another student in copying assigned work</li> <li>• Sharing an assignment in violation of the expectation that students work alone</li> <li>• Other comparable offenses, including the violation of assessment procedures intended to safeguard fairness</li> <li>• Unauthorized use of ChatGPT or any other AI platform</li> </ul> | <ul style="list-style-type: none"> <li>• Parent notification by teacher</li> <li>• Score of 0 on the assignment</li> <li>• Record of the incident included in the student’s discipline file</li> <li>• Detention(s) may follow depending on the action.</li> </ul>   |
| <b>Level 2</b>          | <ul style="list-style-type: none"> <li>• Second offense of a Level 1 offense</li> <li>• Inappropriately sharing any assessment (or part thereof) with another student</li> <li>• Submitting work that has been developed by another as one’s own</li> <li>• Committing academic dishonesty on any summative assessment</li> <li>• Using physical or electronic methods of receiving or giving questions or answers on an assessment</li> </ul>       | <ul style="list-style-type: none"> <li>• Parent notification by teacher</li> <li>• A suspension (in-school or out of school) may follow depending on the offense</li> <li>• Multiple detentions may follow</li> <li>• Score of 0 on the assignment</li> <li>• Record the the incident included in the student’s discipline file</li> </ul> |

|                |  |   |
|----------------|--|---|
|                | <ul style="list-style-type: none"> <li>Unauthorized use of ChatGPT or any other AI platform</li> </ul>   |   |
| <b>Level 3</b> | <ul style="list-style-type: none"> <li>Third offense of a Level 1 offense</li> <li>Second offense of a Level 2 offense</li> <li>Unauthorized use of ChatGPT or any other AI platform</li> <li>Stealing, accessing or improperly possessing any examinations or other assessments, either physically or electronically</li> <li>Altering grades on a computer database</li> <li>Academic dishonesty on any midterm or final examination</li> <li>Committing academic dishonesty on any IB assessment</li> <li>Impersonating another student for any reason</li> </ul> | <ul style="list-style-type: none"> <li>Parent notification by teacher</li> <li>Out of school suspension</li> <li>Disciplinary review for possible dismissal</li> <li>Subject to removal from course and/or forfeit of weighted grade</li> <li>Record of the incident included in the student's discipline file</li> <li>Teacher have the option of rescinding a student's college recommendation</li> <li>Forfeit eligibility for year end Academic Achievement Awards</li> </ul> |

## Department of School and College Counseling

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

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

All non-freshmen students are assigned to a school counselor according to their last names. All freshmen will be assigned to the freshman class counselor. Counselors assist students in identifying challenges, gathering information and finding solutions.

## Teacher Advisory Program

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

The goals of the Teacher Advisory Program are:

- Provide students with a meaningful relationship with an adult
- Designate a teacher to monitor the student's academic and social progress
- Challenges the student to think ahead and plan for life after ND
- Personalize the educational experience the student is receiving
- Build a positive school culture and community

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

Over the course of the academic year, the mentor will meet privately with each student assigned to his/her advisory group. This meeting can occur before or after school, during the community period or during the student's study hall. This meeting will be used to build rapport and to set academic, co-

curricular and social goals. The advisory period is required of all students and is considered a very important part of the school day.

## **Academic Center**

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

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

# ATTENDANCE

## Calendar

A school calendar is posted online indicating all school days, school holidays, recess and early dismissal days, as well as all major events and meetings. Extended vacations or other outside school appointments that require absences from regular instruction are strongly discouraged. If absences are anticipated, students and parents must contact the Dean of Students in writing at least one week in advance to receive written authorization and instructions. Students are responsible for all missed class work and related assignments. Teachers are not required to give extra help for extended vacations.

## School Absence

**When a student is absent from school, his parents must email the Attendance Office at [attendance@notredamehs.com](mailto:attendance@notredamehs.com) no later than 8:30 a.m. The email must come from the parent/guardian email that is stored in PowerSchool. Please include the following information:**

- **Student's first and last name**
- **Student's year of graduation**
- **Date of the absence**
- **Reason for the absence**

**Please DO NOT call the Main Office to report an absence.**

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

Attendance is recorded by class. Accordingly, students must be very conscious of the number of days they are absent from school. There is often a misunderstanding that certain days are considered "excused" and others are "not excused." The only excused days are those that involve missing school when students are on a school sponsored/related trip (retreat day, class trip, college visit), when there is a death in their immediate family, or when they are under a doctor's care for an extended illness. It is recommended that family vacations and personal days be taken or scheduled around the days off and school vacations. Parents can track absences and late arrivals by class through PowerSchool. In order for a student to return to class following an absence, he must have a written note from his parents/guardians explaining the reason for his absence. A student who has been absent for three consecutive days for illness must return to school with a note from a doctor that will be kept in his file.

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

To participate in after school activities, including athletics, a student arriving late must be at school by 10:00 a.m. A student leaving early cannot leave until 12:00 p.m. if he wishes to participate in after school activities, including athletics, as long as they have arrived at school on time in the morning. A student may not be allowed to participate in after school activities if he is excessively tardy to school.

Absence from school excludes a student from participation in or attendance at any school related activity including, but not limited to athletics and any co-curricular activity on the day(s) of his absence.

Students who accumulate more than sixteen (16) absences per full year course throughout the school year, or eight (8) absences per semester course, will be in jeopardy of losing credit. After eight (8) absences the Dean of Students will issue a warning letter to the parents/guardians outlining the absenteeism and school policy regarding excessive absences. After a student exceeds twelve (12) absences, the parents/guardians will be required to meet with the Dean of Students and Vice President for Student Success to discuss potential loss of credit and withdrawal from Notre Dame High School. Possible outcomes for a student with excessive absences include:

- The student will be allowed to remain in the classroom under conditions outlined by the Dean of Students.
- The student will be required to make up hours. Hours would range from a minimum of five to a maximum of ten to complete course requirements.
- The student will receive an “F” for the class and not receive credit toward graduation.

## Early Dismissal

**When a student is leaving early from school, his parents must email the school at [attendance@notredamehs.com](mailto:attendance@notredamehs.com) no later than 8:30 a.m. The email must come from the parent/guardian email that is stored in our system. Please include the following information:**

- **Student’s first and last name**
- **Student’s year of graduation**
- **Date and time of the early dismissal**
- **Reason for the early dismissal**

**Please DO NOT call the Main Office to request an early dismissal. The person that will pick the student up must come into the Main Office with a picture ID and sign out the student.**

## Lateness for School and Class

Being late for school or class is mostly unexcused, and a consequence will be issued. A student who arrives after the start of the first period must receive a late pass from the Attendance Office, and will normally be issued a detention upon the fourth (4th) late arrival, and on each late arrival thereafter. The legitimacy of written excuses will be determined by the Dean of Students. Continued tardiness to school or class may lead to serious disciplinary action and loss of school privileges, including after school activities. Students who accumulate more than eight (8) tardies in a semester will not be permitted to return to school until a meeting is scheduled with the Dean of Students. Continued tardiness may result in loss of credit. Students with excessive tardies will be put on disciplinary probation.

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

## School Closings and Weather Emergencies

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

Notre Dame will utilize SchoolMessenger and also send home an email communication. It is imperative that all students and families verify that their contact information is correct. Please email Ms. Schulken at [cschulken@notredamehs.com](mailto:cschulken@notredamehs.com) if there are any changes to your contact information.

## **School Sponsored Field Trips**

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

# STUDENT LIFE

## Getting Involved

All students are actively encouraged to get involved in clubs and extracurricular activities at Notre Dame and to be part of our community. Clubs meet during Community Period. With more than 40 clubs available, there is a club for everyone. To see a full listing with descriptions, meeting dates/places, and Google Classroom codes, please visit <https://www.notredamehs.com/student-life/clubs>.

## Fr. James Dujarie Peer Counseling Program

This program involves selected seniors who go through an intense training process which begins in the summer and continues into their senior year. The focus of the training and the program is to enable and encourage our students to lead by serving - living the Christian ideal as a way of life. Peer Counselors at Notre Dame serve in a variety of ways throughout the school year, including Freshman Orientation and Retreat Programs.

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

## Campus Ministry

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

### Service Activities

#### **Outreach:**

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

**Appalachia** - Notre Dame High School works with Christian Appalachian Project in our shared mission of building hope, transforming lives and sharing Christ's love through service in Kentucky. Our Appalachian/CAP Service outreach program is available to all students, faculty and alumni who wish to live out our Holy Cross mission through service to some of our nation's most vulnerable. This week-long summer mission service trip involves hands-on building and remodeling homes as a team, united in prayer and in service to others.

#### **Cross and Anchor Clubs:**

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

**St. Brother Andre Committee** - This committee of students meets regularly and advises and organizes all aspects of spiritual life for our students and community.



**CSMC** - The Christian Student Mission Club's purpose is to bring hope to everyone we encounter through a variety of community service activities. ND students identify, plan, and participate in dozens of enriching service opportunities in our local communities and plan fundraisers and projects to support citizens in developing countries around the world.

**Interact** - The Interact Club is a non-denominational organization linked with the Rotary Clubs of Orange and West Haven. Our mission is synonymous with Notre Dame's mission: to provide service opportunities for our students in the communities surrounding our school.

**Knights Errant and Laudato Si** - These clubs offer students the opportunity to get in touch with the natural world through monthly hikes on local trails and increased awareness of the importance of stewardship to God's creation.

## Worship

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

School liturgies are held on all Roman Catholic Holy Days of Obligation and on other important feast days of the Congregation of Holy Cross. The entire school participates in the liturgies and involve students in all parts of the Mass. Prayer Services for Advent, Lent, and other holidays are also organized for the entire school by Campus Ministry and the St. Br. Andre Committee.

The Sacrament of Reconciliation is celebrated in the school during Lent with a Reconciliation Service.

**Interfaith Space** - Embracing religious diversity on campus means accommodating the spiritual needs of all of our students. Our Interfaith space brings together religiously diverse students and creates an opportunity for students who do not identify with a particular tradition to find opportunities to gather and reflect.

## Retreats

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

**BRO - Brother Reaching Others** - Brothers Reaching Others (BRO) is a student-led group that exists to provide students with a mini-retreat experience once a month. Students enjoy an evening of fellowship, reflection, pizza and prayer.

## Service Program

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

*We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. Bl. Basil Moreau CSC, Circular Letter 36, 1849*

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

## **The Competence to See and Courage to Act**

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

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

### **Freshmen**

Members of the Class of 2028 will complete their service projects within their Teacher Advisory Class. TA Teachers and Senior Peer Counselors will guide the TA group to design their projects in September, and carry out their service projects throughout the school year.

### **Sophomores and Juniors**

Members of the Classes of 2027 and 2026 will complete their service requirements individually. Students may also work collaboratively in small groups if they choose to. Students may choose to begin their service projects during the summer months, or begin them at the onset of the new school year. Each step will have an assigned due date throughout the first semester. Steps 1-3 will be due during Quarter 1, Steps 4-6 will be due during Quarter 2. All service requirements will be due by the end of the first semester.

### **Seniors**

Members of the Class of 2025 will complete their service through the Social Studies Department. This will include a service requirement of volunteer work for a political campaign. The candidate will be of the student's choice.

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

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

# CAMPUS LIFE

## Before, During and After School

Students are expected to enter the school building immediately upon arrival at school. Loitering in the immediate vicinity of the school is prohibited, including at the 7-11, McDonalds, Dunkin Donuts, on the University of New Haven property and in the local neighborhood. This is a time for students to complete tasks before classes begin, such as receiving extra help or scheduling appointments with counseling, the school nurse or teachers.

Students are to remain in the building throughout the duration of their schedule. Permission from the Vice President for Student Success or the Dean of Students is necessary for a student to go to a parked car. Permission is likewise required for a student to leave campus. Any student who leaves campus without permission from one of the administrators listed above will be subject to the following disciplinary action:

- First offense - Three day after school detention, loss of community period
- Second offense - Five day after school detention, loss of community period
- Third offense - Two day in school suspension, possible further loss of privileges

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

Juniors and Seniors who have a last period study hall may leave early. Underclassmen may not leave campus.

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

## Parking

The ND Student Parking Application must be completed and the student's license must be uploaded to be eligible to park on campus. Parking spaces in front of the building are reserved for Administration, prospective students and visitors. All other spaces are assigned through the Dean of Students. Each student is required to have the issued parking tag on the rearview mirror of his car. Parking on school property is at a student's own risk.

Students are not allowed to loiter or go to parked cars before, during or after school. Any vehicle is subject to search by school authorities. Such a search may be conducted without warrant for any reasonable purpose. A student who is irresponsible with his car in any way will be prohibited from driving a car on school property. Notre Dame High School is not responsible for off campus parking.

## Cafeteria

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

## Student Commons

The Student Commons area is designed to allow students and faculty an opportunity to collaborate.

Students will also have the ability to work individually at stations throughout the Commons. Students are always expected to keep the Student Commons clean and in good order for the benefit of all. No food or beverages except water will be allowed in the Student Commons.

## **Student Success Center**

Notre Dame provides ample time and opportunity for students to utilize the computing and printing capabilities found at Notre Dame High School. The Student Success Center will be a quiet place of study during the day as well as during the Community Period.

It is necessary that students read and follow the “Acceptable Use Policy for Computer, Network, Internet and Email Services in order to protect from the misuse of these resources.

## **Lockers**

Each student is assigned a locker, which he is expected to keep in good order throughout the year. LOCKERS MUST BE LOCKED AT ALL TIMES. Backpacks may not be carried throughout the school day and each student should leave their backpack in their own locker. Valuable items should never be left in any locker. The school is not responsible for lost or missing valuables. Lockers are the property of Notre Dame High School and are liable for inspection at any time.

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

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

## **Elevator Usage**

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

## **Safety**

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

During school hours, all visitors must be buzzed in, report to the Main Office and identify themselves with a picture ID. Visitors will also be required to sign in/out and will be given a lanyard to identify themselves as a visitor.

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

## **Fire Drills**

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

## **School Emergency/Evacuation**

Should a schoolwide emergency occur, students will be directed to the University of New Haven or the nearest safe haven. If necessary, pick-up and bus service would proceed from that location.

Parents/guardians would be informed of this via email, Notre Dame's website, Alert Solutions and/or the media.

## Health Services

A school nurse provided by the West Haven Board of Education is available to assess unexpected illness and injuries and to make appropriate referrals, as well as to supervise the dispensing of authorized medications. In the event a student is not feeling well he should go to the school nurse. The school nurse will contact the parent/guardian to determine the best course of action. In addition:

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

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

All candidates for sports teams are required to obtain a yearly physical exam. This covers all sports for the entire year and must be submitted to the nurse prior to participation. The state health assessment form must be used and is kept on file by the school nurse. Medication and health assessment forms can be accessed through the Notre Dame High School website under the ND Family Page.

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

# STUDENT POLICIES AND REGULATIONS

## Student I.D.

Each student will receive a picture identification card. It is expected that this student identification be carried by students at all times while at Notre Dame or at Notre Dame sponsored functions. The student ID will be used to purchase lunch to expedite the check out process.

## Photography/Quotations/Digital Recordings

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

## Appearance Code

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

The administration reserves the right to hold students out of class or send them home for flagrant or repeated violations of the dress code. All students are expected to comply with the Appearance Code beginning the first full day of classes. The general Appearance Code is as follows:

- **Socks** - Socks must be worn at all times.
- **Belts** - Leather, cloth or athletic belts must be worn and visible at all times.
- **Shoes** - Dress shoes, dress/casual shoes, and athletic sneakers are permitted to be worn during all dress codes. *Sandals, slides, Crocs, moccasins, boots of any kind including Ugg's, and Yeezy foam runners will not be allowed.*
- **Outerwear** - Coats, sweatshirts, boots and hats are to be put in the student's locker at the beginning of the school day.
- **Headphones** - While on campus, students are not permitted to wear headphones, earbuds, or AirPods during change of class or in learning spaces without the express permission of the teacher.
- **Hair/Facial Hair** - Each student's hair is to remain neat and clean. This will be determined by the Dean of Students.
- **Jewelry** - Modest jewelry allowed at the discretion of the Dean of Students.
- **Appearance Code if Injured** - If a student is injured and cannot fulfill his duty of getting in full dress code, he and his parent/guardian are to contact the Student Success Office to receive a pass. Depending on the student's injury, the dress code may vary, however, the student is required to get as close as possible to the dress code during that time. Any questions should be directed to the Dean of Students.
- **Appearance Code at School Events** - Students are expected to dress appropriately at all school functions including athletic events. Students who do not follow these expectations will be subject to disciplinary action.

### **Fall/Spring Appearance Code (September 3rd - November 1st & March 31st - May 30th)**

The Green or white Notre Dame High School polo shirt will be tucked in with a belt. Students must wear Dockers, dress or chino pants of any solid color. Pants must not in any way resemble cargo pants, have elastic cuffs, and cannot have more than 4 pockets (2 in front and 2 in back). **The polo must be tucked in, visually present and a belt must be worn at all times.**

*(Students may wear khaki shorts at appropriate length with no logo present from September 3rd - 27th and May 1st - 30th)*

The Notre Dame gray fleece with the ND logo, the ND gray ¼ zip Pullover, or the green Sport-Tek Sport-Wick Stretch 1/2-Zip Pullover with the ND logo may be worn as an option over the required polo. Seniors may wear the provided senior sweatshirt on a given day as suggested by the Dean of Students instead of the required ND polo. Such notice will be given by the Student Success Office.

### **Winter Appearance Code (November 4th - March 28th)**

A short or long sleeve collared dress shirt will be tucked in with a belt. The collared dress shirt can be any color or have a modest pattern. Flannel and Hawaiian shirts will not be allowed. Students must wear Dockers, dress or chino pants of any solid color. Pants must not in any way resemble cargo pants, have elastic cuffs, and cannot have more than 4 pockets (2 in front and 2 in back). **The collared dress shirt must be tucked in, visually present and a belt must be worn at all times.**

The Notre Dame gray fleece with the ND logo, the ND gray ¼ zip Pullover, or the green Sport-Tek Sport-Wick Stretch 1/2-Zip Pullover with the ND logo may be worn as an option over the required button-down shirt. Seniors may wear the provided senior sweatshirt on a given day as suggested by the Dean of Students instead of the required button down. Such notice will be given by the Student Success

Office.

### **Green Knight Dress Down (Announced by the Student Success Office)**

Students may wear any Green or Gold Notre Dame High School athletic wear, t-shirt, quarter-zip and other outerwear including sweatshirts with a hood. Students may also wear shorts, sweatpants or jeans. Any shoe style is permitted. No wearing of hats or hoods will be allowed.

### **Varsity Athletic Appearance Code**

On Fridays during their athletic season, varsity athletes may wear an article of athletic clothing. The Student Success Office will meet with team captains at the beginning of each season to approve the article of clothing for the entire team. The student-athletes must wear this piece of clothing with dress code bottoms and proper footwear.

### **Masks**

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

## **Backpacks**

Students are not allowed to carry backpacks throughout the school day. Backpacks must be left in a student's own locker and cannot put their backpack in another student's locker unless given permission by an administrator. Students are responsible for the contents of their backpack.

## Behavior and the Notre Dame Code

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

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

Notre Dame students are responsible for their actions off-campus and during non-school hours and could be subject to disciplinary action for various violations. At any school function or any activity in which a student participates as a Notre Dame student, the student will be subject to school regulations. It is important to note that negative behavior, whether inside or outside the school which is detrimental to the reputation of the school can result in the student being disciplined. This includes the summer months of June, July and August. These actions may result in the student being asked to withdraw or being dismissed from Notre Dame High School.

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

The consequences of violating the Notre Dame Code will vary depending on the circumstances. Consequences include:

**Academic Detention** is a consequence of students not fulfilling their academic responsibilities. Students may be given academic detention for not submitting their work on time or any other academic reason as specified by the teacher. Academic detention may be served in the classroom with a respective teacher after communicating with the Dean of Students. A student receiving excessive academic detentions may be subject to further disciplinary action.

**Behavioral Detention** is a consequence of student behavior that is disorderly, that causes inconvenience, annoyance, alarm, that is reckless and creates risk. In essence, detention is the penalty for not observing a student's commitment to the Handbook and the Code of Living at Notre Dame. If a student receives a detention, it is to be served on that day or the following day. Detention of any kind takes priority over any school-related activity. Failure to report to detention will result in further disciplinary action.

Notice of assigned detention is given to the student at the time of the incident. Teachers will inform students of the infraction and will electronically send the infraction to the Dean of Students, the student and the parent/guardian. The length of the detention is to be determined by the VP for Student Success or the Dean of Students.

A student may be required to appear before the Disciplinary Board and might be placed on Disciplinary Probation for any accumulation of detentions, absences, tardies, a serious offense, or a pattern of behavior.

**Disciplinary Probation** is very serious, and breaching probation may result in the dismissal of a student. In addition to detentions or a suspension, a student may also be placed on Disciplinary Probation. A student's behavior at times may be serious enough to warrant suspension from classes either in school or at home, depending on the offense. Students who are on disciplinary probation requesting to attend a Notre Dame or any other school sanctioned event must be approved by the Dean of Students. A student on disciplinary probation may not hold office in any club, honor society or sport. He will be required to meet with his School Counselor regularly if he is placed on Disciplinary Probation.

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



**Suspension**, whether in-school or out of school, is a severe punishment that can lead to a student being asked to withdraw from Notre Dame High School or be expelled. When a student is suspended, he may make up his class work; however, he may not attend any school activity, including participation in athletics for the duration of the suspension.

**In-school suspension** – The student will report to the Dean of Students at 7:45 a.m. and remain in school until 3:00 p.m. He will spend the day in a designated room and will not attend class. Failure to comply will result in further disciplinary action including additional days of suspension, in-school or out of school. After 3:00 p.m, the student may visit teachers to receive any work they might have missed during the school day.

**Out of School Suspension** – Out of school suspensions are for more serious offenses as determined by the Dean of Students. The length of the suspension is at the discretion of the Notre Dame administration. The student may not attend classes or partake in any school-related activities.

**Prohibited behaviors which are subject to Administrative Disciplinary Review include, but are not limited to:**

- Gambling of any kind.
- Hazing or initiations of any kind. Hazing includes any activity expected of someone that humiliates, degrades, abuses or endangers a person's physical or emotional health for the purpose of initiation or membership in or affiliation with any organization, regardless of the person's willingness to participate.
- Physical violence of any kind. Any threat of or actual physical violence toward another student or faculty member will be treated as a serious matter resulting in disciplinary action as determined by the Dean of Students, and may be cause for dismissal from Notre Dame.
- Harassment/bullying of any kind. This includes physical, sexual, verbal, written or electronic harassment toward a student or staff member, creation of slanderous websites and/or slandering faculty, staff, students or Notre Dame High School through websites, social networks, and chat rooms. Harassment and bullying are serious matters and could lead to suspension and eventual dismissal. When harassment/bullying is identified, the following will take place:
  - The Dean of Students will investigate the claim.
  - All parents of the students involved will be notified.
  - Disciplinary action will be determined based on each individual case.
- Recording or taking pictures in school unless a student has explicit permission from a faculty member.
- Possession of weapons of any kind and description. The Dean of Students has ultimate authority to designate what constitutes a weapon.
- Possession of and/of trafficking of a controlled substance, including arriving at school or school events under the influence of a controlled substance. (See the Drug and Alcohol Policy which follows.)
- Use of any tobacco product or electronic cigarettes on the Notre Dame campus. The limits of campus are determined by the administration.
- Theft of the property of another.
- Defacing the building, damaging school property and/or any form of vandalism. Students will pay the full cost of the replacement, plus labor charges, and will be subject to further disciplinary action as determined by the Dean of Students.

**Disciplinary Board Hearings** may be required for a student who has an accumulation of detentions, absences, tardies, committed a serious offense, or exhibits a pattern of behavior. The board hearing may result in a number of outcomes including but not limited to suspension, withdrawal or expulsion.

The Disciplinary Board members consist of the Dean of Students, the school counselor, faculty and/or the student's Teacher Advisor. The format of the meeting is as follows:

- Dean of Students presents all relevant information pertaining to the incident and the student's academic and behavioral history
- The student has an opportunity to share his perspective

- Disciplinary Board members are given the opportunity to ask questions
- The parents/guardians are given an opportunity to comment

In most cases, after the proceedings the family is sent home. The Disciplinary Board will deliberate and render a decision with appropriate consequences. If needed, further Notre Dame Administration will be asked for consultation. The parents/guardians of the student will be notified of the decision. They may appeal the decision of the Board with the Vice President for Student Success and the Vice President for Academic Affairs.

## Notre Dame Drug & Alcohol Policy

Notre Dame High School has adopted and implements this policy with the goals of:

- Eradicating the influence of such substances within the school environment
- Acting as a deterrent
- Holding students accountable
- Offering support to families
- Protecting all of our students

This Policy applies:

- Before, during and after school hours
- To all students who are in school and/or on any school premises or property
- To students off school property at any school sponsored event of school approved activity, event or function
- At any time students are subject to the authority of school personnel
- To students in any school owned or school approved vehicle used to transport students to and from school activities
- To students whose conduct at any time, or anywhere, obstructs the mission, philosophy or objectives of Notre Dame High School, or jeopardizes the safety or welfare of students and/or employees. This may include an activity that did not take place on campus or at a school sponsored event,

**Note: This policy does not apply to the legal possession and use of prescription medication that is on file with the school nurse.**

It is against school policy for any student:

- To possess, use, transfer or distribute alcoholic beverages, controlled substances or stimulants. This also pertains to the use and/or purchasing and/or selling of “look alike” drugs
- To be present where students are using the above substances
- To possess, use or transmit drug paraphernalia or counterfeit drugs
- To possess, use, transmit or be under the influence of any other chemicals or products with the intention of causing a state of exhilaration or euphoria or otherwise altering the student’s mood or behavior

Any student engaging in the prohibited activities will be subject to immediate disciplinary action including but not limited to suspension or expulsion.

Any student found to be **distributing, transferring or selling** any type of alcoholic beverage or controlled substances (as defined by State law) is subject to expulsion. The student and his parents/guardians may be asked to attend a Disciplinary Board Hearing. The Disciplinary Board will make recommendations of a disciplinary course of action to the Administration. The Administration will inform the parents of the disciplinary consequences.

If a student is found to be in **possession or under the influence** of any type of alcoholic beverage or controlled substances (as defined by State law), the student is subject to immediate disciplinary action pending further review. The Dean of Students will investigate the situation and contact parents/guardians as needed. The following penalties will be applied if the student is found in possession or under the influence of any type of alcoholic beverage or controlled substance:

- **First Offense** – The student will serve a school suspension for 10 days. The student will also be placed on Disciplinary Probation for a minimum of one academic year. The student will be required to meet with his counselor regularly after the incident. A referral to a substance abuse counselor, including drug/alcohol classes, may be possible at the expense of the student’s family. The student may also lose additional school privileges such as community period, athletic practices or games, school dances, graduation, etc.
- **Second Offense** – Student is subject to a Disciplinary Board Hearing and possible expulsion.

Refusal to meet the conditions set by the administration will result in the student withdrawing immediately from Notre Dame High School. Any student engaging in the prohibited activities while under Disciplinary Probation will be referred to the Disciplinary Board, which will make a recommendation to the Vice President of Student Success and the Vice President of Academics on a course of action.

Whenever deemed appropriate, the Dean of Students will notify the proper legal authorities.

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

### **Tobacco & E-Cigarette Policy**

Notre Dame High School prohibits the use of all tobacco products including e-cigarettes and vapes on campus or at any school sponsored activity. Any student found to be using or in possession of these products will be subject to immediate disciplinary action. The Dean of Students will investigate and contact parents/guardians as needed. Possible outcomes for the use or possession of these substances are as follows:

**Level One Offense** – 5-day detention each being at least 1 hour in length. The student may lose other school privileges such as community period, study halls, etc.

**Level Two Offense** – 3-day in-school suspension with the Dean of Students. The student may also be placed on Disciplinary Probation for an extended period of time. During the suspension, the student will not be able to partake in any school related activity.

**Level Three Offense** – The student and his parents/guardians will be asked to attend a Disciplinary Board hearing to determine further disciplinary action.

## Tuition Policies

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

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

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

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

**STUDENT WITHDRAWAL:** A student who withdraws after June 30, 2024 is liable for sixty-five (65%) of the full year's tuition. There is no tuition refund if the withdrawal occurs after October 31, 2024. Students that withdraw from Notre Dame High School must pay all balances due Notre Dame High School at the time of the withdrawal. Under no circumstances will Notre Dame High School provide transcripts of records for a student withdrawing from Notre Dame High School until all payments or amounts due Notre Dame High School are paid in full.

**HARDSHIP:** Returning students with remaining balances from the prior year will not be allowed to return to classes. During the beginning of August of each year student accounts are reviewed. If the account is not compliant with the payment program selected, the student will not be able to participate in any extracurricular activities and if the account is not current by September 5th, the student will be asked to withdraw. Persons experiencing hardship should contact the Business Office prior to the August review. Seniors, in addition to complying with the above statement, must have all financial obligations paid in full by the end of February. If the obligations are not met, the student will not be allowed to take final exams, participate in prom, or other graduation activities, including commencement ceremonies. Notre Dame will not provide colleges, universities or other institutions transcripts or academic records for any student for which the financial obligations have not been met.

## Technology Policies

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

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

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

#### **CELL PHONE POLICY:**

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

Students who violate the classroom cell phone policy will be asked to relinquish the cell phone to the teacher. The phone will be turned over to the Dean of Students and the student will be required to serve a detention or have their parent/guardian come in to pick up the cell phone.

Students who refuse to relinquish the cell phone will automatically receive an after-school detention and be subject to further disciplinary action.

#### **INTERNET SAFETY POLICY: EDUCATION, SUPERVISION AND MONITORING:**

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

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

- NDHS Internet Safety Policy;
- Student safety with regard to:
  - Safety on the Internet;
  - Appropriate behavior while on online, on social networking Web sites, and in chat rooms
  - Cyber-bullying awareness and response
  - Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”)

#### **RULES OF ACCEPTABLE USE:**

- Users will act responsibly, ethically, legally and will always demonstrate professional conduct while using the computer and communications network.
- Users will respect the privacy of others.
- Personal use is permitted as long as such use does not interfere, interrupt, or distract the educational process.
- No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Notre Dame High School or a Notre Dame High School event, except for approved

projects with the express permission of the teacher.

- If reasonable belief exists that acceptable use (terms of this agreement) or other school policy has been violated, the student's device will be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.
- The following is a list of rules that would be considered "misuse of technology" at Notre Dame High School and will not be tolerated:
  - Use of devices is prohibited during any testing/examination periods unless authorized by the classroom teacher.
  - Devices not in silent mode during the school day (8:10 AM - 2:30 PM)
  - Making or receiving personal calls
  - Taking photos or videos of others at school without permission of the teacher or an administrator
  - Inappropriate or violent games should not be brought to school; students will use only appropriate applications
  - Attempts made to bypass the school's network filter
  - Hacking of school sites
  - Sharing of devices without written parent permission
  - Transmission or posting of bullying material, material of a sexual nature, or material in direct opposition to the teachings of the Catholic church
  - Use of cell phones to take pictures is prohibited in the locker room
- Students who do not follow this Acceptable Use Policy will face the following consequences:
  - Technology privileges will be revoked in an individual classroom or school if a student is found not following the rules as stated in this policy and the Notre Dame High School Student Handbook.
  - Any device that is found to be used inappropriately will be taken away and given to the Dean of Students.
  - Consistent inappropriate usage of a device will result in the Dean of Students contacting a parent and disciplinary action.

### **PROHIBITED USE:**

- Using the network for activities that are in violation of school policies including harassing, discriminatory or threatening communications and behavior.
- Any activity involving materials that are obscene, pornographic or otherwise inappropriate.
- Using the computer to harm others or their work.
- Intentionally damaging or vandalizing the computer or the network.
- Any action that interferes with the operation of the network including sending chain letters to school users or outside parties.
- Trespassing in another person's Google Drive, work documents or files or being in possession of another person's computer data without permission or cause.
- Not obeying the rules of copyright regarding software, information, media and authorship.
- Installing any software or media without permission of the Director of Institutional Technology.
- Any use for private financial gain or commercial, advertising or solicitation purposes.
- Any use as a forum for communicating by email or any other medium with other school users or outside parties to solicit, advocate or communicate the views of an individual, political or non-school sponsored organization.
- Accessing, attempting to access or using another person's password to access any area or site that has been blocked, locked or to which access has been limited by the system administrator.
- Any attempt to violate or gain unauthorized access to the Notre Dame network.
- Examples of system or network security violations include, but are not limited to:

- Unauthorized monitoring, scanning or probing of network or system or any other action aimed at the unauthorized interception or security of the Notre Dame network;
- Hacking, attacking, gaining access to, breaching, circumventing or testing the vulnerability of the user authentication or security of the Notre Dame network;
- Impersonating others or secretly or deceptively obtaining personal information of third parties (phishing, etc.);
- Using any program, file, script, command or transmission of any message or content of any kind designed to interfere with a terminal session, the access to or use of the internet or any other means of communication;
- Distributing or using tools designed to compromise security (including but not limited to SNMP tools), including cracking tools, password guessing programs, packet sniffers or network probing tools (except in the case of authorized legitimate network security operations);
- Knowingly uploading or distributing files that contain viruses, spyware, Trojan horses, worms time bombs, cancel bots, corrupted files, root kits or any other similar software or programs that may damage the operation of another's computer, network system or other property, or be used to engage in system hijacking:
  - Engaging in the transmission of pirated software;
  - Using manual or automated means to avoid any use limitation placed on the IP Services.

### **COMMUNICATIONS:**

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

### **CHROMEBOOKS:**

- The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.
- Chromebooks must be brought to school each day in a fully charged condition. All students are required to take their Chromebook home each night throughout the school year for charging. A student who does not have use of their Chromebook at any point during the day (left at home, not charged, dead battery, lost...) must be issued a loaner for the day. The student will obtain a "loaner" Chromebook in the Instructional Technology Office located in the Student Success Center. "Loaner" Chromebooks must be returned to the Instructional Technology Office at the end of the school day on which the "loaner" was issued. In order to obtain a "loaner" Chromebook, the student will leave his working cellular telephone as a deposit.
- The loss or destruction of a "loaner" Chromebook by a student whether intentional or unintentional will result in the student being charged a \$100 repair fee for the Chromebook or a \$535.00 replacement fee for the Chromebook.
- The "loaner" Chromebook is meant for a single day use only - it is not a solution for long term replacement. Students who need a long term replacement have three options:
  - Purchase a new Chromebook on their own and pay Notre Dame \$50.00 to install the Chrome

Management Console program on the device in order for the Chromebook to interact with Notre Dame's network.

- Purchase a new Chromebook from Notre Dame.
- Rent a Chromebook for the remainder of the school year. Students will be charged \$100 to "rent" a Chromebook for the remainder of the school year. The rental Chromebook will be collected on the last day of school. The rental Chromebook will be under warranty and accidental damage will be covered at no cost to the student. A lost rental Chromebook will result in the student being charged a \$535 lost replacement fee.
- Technical Support:
  - The Instructional Technology Office, located by the Student Success Center, will be the first point of contact for repair of the Chromebooks. Services provided by the Tech Office include:
    - Password Identification
    - User account support
    - Coordination of warranty repair
    - Distribution of loaner Chromebooks
    - Hardware maintenance and repair
    - Operating System or software configuration support
    - Restoring Chromebook to factory default
    - System software updates



# APPENDICES

## **APPENDIX A - POLICY ON THE EDUCATION OF STUDENTS DIAGNOSED WITH SPECIAL HEALTH CARE NEEDS**

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

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

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

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

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

## APPENDIX B - EDUCATION RECORDS

### DEFINITIONS

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

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

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

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

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

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

**Party:** An individual, agency, institution or organization.

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

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

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

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

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

(5) Obtain a copy of Notre Dame High School policies for student education records. Copies of these policies are located in the office of the President.

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

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

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

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

## **DISCLOSURE OF EDUCATION RECORDS**

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

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

## **RECORD OF REQUESTS FOR DISCLOSURE OF EDUCATION RECORDS**

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

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

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

## **CORRECTION OF EDUCATION RECORDS**

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

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

1. The eligible student or parent must request Notre Dame High School to correct the record. In requesting a correction of the record, the eligible student or parent must identify the part of the record he wishes to

change and specify why it is believed that the part of the record in question is inaccurate, misleading or in violation of the student's rights of privacy or other rights.

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

## **APPENDIX C - ASBESTOS INSPECTION REPORT AND MANAGEMENT PLAN**

**To:** Parents/Guardians, Teachers and Employees of Notre Dame High School  
**From:** Robert F. Curis, President  
**Date:** October 5, 2018  
**Subject:** Asbestos Inspection Report and Management Plan

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

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

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



NOTRE DAME HIGH SCHOOL

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