



STUDENT & PARENT HANDBOOK





JUNIOR-SENIOR HIGH SCHOOL CAMPUS

STUDENT & PARENT HANDBOOK

2023-2025

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September 2023

Dear Families,

Education is a partnership. The administration, faculty, and staff of Notre Dame Schools consider it a privilege to work with parents/guardians in the education of their children because we believe that parents/guardians are the primary educators of their children. Therefore, it is your right and your duty to become the primary role model(s) for the development of your child's life (physically, mentally, spiritually, emotionally, and psychologically). Your choice to enter into the Notre Dame Schools community involves a commitment and exhibits a concern for helping your child recognize God as the greatest good in his/her life.

We firmly believe that a good example is the strongest teacher. Your personal relationship with God, with other people, and with the church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

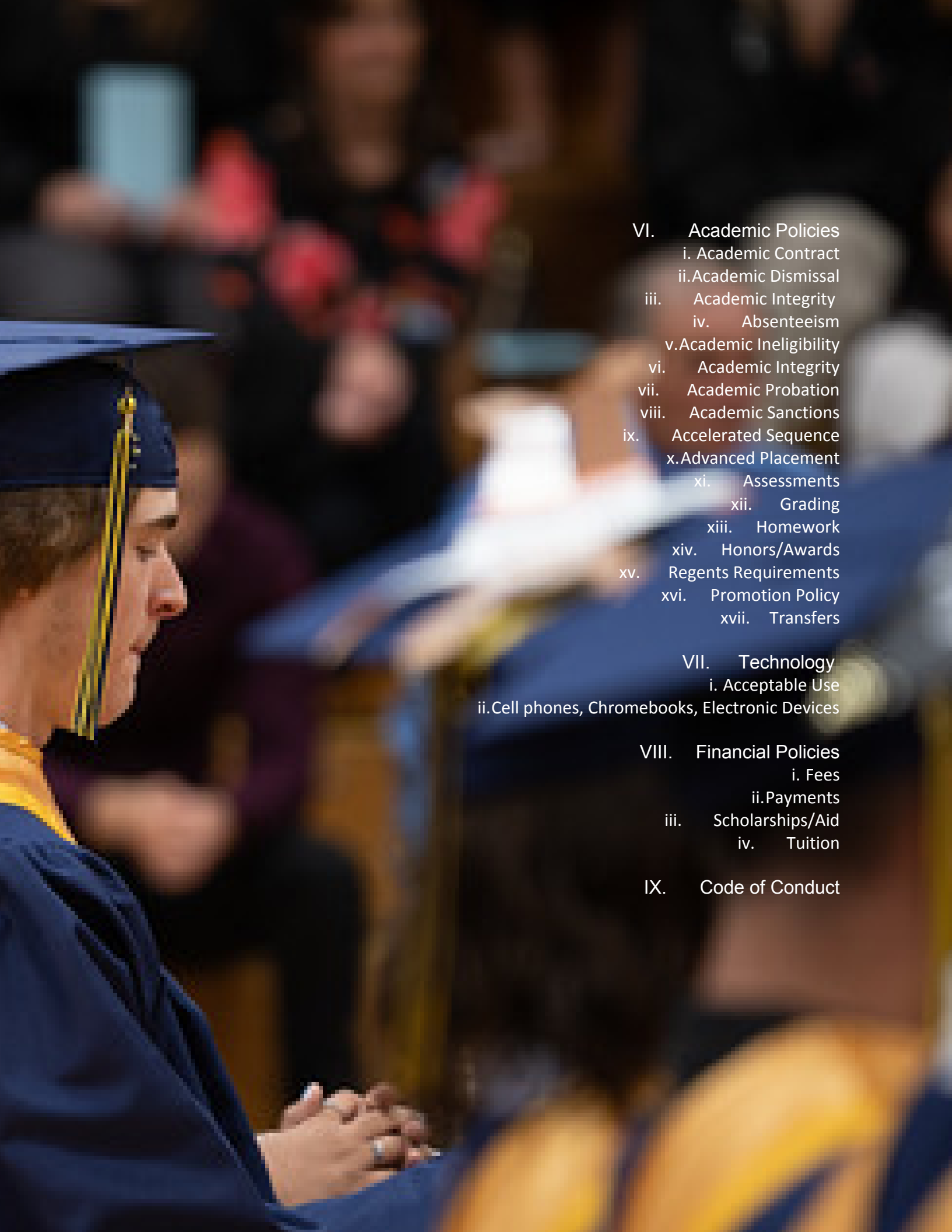
Once you have chosen to enter a partnership with us at Notre Dame Schools, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents/guardians and faculty/staff members to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parent/guardians, nor administrators, nor teachers can afford to doubt the sincerity of the efforts of the others in the quest of challenging, yet nourishing, the student to reach his/her God-given potential.

It is vital that all Notre Dame Schools community members, administrators, parents/guardians, and teachers, remember that allowing oneself to be caught between the student and the other partners will never have positive results. To divide authority between school and home or within the home will only teach disrespect of authority. If there is an incident at school, we trust that you as a parent(s)/guardian(s) respect the judgment of our staff and administration. Evidence of mutual respect between school and home will model healthy relationships and make it easier to foster our students, grow spiritually as well as intellectually.

Yours in Christ,

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INTRODUCTION

NOTRE DAME SCHOOLS

...is a unique community of students, parents, teachers, and administrators, which creates a special environment that combines academic and spiritual development. This environment includes the following characteristics that are desirable for life: trust, truth, active listening, diversity, and inclusion, as well as respect.

Our curriculum, which meets the requirements of the New York State Regents and of the Roman Catholic Diocese of Syracuse, is designed to strengthen academic competencies in all students. Our goal is to develop the unique gifts and talents of each student, and to assist each student in the achievement of his or her full potential. Special emphasis is placed on the teaching of moral values, effective oral and written communication skills, critical thinking, and creative problem solving. A variety of educational techniques that include lecture, discussion, project assignments, and participatory activities are designed to ensure that the learning needs of all students are met. Faith Formation and sharing are encouraged in daily Theological classes, school wide liturgies and prayer services, as well as retreat opportunities. Campus Ministry activities support parish and community volunteer experiences that promote student awareness of the Gospel values that require a commitment to serve others.

MAKING A DIFFERENCE

As a Roman Catholic School, Notre Dame makes a difference in the education of young people. Jesus Christ is the center of our school where emphasis is on a realization that each individual is unconditionally loved by Him. Students learn about the life of Jesus, His expressions of love for them, and His guidelines for living a life modeled upon Gospel values.

A structured teaching environment, fair and respectful discipline, and high standards of academic excellence characterize Notre Dame Schools. These characteristics combine to support the college expectations of the vast majority of our graduates. National public research shows that the faith-community experience of Catholic Schools directly relates to the academic achievement of students.

The rules and regulations of Notre Dame Schools are such as to create an atmosphere which is conducive to academic, spiritual, and human development. Therefore, it is expected that every student and parent/guardian be aware of personal obligations. If the purpose for which we are here and the purpose for which Notre Dame Schools exists are to be carried out, then everyone must live and work in such a way as to serve the best interests of Notre Dame Schools as well as its individual members.

MISSION STATEMENT

Notre Dame Schools provide a Catholic co-educational program in a diverse and nurturing environment where critical thinking and academic excellence are cultivated. Welcoming families of all faiths, Notre Dame is dedicated to developing each student's academic, spiritual, and personal gifts so they may become responsible church and community leaders whose lives are rooted in Christian values.

I. ABOUT

STATEMENTS OF BELIEF

Spiritual

We believe that....

- *Jesus is the Master Teacher and role model for educators.*
- *Students, as children of God, formed in the image and likeness of God, should be treated with love and respect.*
- *Teachers in our schools are prophets; they bring the Good News of God's love and salvation as well as creating an atmosphere that will foster a student's positive relationship with Jesus Christ.*
- *Parents are the primary educators of their children; Catholic schools work in partnership with parents to transmit our faith and values.*
- *All members of the Catholic school community should move beyond service to oneself to the service of others. Especially, to those at the margins of society.*
- *Catholic schools carry out the educational mission of the Church and maintain healthy relationships with parishes.*
- *Schools within the system are aware of and focused on the common mission of Catholic schools in our diocese; the Catholic Identity of our schools provides the added dimension of a Catholic school education.*
- *As a faith community, all members are called upon to support, nurture, and mentor each other as well as assisting in the enhancement of one's unique talents.*
- *As a faith community, all members are called upon to support acceptance of diverse faiths with primary focus on the mission of the Catholic Church.*

Academic

We believe that....

- *Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually, and academically.*
- *An effective educational experience must involve the collaboration of faculty, parents, and students, highlighting the strengths and experience of each.*
- *Children learn at different rates and in different ways; each is a unique child of God.*
- *Peer tutoring allows the strengths of our students to be shared with other students in achieving their greatest potential.*

- *Academic excellence is a worthwhile and attainable goal.*
- *Quality athletic and extracurricular programs are important components of a comprehensive educational program.*
- *Our teachers are immersed in collaborative professional learning communities that foster growth in all areas of responsibility.*
- *Our school culture promotes continuous improvement of individuals and programs.*
- *Schools within the diocese are aligned regarding curriculum and educational programs while adhering to National, State, and Diocesan standards.*

Stewardship

We believe that....

- *Our schools practice sound fiscal and responsible stewardship practices.*
- *Our students develop leadership skills that enable them to be responsible citizens who serve others.*
- *Catholic schools teach students to be stewards of the gifts and talents God has given them.*
- *Our students have a sense of responsibility for the environment and all of God's gifts.*

Social

We believe that....

- *Our students are taught to view all people as the family of God; appreciation and respect for diversity is necessary for Christian behavior.*
- *Our school communities foster the growth of caring, compassionate, and morally sound individuals who follow God's command to love one another.*

Profile of a Graduate

Graduates of Notre Dame Junior/Senior High School will:

Live their Faith by....

- Knowing, understanding, and promoting the Catholic faith.
- Protecting and nurturing human life from conception to natural death.
- Exhibiting behavior and making decisions that reflect high moral character and values of our faith: Integrity, Honesty, Self-Control, and Concern for others.
- Serving God through service to others in society and the Church.
- Respecting the dignity of others, including those of other cultures and traditions as modeled by Jesus, with acceptance, empathy, compassion, and loving all.
- Sharing the gifts that one has developed with the community around them.
- Being good stewards of God's faith.
- Continuing to devote attention to their own ongoing faith formation and evangelization of others.
- Providing leadership to the Church and future generations.
- Becoming an ambassador of Notre Dame and her offerings.
- Exercising the theme of Head, Heart, and Hands.

Use their Educational Experiences by....

- Mastering a rigorous academic program with disciplined work and study skills.

- Continuing to build on a strong academic foundation provided in Catholic schools as life-long learners dedicated to academic excellence.
- Being effective communicators, orally, in writing, and through the use of technology.
- Using technology in an ethical manner to access and share information.
- Demonstrating the acquisition of life skills that promote cooperation, creative thinking, critical thinking, and problem solving in a variety of settings.
- Taking active roles as kind, productive, and responsible community leaders in order to make significant positive contributions within society.
- Demonstrating an appreciation for support of the Arts.
- Mentoring others in need of one's talents.
- Continuing to be a productive member of the Notre Dame Community.

Terms of enrollment

The following information sets forth the nature, dynamics, and character of the relationship between Notre Dame Schools and its students as well as their parents/guardians. This summary will allow both students and parents/guardians to clearly understand their rights and obligations while attending Notre Dame Schools and it will minimize any potential misunderstanding in this regard. It is understood that by seeking enrollment in and attending Notre Dame Schools the applicants, students, and their parents/guardians, understand and agree to this statement of rights and obligations. It is part of your agreement with Notre Dame Schools.

Notre Dame Schools warmly welcome all the students accepted for the coming school year and will work hard to provide them with a Catholic and academic education in a supportive learning environment. It is understood and agreed by students and parents/guardians that students shall obey the Notre Dame Schools Code of Conduct, observe the rules and regulations of the school, and perform the academic work required to result in sufficient academic success while attending Notre Dame Schools. It is also understood and agreed that the school's students attend Notre Dame Schools at the invitation, and pursuant to any right that a student or parent/guardian may possess. The admission to and continued attendance at Notre Dame Schools requires students to behave consistently with the Code of Conduct, all other rules and regulations of the school and diocese, and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, whether on campus or located elsewhere.

To protect its standards of academics, discipline, and character, Notre Dame Schools reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient in the sole discretion of the school and its administrators. Through their application enrollment into the school, all students, and their parents/guardians, concede and acknowledge that the school has this right. By a student's attendance at Notre Dame Schools, he/she and his/her parents/guardians acknowledge the further important obligations and restrictions contained in the Student & Parent Handbook and agree to be bound by its terms.

Students attending Notre Dame Schools understand that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at this school. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the Notre Dame Schools Code of Conduct are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the school is prohibited. Participating in prohibited speech at the school may be the basis for disciplinary action up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free of unreasonable searches and or seizures while attending a public school, they understand and agree that administrators of Notre

Dame Schools or their appointees have the right to search their person or property, if an administrator, faculty/staff member reasonably believe that the search will produce evidence of a violation of a school rule, the school's Code of Conduct, or the law. Notre Dame Schools' students and their parents/guardians understand and agree that it is within the sole discretion of Notre Dame Schools administration to determine whether such a reasonable belief exists. They further understand and agree that Notre Dame Schools has the unfettered right to examine, search, or inventory a student's desk, locker, or other space provided to the student for use at the school at any time and for any reason. Moreover, if the school permits on-campus parking, students and their parents/guardians understand and agree that the school's administration has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g. desks, hallways, lockers, locker room areas, automobiles, baggage, or automobiles parked on school grounds, etc.).

Additionally, it is understood and agreed by students and or their parent/guardians that they waive and relinquish any right they may have to sue Notre Dame Schools, any parish, or the Diocese of Syracuse, and or any individual acting on behalf of the school, a parish, or the Diocese, such as administrators, teachers, staff, coaches, volunteers, or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered with the Student & Parent Handbook.

Each student and his/her parents/guardians, by their acceptance of enrollment at Notre Dame Schools, agree that they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures, or programs covered within the Student & Parent Handbook. Students and their parent/guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the Student & Parent Handbook may only be challenged or appealed within the hierarchy of Notre Dame Schools and/or the Diocese of Syracuse, subject to the limitations and processes contained within the Student & Parent Handbook.

While any students or parent/guardian of a student may consult with legal counsel relative to any decision made by Notre Dame Schools or the Diocese of Syracuse concerning a student, Notre Dame Schools emphasizes and reiterates that students and parents/guardians are not permitted to have legal counsel present during any meeting or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by Notre Dame Schools or the Diocese of Syracuse. It is understood and agreed that school administrators are not obliged to meet with attorneys or advocates of any sort at any time.

The Student & Parent Handbook contains Notre Dame Schools' Code of Conduct and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct or disciplinary consequences in the Student & Parent Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct, conduct that may result in disciplinary action or consequences.

Notre Dame Schools is pleased to welcome you to the Notre Dame Schools community and looks forward to your participation in its academics and activities.

Disclaimer & NON-DISCRIMINATION POLICY

The policies, procedures, and regulations found in the Notre Dame Junior/Senior High School Student &

Parent Handbook are not considered inclusive. Notre Dame Junior/Senior High School retains the right to modify any of the policies, including the Code of Conduct and disciplinary consequences, within this handbook when it is deemed necessary, without notice. Furthermore, the school administration has the right to enforce any law, ordinance, school, or diocesan policy or consequence not written in this handbook.

Notre Dame Junior/Senior High School and the Catholic Schools of the Diocese of Syracuse commit themselves to a continued policy that there will be no discrimination based upon race, gender, national origin, or an individual's disability, or age.

Bell Schedules

First Bell - 7:50

	Regular	AM Assembly	PM Assembly
		9:15 – 10:15	1:40 – 2:40
HR	7:55 – 8:00	7:55 – 8:00	7:55 – 8:00
1	8:02 – 8:40	8:02 – 8:33	8:02 – 8:34
2	8:42 – 9:20	8:35 – 9:06	8:36 – 9:08
3	9:22 – 10:00	10:18 – 10:49	9:10 – 9:42
4	10:02 – 10:40	10:51 – 11:22	9:44 – 10:16
5	10:42 – 11:20	11:24 – 11:55	10:18 – 10:50
6	11:22 – 12:00	11:57 – 12:28	10:52 – 11:24
7	12:02 – 12:40	12:30 – 1:01	11:26 – 11:58
8	12:42 – 1:20	1:03 – 1:34	12:00 – 12:32
9	1:22 – 2:00	1:36 – 2:07	12:34 – 1:06
10	2:02 – 2:40	2:09 – 2:40	1:08 – 1:40
<i>Tuesday, Wednesday, and Thursday Only</i>			
Tutorial	2:45 – 3:15	2:45 – 3:15	2:45 – 3:15

School Hours

- School is in session from 7:55 a.m. to 2:40 p.m.
- Teachers and staff members are present to supervise students from 7:30 a.m. to 3:15 p.m.
- No student should arrive at the school before 7:00 a.m. or stay after 3:30 p.m. without specific purpose and or appointment with supervisory personnel (i.e. faculty, coach, and/or staff member).
- Main office hours are 7:30 a.m. to 3:30 p.m. Monday through Friday.

Calendar

You can access the school calendar using this link:

<http://www.notredameutica.org/calendar>

II. General

Admissions

Notre Dame Schools proudly welcomes students from across the globe. Each prospective student is expected to complete and submit our enrollment application online along with records from their most recent school, to include transcript/report cards, standardized testing scores, discipline, and attendance records. Students with an IEP or 504 Plan must request for these records to be sent directly from the school district that houses them.

The application is an online process through FACTS. Once all credentials have been received, the prospective student's application file, including records, is presented for consideration for enrollment. Initial acceptance/welcome packets are then sent to families. For more information, call 315-724-5118, Ex. 26.

STUDENT RECORDS

Students and families whose address, phone numbers, email addresses, or other contact information change should contact the Main Office promptly to ensure that communications from the school are received.

A. Access to Records

1. Under the Freedom of Information Law, parents/legal guardians have the legal right to view any and all documents in a child's permanent record. If a parent/guardian would like to review this material, please contact the Main Office 24 hours in advance for an appointment. Such records are kept confidential and may not be released or made available to persons other than parents/ guardians or students (over 18 years old) without the written consent of such parents or students. The principal or another authorized person must be present at the time these records are viewed to help interpret when necessary.
2. Parents, guardians, or eligible students may inspect and review the student's educational records by requesting access in writing directed to an administrator. Upon receipt of the request, the school administrator, within a reasonable time, will schedule the inspection and review of the student's records during school hours on any day on which school is open. No student records shall be removed from school premises. Fees will be charged for any

reproductions.

3. Notre Dame Schools voluntarily abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Notre Dame Schools will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide Notre Dame Schools with an official copy of the court order. Divorced, separated, or never married parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.
4. The following personnel have access to students' records without the previously noted consent:
 - i. Professional personnel at Notre Dame Schools
 - ii. School Officials at a receiving school
 - iii. Authorized personnel of Diocesan or State Education Departments
 - iv. Those possessing a court order or subpoena.

B. Release of Records

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), no part of a student's records will be divulged to any person, organization, or agency without the informed consent of the student's parent or legal guardian (or consent of the student, if the student is 18 years of age or older). If a parent, guardian, or eligible student believes the student record contains inaccurate or misleading information, he or she may ask an administrator in writing to amend the record. Within a reasonable time, the administrator shall either: (1) amend the record as requested; or (2) inform the parent, guardian, or eligible student of his/her decision not to amend the record and the justification for that decision.

C. Transfers

1. When a student enrolls in another school (transfers out of N.D.), an official copy of the student's record will be sent to the new school upon receipt of a request from the parent(s)/guardian(s) or new school. No records will be sent, however, until all responsibilities to Notre Dame have been satisfied (textbooks handed in, tuition paid, etc.).

TRANSFER POLICY

1. Students transferring out of Notre Dame will not be considered for re-enrollment until the following school year.
2. Students seeking to transfer to (or re-enroll at) Notre Dame their senior year must be accepted and enrolled by the first day of classes. Students entering their senior year will not be considered for enrollment during the school year (after September).

Athletics

A. Participation Guidelines

Participation in interscholastic athletics is a privilege for students. They in turn have a

responsibility to themselves, their team, school, family, and community to maintain high standards of physical and mental fitness and citizenship thereby allowing the educational benefits of competition to accrue.

In order to try-out, practice or participate in any sport, students must have an up-to-date physical (within 12 months of the sport season) on file in the school office.

Student athletes will:

1. Conduct themselves in and out of school as responsible young adults, exercising courtesy, cooperation, and honesty.
2. Not withdraw from such a team without the approval of the head coach and Athletic Director. Withdrawing from a team prior to the end of the season will result in the student-athlete being ineligible to participate in athletics the following season.
3. Report to every practice and game session unless absent from school or unless excused in advance by the head coach.
4. Report to all home and away contests in dress code.
5. Ride to and from away events on a school vehicle when provided.
6. Abstain from use of tobacco in any form.
7. Abstain from the use of any chemical substances (illegal drugs, alcohol, etc.).
8. Have a physical examination within the required time period.

The failure to abide by these rules as well as any training rules communicated to a student, either orally or in writing by a head coach, may result in probation, suspension, or dismissal from the team at the discretion of school officials. The parent(s)/guardian(s) of any athlete who is dismissed or suspended from a team will be notified of the reasons for the dismissal and will be permitted to meet with the Athletic Director and appropriate coaches to discuss the facts surrounding the student's dismissal or suspension. Serious or continued violations may result in probation, suspension, or dismissal from the school's entire athletic program and/or the school in general. More specific detail is provided in the student-Athlete Handbook provided by the Athletic Director.

B. Scheduling

- a. The athletic director alone is responsible for scheduling all athletic competitions. Practice schedules will be determined by coaches with the final approval of the athletic director.
- b. As a Catholic School, Notre Dame recognizes the sanctity of Sunday worship and makes every effort to provide our families the opportunity to preserve the day for the family and for worship. Practices, games, and all other school-sponsored events (that do not allow opportunity for family worship) are prohibited from being scheduled on Sunday mornings prior to 12 Noon, on or off campus. During Holy Week, Notre Dame Schools will be closed for the duration of the Easter Triduum, including Holy Thursday, Good Friday, Holy Saturday, as well as Easter Sunday. Practices and competitions are prohibited from being scheduled on these most sacred days of the liturgical year.
- c. Practices/competitions will not be scheduled during examination weeks.

Attendance

Administrative personnel recognize that a positive correlation exists between regular attendance and achievement. Through the combined efforts of students, families, and school personnel, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare students for college and career. Therefore, regular attendance is a requirement. School hours are from 7:55 a.m. through 2:40 p.m. Teachers and or staff are only present to supervise students from 7:30 a.m. through

3:15 p.m. No student should arrive at the school before 7:30 a.m. or stay after 3:15 p.m. without a specific purpose and or appointment with supervisory personnel.

A student may not be released from school to anyone other than the parent(s), guardian(s) or person(s) listed on the emergency record without explicit written permission. This permission must state the name of the person to whom the student is released and the date and time, this person will report to the school office.

If a student is absent, from school his/her parent(s)/guardian(s) assumes the responsibility for his/her whereabouts. The school must obtain a signed "excuse" from that parent or guardian stating: 1. the student's name, 2. date(s) and day(s) absent from school, 3. the reason for the absence. The written "excuse" is a legal document that is kept on file and may be admitted in court as documentary evidence.

When a student is absent for reasons other than the following, that absence is **illegal** and subject to academic and/or disciplinary sanction: sickness, court appearance, attendance at health clinics, religious observance, quarantine, impassable roads, death in the family, poor weather, school supervised project or approved college visits (limit of 2 school days). A student is legally tardy when such tardiness is based upon any of the following: medical or legal appointment, road test appointment, impassable roads as determined by the school.

I. ABSENCE PROCEDURES

- On any day a student is absent from school, his/her parent(s)/guardian(s) **must CALL the school office (315-724-5118) by 7:55 a.m.** to explain the absence.
- On the day the student returns to school from an absence, an excuse note, written by the parent(s)/guardian(s), is to be presented stating the days absent and the reasons for the absence.
- Students who fail to present a note from a parent/guardian after an absence will receive a verbal warning and subsequently, will receive a detention for each day he/ she fails to present the note.
- Written excuse is required regardless of whether the absence is deemed "legal" or "illegal." Students who are illegally absent, even with a written excuse from a parent/guardian are still subject to disciplinary action.
- Students who are absent (excused or unexcused):
 - Are responsible for and required to complete all class work as well as homework assignments.
 - Are to make up any testing, course work, and homework in accordance with Notre Dame Jr/Sr High School Grade Policy. It is the student's responsibility to make arrangements with the appropriate teacher. Failure to make up tests, course work, and homework in accordance with Grade Policy will result in a score of zero.

II. TARDINESS

- Students are to report to school and be in their homeroom on time (7:55 a.m.) every day. Poor attendance and/or frequent tardiness indicate a serious problem. In the event of a fourth and subsequent occurrence of an illegal tardiness, a detention will be assigned for that date.
- Any student who arrives at school after 7:55 a.m. will not gain admittance to homeroom or class until Main Office personnel issue the student an admission pass.
- Students who are tardy and enter their homeroom/ class without reporting to the Main Office will receive detention as this is contrary to school policy.

III. EARLY DISMISSAL

- Requests for early dismissal from school for appointments should be rare. A note from

the parent(s)/guardian(s) with the reason for this request is to be presented by 7:55 a.m. on the day of the appointment to the Main Office. Notes are to include the date, the name of doctor or dentist, the time of the appointment etc. Students are to report to the Main Office immediately upon returning to the school.

- If a student is to be dismissed from school to attend a funeral, he/she must bring an excuse in advance.

IV. SENIOR SIGN-OUT

- The privilege of signing out early is reserved for Seniors whose academic classes end before the established end of the school day. In such a case, a student exercising their sign out privilege may leave the school's campus following their final academic class.
- Permanent schedule changes will not be permitted for the sole purpose of a student gaining Early Dismissal.
- Seniors may not leave early on days that are designated by the Administration for special programs, prayer services, or assemblies.
- Seniors must sign out in the Main Office immediately after their last class and then immediately leave the campus upon signing out. Once a student has left the school campus, he/she may not return except for an after-school activity/sport and not until after the school day has finished at 2:40 p.m.
- Senior student-athletes need to be aware of and follow the guidelines for student-athletes found in this handbook.
- Seniors may lose the privilege of signing out for academic and or behavioral misconduct (detention, ineligibility, required tutorial period instruction, etc.).

V. EXTRA-CURRICULAR ACTIVITIES/SCHOOL EVENTS

- Students absent for any portion of the school day will not be permitted to participate in any extra-curricular activity, school event, athletic practice or competition, NJROTC-sponsored event, etc. unless the absence was for a documented medical appointment.

VI. HOMEROOM/CLASS ATTENDANCE

- Homeroom begins promptly at 7:55 a.m. with the Pledge of Allegiance to the American flag, an opening prayer, and announcements (led from the main office or on the "Morning Show"). **ALL STUDENTS** are required to stand for the pledge and prayer. Students will be in proper dress code, silent, and prepared to deal cooperatively with the homeroom teacher during this period.
- Students are **NOT** to be dismissed from homeroom for any reason until AFTER announcements have been made and/or the school "Morning Show" is completed.
- The expectation for each student is to be attentive and respectful of his/her teachers.
- Insubordination (refusal to obey the specific instructions or directions of an administrator, teacher or staff member) may result in suspension.
- Students are to be on time for all classes and study halls. A student reporting late for class will be subject to the assignment of a detention that day.
- If a student is any place other than that directed by the school during the school day, he/she is considered truant and will be subject to disciplinary action.
- Students may not leave the school building, school grounds, or be in any unauthorized area of the campus between classes, during lunch, or study hall periods.
- Students are responsible for following their schedules correctly. Every student should carry a copy of his/her schedule to avoid "mix-ups".
- A student who feels ill during the school day must request a pass to go to the nurse from his/her classroom teacher or the main office. **ONLY the nurse and/or a school authority** can permit a student to go home during the school day because of illness. No

student may go home without authorization.

- It is the student's responsibility to make up work missed through absences for all or part of the school day.
- Students found in the hallways without a pass are subject to detention that day.
- Students who are absent for any part of the school day may not participate in any extracurricular activity or school event on that day unless he/she has requested and received a pass from a member of the administration. Students who are chronically late for school may be restricted from participating in extracurricular activities including trips and athletic contests at the discretion of the principal or his/her designee.

VII. STUDY HALLS

- The purpose of study hall is to provide time during the school day to either study or complete assigned coursework. All students have the right to a quiet environment in which they can successfully complete their assignments and work. In order to achieve this environment, the rules for study hall are as follows:
 - Study hall is silent. If a student has a question, ask the supervising faculty member, not a neighboring student.
 - Students will work independently at all times unless the supervising faculty member has granted a student permission to work with (an) other student(s).
 - Students will come prepared with books and materials at the beginning of the period. Visits to lockers should be limited.
 - Students will be in their assigned seat when the bell rings. Class tardy consequences as outlined in the Code of Conduct do apply to study hall as well. Students that fail to attend an assigned study hall will be treated as though they have skipped a class.
 - If a student needs to go to another teacher's classroom, he/she must have obtained a pre signed pass before the study hall begins and present it to the supervising faculty member in order to sign out.
 - One boy and one girl may use the restroom at a time with the permission of the supervising faculty member, provided the student has his/her own planner and available passes.
 - Above all, students will listen to and follow the directions of the study hall supervisor.
 - Failure to follow the procedures for study hall will be treated as insubordination. The range of consequences for this can be found in the Code of Conduct.

VIII. LITURGY AND GRADE LEVEL RETREATS

- Attendance at all school Liturgies and Grade Level Retreats is **mandatory**. These are NOT optional events. Students will come to school in professional dress attire on days when Mass is celebrated as dictated by the dress code and/or administration.

IX. LEAVING SCHOOL GROUNDS

- No student is to leave school grounds for any reason during the school day unless authorized to do so by school authorities. Students who do this may be suspended.

X. TUTORIAL PERIOD

- During the school year on days in which school is in session, teachers will be available each Tuesday through Thursday from 2:45 P.M. to 3:15 P.M. to provide extra academic assistance to students. Students must request this assistance from the teacher in advance by following the procedure established by the specific teacher. In addition, a

teacher may require a student to be present for the tutorial period for either academic or disciplinary issues. Students who are experiencing academic difficulties are strongly encouraged to take advantage of this opportunity for additional academic support and may be mandated by the administration to do so.

Cars/Driving/Parking

- All cars must be registered with the school security office. A fee is assessed for parking registration which must be turned in with the registration form before a permit will be granted. Registration forms are available in the main office. If multiple vehicles are to be used by a student-driver, all applicable vehicles must be registered.
- Students may park their cars only in the student parking lot. A student is NOT to be in his/her automobile or an automobile of another student during the school day without the expressed permission of the administration.
- It is highly recommended that student-drivers do not transport other students to/from school with the exception of siblings.
- Common courtesy as well as the exercise of safety and caution will be the rule while operating a motor vehicle on school grounds.
- Failure to comply with these regulations as well as any and all New York State vehicle and/or traffic laws may result in the loss of the privilege of driving and parking in the student parking area.
- Tardiness to school, an academic average below a "C" average, will result in temporary loss of driving privileges. If the student's attendance rate, academic standing and/or disciplinary record continues to be of concern, the parking privilege will be revoked, and the parking privilege deposit will not be refunded at the end of the school year.

Communications

I. COMMUNICATION METHODS & PROCEDURES

The primary source for school news, current events, updates, alerts, and general information is email and use of the Student/Parent FACTS Family Portal. Notre Dame Schools website (www.notredameutica.org), as well as official social media pages will be used to provide news and details to Notre Dame Schools families.

Students as well as parents/guardians are able to contact teachers and staff via a diocesan email address. Personal phone numbers should not be used to conduct matters of school business with faculty and staff members. During the business week, teachers normally respond to these emails within twenty-four hours. Copies of email messages are copied to administrators and may be placed in student files for future reference.

Each student will be issued a school email address that he/she is expected to use for all school communications. This email address is owned and monitored by the school and the diocese. Misuse and abuse of the school issued email address will result in disciplinary consequences. Students and parents/guardians are asked to check their email on a regular basis for emails from the school as well as emails from Notre Dame Schools teachers. If emails are not received or there is a change in an email address, please notify Main Office personnel immediately. Please ensure the email address on file at Notre Dame Schools is your primary email address. If you do not have the resources necessary to receive email, please contact Main Office personnel to arrange alternate communication methods.

II. EMERGENCY CONTACTS

Each parent/guardian shall provide the school with telephone numbers where they may be contacted in the event of unforeseen events or emergencies. Further, if possible, the school requests that the parent provide the name(s), address(s) and telephone number (s) of individuals who could act in the parent's absence should an unexpected event occur, and the parents cannot be contacted.

III. SNOW DAYS AND SCHOOL CLOSINGS

When it becomes necessary to cancel school for the day, e.g. snow day, malfunctioning boiler, etc., the closing announcements will be announced via the school announcement system, will air on television stations WKTV and WUTR as well as several radio stations including, but not limited to, AM radio stations WIBX and WTLB and FM stations LITE 98.7, ROCK 107, WOUR 96.9, WBUG 101.1, and WFRG 104.3, usually by 6:45 A.M. Please do not call the school offices, convents, etc. to inquire about closings.

IV. TELEPHONE MESSAGES/DELIVERIES

Teachers will not be called to the telephone during the school day. Please call the Main Office to leave a teacher a message or be directed to his/her voice mail if applicable. Teachers normally return these calls within twenty-four hours. Parents/guardians are encouraged to email teachers directly with questions or concerns.

Except in emergencies, students will not be called from class to the phone. Students with telephone messages will be called to the Main Office during lunch or afternoon announcements. Parents and students are expected to refrain from cell phone communication, including texting, during school hours. The school cannot guarantee delivery of non-emergency messages. Deliveries sent to the school for students on special occasions may be picked up at the main office after school. **Food deliveries to school must be authorized in advance by the administration.**

V. PARENTAL CONCERNS PROCEDURE

In order to expeditiously resolve parental concerns, complaints, or misunderstandings, parent(s)/guardian(s) are able to schedule an appointment with their student's teacher(s) through their child's Guidance Counselor to discuss the matter in private at a time when the teacher and counselor are free from scheduled duties. They may also contact a building level principal electronically using the administrator's hot line on the school's website.

If the matter is not satisfactorily resolved following this discussion with the teacher and Guidance Counselor, the parent(s)/guardian(s) may schedule a mutually convenient appointment to speak with an administrator.

If the parent or guardian is not satisfied with the administrator's resolution, the parent or guardian may request in writing that the Diocesan Superintendent investigate the matter.

Field Trips

To participate in any field trip sponsored by Notre Dame Junior/Senior High School, the student must present a request form, signed by his/her parent or guardian on or before the date established by the teacher or principal. Consent of one parent is sufficient to authorize the student's participation. If

deemed appropriate (e.g. trips for more than one day), the school may also request that the parent execute an authorization allowing a school employee to authorize emergency medical care for the student in the event the parent cannot be contacted.

Health/Safety

I. DRUGS AND ALCOHOL

A. DIOCESAN AND SCHOOL PHILOSOPHY

The philosophy of the Catholic Schools of the Diocese of Syracuse and Notre Dame Junior/Senior High School seeks to develop the individual student spiritually, intellectually, physically, and psychologically. The fulfillment of this philosophy and mission entails the provision of an environment within which the individuals grow in their responsibility to themselves and all other persons. This atmosphere must be preserved from all unnecessary obstacles to achieving this goal.

Because the use of alcohol and drugs has been demonstrated to be a serious obstacle to the physical well-being of persons, and a serious impediment to their growth spiritually, intellectually, physically, and emotionally, the following policy is prescribed for the Catholic Schools of the Diocese of Syracuse, specifically Notre Dame Junior/Senior High School.

B. POLICY

The Policy of the Catholic Schools of the Diocese of Syracuse is that the use or possession of alcohol, illegal drugs, and drugs used for non-medical purposes on school property or at any school related activity by students is strictly prohibited at all times.

This prohibition extends to the use of substances mentioned above to the extent that one is under the influence, is in possession of, or is passing or selling drugs or alcohol or attempting to pass or sell alcohol or drugs.

C. DEFINITION

The term "drug", as used in this policy, means a controlled substance or other substance that acts on the central nervous system to cause unusual drowsiness, dullness, perceptual distortion, sleep, insensibility, stimulation, pain reduction, and/or euphoria.

This definition also extends to substances defined as limitation-controlled substances or substances referred to as "counterfeit" and/or "pseudo-drugs" which are commonly represented as bona fide controlled substances, illegal drugs, narcotics, stimulants and depressants.

D. GUIDELINES FOR IMPLEMENTATION

The use of alcohol and illegal drugs is prohibited on school grounds, in school or at school functions. Any student found involved with, possessing, or selling drugs and/or alcohol at school or at a school sponsored activity (athletic or social) will be administered the following penalties.

i. First infraction of the use, possession or being under the influence

1. Any student suspected of using, being in possession of, or under the influence of alcohol or drugs, is to be reported to a school

administrator.

2. Appropriate action based on the administrator's evaluation is then taken. If the administrator determines that the student is using, in possession of, or under the influence of alcohol or drugs, the student is to be immediately suspended by the administrator and parent(s)/guardian(s) will be contacted by phone as soon as it is practically possible. A written notification to the parent(s)/guardian(s) will also be e-mailed/mailed. Suspension is not to exceed five days. It is recommended that the student be placed on in-school suspension.
 3. Prior to the conclusion of the suspension period, the student, the parent(s)/guardian(s), and the administrator or the administrator's delegate will meet to discuss the situation and make appropriate plans for a chemical abuse assessment and intervention.
- a. As a condition for returning to school, it is required that the student have an appointment scheduled for a chemical abuse assessment with a professional. The administrator will provide some possible referral resources.
 - b. Also, as a condition for returning to school, parents will sign an authorization for the release of information to permit the results of the chemical abuse assessment to be shared with school officials.
4. The student is to be placed on disciplinary probation at least until the completion of the intervention program recommended as the result of the required assessment. Since the goal of this policy is to assist in the rehabilitation of students involved with alcohol or drugs, those students who fail to keep the chemical abuse assessment, fail to share the results of the chemical abuse assessment, or fail to complete the recommendations of the assessment are in violation of disciplinary probation. The violation of disciplinary probation will result in suspension and/or expulsion.

ii. Second Infraction

1. Any student, who during the year, is found to use, possess or be under the influence of alcohol a second time will be suspended by the administrator with the possibility of expulsion. If after a parent conference, the administrator determines that the student may return to school, a chemical abuse assessment and intervention program are required as before.
2. Since this is the second infraction, the administrator will take additional appropriate disciplinary measures. If after two prior suspensions, assessments, and attempts at intervention, the student is suspended for an alcohol or drug related violation, the student is subject to expulsion following a parent conference.

iii. The selling or passing of Alcohol/Drugs will be handled as follows:

1. If there are reasonable grounds to suspect a student of attempting to sell or to pass alcohol or drugs, he/ she is to be suspended by the administrator with the possibility of expulsion. All the procedures for suspension will be followed by the administrator.
2. If, after a conference with the student and parents, the school administrator determines that the student intended to sell or to pass alcohol or drugs, the student is to be expelled after consultation with

the Area Superintendent.

E. ADDITIONAL GUIDELINES

- i. Any case deemed serious enough to warrant police intervention is to be discussed with the Area Superintendent before such action.
- ii. In the event of addictive behavior requiring residential treatment, the school will work with the parent(s)/guardian(s) and the staff of the treatment facility to ensure continuity in the student's educational program. At the time it is appropriate for the student to return to a regular school setting, a conference will be scheduled. At this conference, parent(s) / guardian(s), residential treatment staff person and the administrator will meet to discuss the student's status. Readmission to school is based on this conference.

II. FIRE DRILLS

A minimum of eight fire drills are required of schools each year according to New York State regulations. During a fire drill, students must walk quickly and quietly out of the building according to the assigned route. Before the room is vacated, all windows should be closed and lights turned off. Classroom doors should be closed on the way out. No one may return to the building until the entire student body has been recalled.

III. IMMUNIZATIONS

All students seeking admission to Notre Dame Junior/Senior High School must present certification of immunization in accordance with the Public Health Law. A student may not attend school in excess of fourteen days without presenting the appropriate certification. Proof of immunization is necessary for poliomyelitis, mumps, measles, diphtheria, rubella, and hepatitis B. The parent(s)/guardian(s) must provide either a certificate of immunization or proof from a physician that the child is in the process of receiving the required immunizations.

IV. LOCK IN, LOCK OUT, LOCKDOWN DRILLS

Lock In, Lock Out, and Lockdown drills will be conducted as required by New York State law. Students are expected to be orderly and quiet so that they will be able to follow the specific instructions of the teacher or other adult supervisor. Students are instructed in lockdown procedures for each classroom in which they have a class, including the gym and library, and in procedures to follow if they are in the hall. Lockdown remains in effect until a member of the administration ends the lockdown.

V. LOCKERS

- a. The security of a student's property and locker is his/her responsibility, and the school is not responsible for a student's personal property. Lockers must be locked always, and combinations should not be revealed to other students. Lockers are school property and are always available for inspection.
- b. Lockers on school premises are school property temporarily provided to the student to store necessary school supplies and personal items. Students should have no

expectations of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary, with or without reasonable suspicion that a school rule is being violated. As a condition of enrollment, each student expressly grants to the school the right to conduct a search of his/her assigned locker at any time without prior notice or consent. If such search discloses any evidence indicating a violation of a school rule, it may be used in connection with the imposition of a disciplinary penalty and/or police notification.

- c. Each student will be issued a hall locker at the beginning of the school year by the Associate Principal. The number of the locker and the lock number and combination will be kept on file in the office of the Associate Principal for emergencies. Locks will be issued by the school and students will be required to pay a minimal fee. No key locks or non-school issued locks will be allowed unless individual permission is granted by the Associate Principal. **LOCKERS ARE TO BE LOCKED AT ALL TIMES!!!**

VI. MEDICATION FOR STUDENTS

Students who must take medication(s) during the school day must present all medications to the school nurse or an administrator with the following:

- a. A written order from a physician is required for all prescriptions and nonprescription medications to be taken during school hours. Such orders must include the following information:
 - i. Student's name and date of birth
 - ii. Diagnosis
 - iii. Name of medication
 - iv. Dosage and means of administration.
 - v. Self-administration orders, if needed
 - vi. Frequency and time of administration
 - vii. Conditions under which medications should be administered and frequency.
 - viii. Date written.
 - ix. Prescriber's name, title and signature
 - x. Prescriber's phone number.
- b. The parent(s)/guardian(s) must submit a written statement requesting administration of the medication in accordance with the physician's directions.
- c. All medication must be delivered by the parent to the health Office. Prescription pharmacy labels must include (a) the student's name, (b) the name and phone number of the pharmacy, (c) the licensed prescriber's name, (d) the date and number of refills, (e) name of the medication, and (f) the dosage, frequency of administration, and the directions for administration. Over-the-counter medications must be in the original manufacturer's package with the student's name affixed to the container.
- d. The school nurse is responsible for administering any necessary medication, if on duty. Thus, students should report to the health Office to take medications. If the nurse is not available, students should report to the main office for administration of medication. If medical conditions require, and if the student is properly trained, a student may be permitted to self-administer medication if the proper authorizations are submitted.

VII. PUPIL BENEFITS PLAN

- a. The family medical coverage is the primary insurer of the student. The Pupil Benefits Insurance Plan Inc. is designed to supplement what the student's family health and accident insurance does not cover.
- b. Students who participate in extracurricular athletics are covered through their parents' insurance as primary and then the Pupil Benefits Insurance Plan as secondary. This plan is designed to assist in meeting the expenses of parents but is not designed to cover expensive medical care. According to Diocesan policy, students who participate in varsity football or modified football must purchase a \$50 football insurance rider before they can begin practice.
- c. In the event an injury occurs, and a claim is necessary, it is imperative that the COACH, MODERATOR, ATHLETIC DIRECTOR, and the PLAN be notified immediately. Notification after 30 days from the date of injury will result in forfeiture of claim.

Library/Media & Information Center

I. GENERAL

- a. The library/media center will be open each day from 7:55 A.M. to 2:40 P.M.
- b. Circulation books may be borrowed for two weeks.
- c. Students should be considerate of others' needs and return materials on time.
- d. Reference materials may not be taken from the library without permission.
- e. Students should never bring anything to eat or drink into the library/media center.
- f. Generally, to provide space for all students to visit the library/media center, students may go to the library from a study hall only once per day.
- g. Students are required to sign-up for library use before the start of the school day, unless granted permission by an administrator.

II. SENIOR STUDY HALL

- a. Regular use of the library/media center is a privilege granted to seniors who have a study hall during the day. Seniors may report directly to the Library/Media Center, during which time, seniors may listen to personal music via headphones and may use their cell phones as long as it does not become a distraction to other students or faculty members in the Library/Media Center. While in Senior Study Hall, students should not text or message other students who are in class. Students should not be taking pictures, videos, or making recordings. It is the student's responsibility to comply with all requests from faculty members in the Library/Media Center. Seniors should remain in Senior Study Hall for the entire period unless they are going to work in a classroom with a teacher, in which case they must have a pre-approved pass from the teacher. Seniors must report to Senior Study Hall promptly when the bell rings and must remain there. Seniors may not leave the property and may not go outside during Senior Study Hall.
- b. A parent or the school may temporarily, or permanently, revoke this privilege for academic or behavioral reasons. If a parent/guardian wishes to deny or revoke this privilege, he/ she must inform the administration in writing.

Lunch / Cafeteria

- A. Students gather in the cafeteria to eat their lunch and enjoy friendly conversation. Neatness and cleanliness in this room are important. Students are expected to clear off their place after they have eaten so that the next person can occupy a clean area.

- B. Food and drinks are to be consumed in the cafeteria ONLY, and never in the hallway, classrooms, gymnasiums, etc.
- C. The school cafeteria offers a hot lunch program for students every school day. A complete hot lunch can be purchased. Some families, due to low income or extraordinary family circumstances, are eligible for free or reduced-price lunches. Application for such may be made through the principal. All information included in these applications is kept strictly confidential. **The practice of "Charging" is prohibited. Additionally, food and or beverage deliveries to school are prohibited (regardless of who delivers).**

Miscellaneous

- The enthusiastic manner in which Notre Dame students attend school functions is encouraged. Common courtesy is always the rule at such assemblies, games, etc.
- All posters, signs, etc., must be approved by the Associate Principal before being posted in the school.
- There is to be no gambling (including card playing, pitching coins, etc.) anywhere in the building or on campus anytime during the school day.
- At times, the Administration may require that a student receive professional counseling. If the parent/guardian does not follow through on this request, the student may not continue at Notre Dame Junior/Senior High School.
- **PLEDGE OF ALLEGIANCE & MORNING/AFTERNOON PRAYER:** All faculty, staff, and student personnel are expected to stop in place and stand for the Pledge of Allegiance as well as Morning/ Afternoon Prayer while on a Notre Dame Schools campus or in attendance of or participating in a school sponsored event or activity. Students choosing not to recite the Pledge of Allegiance and or the Morning/Afternoon Prayer, will stand and remain silent until the conclusion of each. The practice of sitting, kneeling, turning of back, performing gestures other than the placing of the right hand over the heart, causing a distraction, or leaving a classroom to avoid the observance of the Pledge of Allegiance and or Morning/ Afternoon Prayer WILL NOT BE TOLERATED. By enrolling in Notre Dame Schools, students and parents agree to follow all policies and procedures established. Failure to comply with the same may result in disciplinary action to include disenrollment.
- **SEARCH BY SCHOOL PERSONNEL:** When school officials have a reasonable suspicion that a school rule is being violated, or that illegal contraband may be concealed in a student's personal belongings, car, or on his/her person, they may act upon that suspicion without the student's consent. The resulting evidence, if any, may be used in connection with a disciplinary proceeding and/or notification to appropriate law enforcement authorities.
- **TEXTBOOKS & SUPPLIES:** Students are assigned a specific numbered textbook for each course that requires a textbook. This assigned textbook is recorded. It is expected that students will take proper care of the books assigned to them. It is recommended that students cover their books to ensure their longevity. Students must return all textbooks assigned to them to their respective teachers prior to the end of the final examinations in June. Students must return the textbooks that they were assigned with minimal wear and tear, or a charge will be assessed for each lost or damaged book up to its full retail value. Students who return a textbook that was not assigned to them will not receive credit for the returned textbook and will be responsible for the cost of replacing the missing textbook. All staff members have composed a list of school supplies for their courses. Students are expected to come to school prepared with these supplies on a daily basis unless otherwise directed.

- **WORKING PAPERS:** Working papers are available through the main office. To obtain working papers, the student is required to submit a certificate of a doctor's physical which was given within the year, as well as written parental permission using forms obtained from the main office.

Photography / Recording

A. PHOTOGRAPHING, FILMING, AND RECORDING

Students are strictly forbidden from taking still photographs, video, or any type of recordings of any other student, staff member, teacher, or visitor on school grounds unless the photo or filming is part of a school assignment and is supervised by a faculty member. Students working on an assignment will be given a specific ID tag by the supervising teacher to be easily identified and must wear this ID while taking photos, videos, or recordings for the assignment. Any student violating this policy is to be reported immediately to the principal for disciplinary action.

B. MEDIA COVERAGE

Photographs and/or videos of students are taken periodically for use in school, parish, and parochial publications and to celebrate our students' participation and accomplishments in certain activities or events.

In returning an enrollment application or reapplication, a parent/guardian acknowledges this and grants permission to Notre Dame Schools and its employees to use photos and videos of your children in school-sponsored social media posts and publications, as well as their names in publications, displays, or promotions. A parent/guardian may limit or disallow this by contacting the principal and providing him/her with written notice of what limitations are preferred.

Please note that even with Safe Environment protocols in effect, the Diocese of Syracuse, its parishes, schools, and ministries may have little control over the use of photographs or film taken by third parties or the media that may be covering the event in which your children (child) participate(s).

III. Safe Environment

A. SEXUAL HARASSMENT POLICY OF SYRACUSE CATHOLIC SCHOOLS OFFICE

i. STATEMENT OF POLICY AND OVERVIEW

The Catholic School Office of the Diocese of Syracuse ("CSO"), and each of its component schools (individually, "School" or collectively, "Schools"), are committed to safeguarding the right of all staff and students within the school community to work and learn in an environment that is free from all forms of illegal sexual discrimination, including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement, or participation in any Educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment.

The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report.

The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents and volunteers of the schools.

ii. DEFINITIONS

Sexual harassment can take many different forms and occur in several different settings. Accordingly, the definitions used here are intended to be

illustrative, and not exclusive. Sexual harassment is generally defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student's academic progress or a student's successful completion of any course of study, educational or extra-curricular activity.
2. Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, evaluation of a student's academic performance or progress, participation in an educational or extra-curricular activity, or creating a sexually intimidating, hostile, or offensive learning environment.
4. Submission to such conduct is, either explicitly or implicitly, made a condition for continued employment, the evaluation of an employee's performance or the pay, benefits and/or working conditions of any employee.
5. Submission to or rejection of such conduct by an employee is used as a basis for decisions affecting an employee's pay, benefits, work assignments, and/or working conditions.
6. Such conduct has the purpose or effect of unreasonably interfering with an employee's ability to perform his or her work or creates an intimidating, hostile or offensive work environment.
7. Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments, and innuendo, or, among other things, sexual advances.
8. Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student's participation in an educational program, extra-curricular activity, and/or academic performance, or an employee's work performance, pay, benefits, and/or which creates an intimidating, hostile or offensive learning or working environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, including the creation of a hostile learning or working environment, the following are examples of conduct that may constitute sexual harassment, depending upon the totality of circumstances, the severity of the conduct and its pervasiveness:

- a. Unwelcome sexual advances, regardless of whether they involve physical contact.
- b. Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual's sex life; comments about an individual's body, and/or comments about an individual's sexual activity, deficiencies, or prowess.
- c. Displaying sexually suggestive objects, pictures and/or cartoons.
- d. Unwelcome leering, whistling, brushing against the body, sexual

- gestures, and suggestive or insulting comments.
- e. Inquiries into one's sexual experiences; and
- f. Discussion of one's sexual activities.

The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complaint and/or victim should be considered. While the accuser's conduct and/or intention may be considered, sexual harassment may be found even where the accused has/had no intention to sexually harass another individual.

iii. **COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION**

1. **Appointment of Sexual Harassment Officers**

The CSO's Superintendent of Schools ("Superintendent") shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic schools. Each School shall create the position of School Sexual Harassment Prevention Officer ("SSHPO"). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September through August of the next school year. The CSSHPO and the various SSHPO's shall receive training in the area of sexual harassment prevention and proper investigation into reports of sexual harassment. Each School shall notify the CSSHPO if its SSHPO's employment should end or its SSHPO should be unable to complete his or her duties during the academic year.

2. **Reports of Sexual Harassment**

The CSO and its Schools strongly encourage any student or employee who has been subjected to ("subject") or otherwise witnessed ("reporter") conduct that may comprise sexual harassment to report that conduct. Any student or employee who believes that he or she has been the victim of or witness to an incident(s) of sexual harassment may report such incident(s) to the Superintendent, CSSHPO, the Diocesan Assistance Coordinator, any administrator working in the CSO, any SSHPO, School Principal, Assistant Principal or to a School Counselor.

The staff member to whom the complainant is made shall promptly report the complaint to the SSHPO and the Principal of the School where the harassment is reported to have occurred. If the complaint concerns the SSHPO, the staff member need only advise the Principal. Any staff member who fails to report a sexual harassment complaint may be subjected to disciplinary action.

The principal shall notify the CSSHPO and Superintendent.³ In the event the report involves the principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSSHPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall

assume that officer's duties \ and take any other appropriate action. In all events, the CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Safe Environment Policy ("VIRTUS").

The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (e.g., the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic school administrator, Principal, counsel or an outside investigator or a team of these individuals). All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the school and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.

3. Investigation of Reports of Sexual Harassment

Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt, and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible.

Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator's findings of fact and recommendations as to any appropriate remedial action. The investigator shall the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its completion, the report shall be filed with the Superintendent's office, via the CSSHPO. The Superintendent's office shall share the report and/or the necessary content of the report, as is appropriate in each case.

As set forth below, the outcome of an investigation of a sexual harassment complaint shall be related to the accused, the reporter and/or subject and, in the case of a student, the parent/guardian of an accused or subject (individually, "Interested Party"). Such information shall be given to these individuals within 30 days of the report's completion, in summary fashion, taking care to preserve any confidential material, to the extent practicable, and consistent with the law, any relevant contract, and CSO personnel policies.

4. Corrective Action Based on Investigation

If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency.

In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation's conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent's sole discretion.

5. Prohibition of Retaliation and Follow-up to Investigation and/or Corrective Action

The CSO and the Schools prohibit any conduct that is intended, may be construed as constituting or which constitutes retaliation against a complainant or reporter for the good faith reporting of an incident pursuant to this policy, as well as against any person who testifies or otherwise provides information or otherwise assists in a sexual harassment investigation. Follow-up inquiries by the appointed investigator CSSHPO, SSHPO and/or School Principal shall be made to ensure that the reporter, subject and/or witnesses have not suffered any retaliation.

In addition, the SSHPO and/or the investigator shall follow-up with such individuals at regular intervals during the school year to determine if any enacted remedies have been effective and to insure the absence of any retaliation by any student, staff, parent, or other person.

If the CSO reported the matter to a law enforcement agency, as detailed above, the Superintendent's Office shall follow-up with the appropriate law enforcement agency to determine the status and outcome of any criminal investigation or prosecution and shall act as a liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.

iv. TRAINING AND DISTRIBUTION OF POLICY

The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual harassment, including condemnation of such conduct,

the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

A copy of this policy shall be distributed to all personnel, students and parents/guardians posted in appropriate places and included in all school handbooks. A copy of the official Sexual Harassment Reporting Form can be found on the school web site: www.notredameutica.org. **Contact Numbers:** Superintendent, Dr. Amy Sansone (315) 470-1456; Deputy Superintendent, Mr. Donald Mills (315) 470-1414.

IV. Dress Code

PHILOSOPHY

The primary mission of Notre Dame Schools is to educate the whole student in a Catholic environment that instills such values as modesty, self-discipline, professionalism, and pride. Notre Dame students, therefore, are to “dress for success”. We believe that a dress code in which modesty and non-competitive dress are the norm is conducive to an attitude and atmosphere of cooperation and ultimately, unites our students and makes them career ready. Self-confidence and self-esteem are part of this and directly relate to appearance. A student’s attire reflects upon the student as well as the school. We want our young women and men to take pride in their appearance.

All students are expected to present a modest, neat, and clean appearance at all times while being in the approved school uniform. All clothing must be clean, pressed, modestly styled, in good material condition, and properly fitted. The uniform is to be worn every school day unless an individual or the entire student body has been excused from this requirement. Additionally, the uniform must be properly worn whenever the student is on school grounds and/or representing Notre Dame High School at an officially approved activity or event.

Parents/Guardians must be aware of the dress code, ensure the approved items are purchased, and insist that their student(s) be in the dress code when leaving the house each morning. Students not in compliance with the dress code policy will be provided one opportunity to become compliant. Failure to comply will result in disciplinary action. Administration reserves the right to determine what is and what is not acceptable, this includes the determination of the appropriateness of student dress on dress-down days.

UNIFORM VENDOR

For the sake of uniformity and consistency, Lands’ End is to be the sole dress code clothing provider of Notre Dame Schools. A link to the Notre Dame Lands’ End Uniforms page is available on our website.

*****Please note: White polo and oxford shirts have officially been phased out of the Notre Dame Jr/Sr High School dress code and are no longer for sale on Lands' End. White shirts may no longer be worn effective 2024-2025.***

YOUNG WOMEN'S DRESS CODE

- Short- or long-sleeved, polo shirts, Navy Blue or light blue, with the embroidered ND logo, purchased from Lands' End Uniforms. Students may choose to wear a solid white, short-sleeved t-shirt under the polo shirt. Polo shirts must be tucked in so the belt line can be seen and long enough to stay tucked while seated.
- Navy blue quarter zips with the embroidered ND logo may be worn with a solid white or navy blue undershirt. The undershirt must be visible underneath when unzipped. Quarter zips may NOT be worn with shorts/skorts/skirts, nor over an oxford shirt/blouse on professional dress days.
- Khaki or navy blue chino pants are to be worn at all times. The waistline will be located above the hip, buckled/snapped, and NOT ROLLED/CUFFED/RIPPED. The pant legs must be hemmed.
- **Navy blue, khaki, or plaid chino-shorts and skorts purchased from Lands' End Uniforms may ONLY be worn in September, October, May, and June.** Shorts/skorts must fall at the knee. Skorts/skirts may not be rolled and panels must meet on the sides.
- Navy Blue pants/shorts/skorts may only be worn with light blue shirts! Khaki color pants/shorts/skorts may be worn with either color shirt.
- No undergarments are to be visible, including the bottoms of undershirts. All clothing is to be modestly and properly fitted, clean, neat and pressed.
- A leather belt, brown or black in color, must be worn at all times with dress code pants/shorts. The belt buckle must be standard in size (not to exceed 1 ½" x 2" in area, with no ornate designs, studs, sequins, or patterns, and must be situated on the centerline of the torso.

YOUNG MEN'S DRESS CODE

- Short- or long-sleeved, polo shirts, navy or light blue, with the embroidered ND logo, purchased from Lands' End Uniforms. Students may choose to wear a solid white, short-sleeved t-shirt under the polo shirt. Polo shirts must be tucked in so the belt line can be seen and long enough to stay tucked while seated.
- Navy blue quarter zips with the embroidered ND logo may be worn with a solid white or navy blue undershirt. The undershirt must be visible underneath. Quarter zips may NOT be worn with shorts, nor over an oxford shirt on professional dress days.
- Khaki or navy blue chino pants from Lands' End Uniforms are to be worn at all times. The waistline will be located above the hip, buckled/snapped, and NOT ROLLED/CUFFED/RIPPED. The pant legs must be hemmed.
- **Khaki or navy blue chino shorts purchased from Lands' End Uniforms may ONLY be worn in September, October, May, and June.** Shorts must fall at the knee.
- Navy Blue pants/shorts may not be worn with navy blue shirts!
- No undergarments are to be visible, including the bottoms of undershirts. All clothing is to be modestly and properly fitted, clean, neat, and pressed.
- A leather belt, brown or black in color, must be worn at all times with dress code pants/shorts. The belt buckle must be standard in size (not to exceed 1 ½" x 2", with no

ornate designs, studs, sequins, or patterns, and must be situated on the centerline of the torso

“PROFESSIONAL DRESS UNIFORM”

- *The “Professional Dress Uniform” is the mandatory form of dress on days when we attend Mass as a school, days of athletic competition, as well as at official events in which a student might be representing Notre Dame as directed by administration or coaching staff.*
- **For young ladies:** light blue Oxford-style blouse purchased from Lands’ End Uniforms. Blouses are to be buttoned (except for the top button), tucked in so the belt line/waistline can be seen, and long enough to stay tucked while seated. A student may choose to wear a solid white short-sleeved t-shirt under the blouse. **Blue-plaid skirts may be worn in place of chino pants on professional dress days with navy blue or black tights.**
- **For young men:** light blue oxford-style dress shirts purchased from Lands’ End Uniforms with a Notre Dame tie. Dress shirts are to be buttoned, tucked in so the belt line can be seen, and long enough to stay tucked while seated. A student may choose to wear a solid white short-sleeved t-shirt under the dress shirt. Ties must be properly tied and drawn firmly at the neck.
- **Shorts/skorts may NOT be worn on professional dress days.**
- **Only dress shoes or boat shoes may be worn on professional dress days! No sneakers!**

UNIFORM SWEATERS

- The **only** authorized sweaters approved for wear are the Notre Dame uniform sweaters purchased from Lands’ End and may be worn at any time. All sweaters including V-neck and Cardigan are to be Navy Blue in color and will bear the embroidered Notre Dame logo. The wearing of hooded sweatshirts, athletic/team sweaters, crew-neck sweaters, and/or jackets in school is strictly prohibited.

FOOTWEAR

- Footwear is to be an enclosed dress shoe, boat shoe, or sneaker. The footwear is to be solid black, brown, or gray (including any logos, such as the Nike “swoosh”). Heels must be less than 2”. Footwear is always to be worn with socks, tights, or stockings. Socks should be solid black, white, or other neutral tones.
- Sandals and other open-toed shoes, slippers and slipper-style Uggs, high-top sneakers, boots of any kind (including Timberlands and Uggs), “Crocs”, and clogs are NOT permitted for wear.

PERSONAL GROOMING

- Hair must be a natural color, neat, clean, and acceptably styled. Fads and trends are to be avoided.

- Hair should be combed or brushed, of acceptable length, and neat in appearance at all times. Hair should never be covering the eyes. For young men, hair is not to extend below the top of the collar, below the eyebrows, and not to extend below the bottom of the ear.
- Faces are to be clean-shaven at all times. Facial hair, including sideburns below the ears, is prohibited.
- Headbands may be worn, but not to exceed 1" in width, solid in color, no logos, and used only for the purpose of holding hair back from the face. Headbands extending below the top of the collar are prohibited.
- Hats, bandanas, and scarves are not permitted for wear inside the school building, including "dress-down" days, except for religious reasons.
- Earrings are to be worn in ears only and limited to one in each. Piercing jewelry on eyebrows, nose, tongue, or facial area other than the ear is prohibited. Only stud earrings are permitted. Hoops or chains are not permitted for purposes of ensuring student safety. Earlobe plugs are prohibited.
- Visible body markings and tattoos are not permitted or will be covered from view at all times with a long-sleeved shirt, pants, or socks. Gauze pads and/or bandages are not a substitute for this requirement.
- Excessive jewelry, including chains, is not permitted.

PHYSICAL EDUCATION

- Only approved Notre Dame physical education uniform is permitted for wear in the physical education class. Failure to bring proper attire for physical education class will result in a grade of 0 for that class day.

"DRESS DOWN DAY"

- Students are expected to display modesty and good taste on dress-down days.
- The following are **always prohibited** for wear, including on dress-down days:
 - Jeans/pants with rips or holes above the knee.
 - Hats of any kind.
 - Strapless and sleeveless tops.
 - Low-cut tops, crop tops, tube tops, tank tops, and any form of clothing that reveals the belly button or stomach area.
 - Sandals, flip flops, open-backed, beach shoes, or slipper-type shoes.
 - Clothing of any kind that advertises or promotes alcohol, tobacco, illegal substances, or drinking establishments as well as those that contain messages of violence, questionable moral activity, and/or vulgar language.
- **All shorts, skirts, skorts, and dresses must fall at the knee.**
- **Spandex, Leggings, Yoga Pants, or similarly clinging material are prohibited unless worn under a dress or elongated top that extends to the tip of the fingers when standing straight.**

V. Academic Policies

- A. ACADEMIC CONTRACT** – When necessary and/or appropriate, the administration may employ the use of an Academic Contract with a student using listed objectives designed to improve classroom performance and to ensure a clear understanding of the expectations for continued enrollment. Student and parent/guardian signatures may be required to indicate an agreement of this contract. Failure to abide by this contract may result in dismissal from school.
- B. ACADEMIC DISMISSAL** – Rigorous academic achievement is at the forefront of Notre Dame’s mission. Students are required to complete all coursework and examinations aligned with established academic standards. Students unable or unwilling to perform to academic standards will be considered for academic dismissal from Notre Dame Schools. Notre Dame Schools administration are committed to the belief that education is a partnership between the student, school, and parents/guardians. The school expects that parents/guardians will, therefore, regularly monitor their student’s grades and academic progress and alert faculty/staff of any concerns in a timely fashion. Academic dismissal is decided by Notre Dame Schools administration. Extenuating circumstances may be taken into consideration.
- i. A student who fails a course in any core subject will be required to satisfactorily complete that course in order to return to Notre Dame Schools. Notre Dame does NOT offer summer school. If the home district offers Summer School, the student may take the recovery course over the summer.
 - ii. After completion of the first semester and midterm examinations, students found to be failing two or more core subjects may be academically dismissed from Notre Dame Schools and not allowed to return for the second semester.
 - iii. After completion of the second semester and final examinations, students found to be failing two or more core subjects may be academically dismissed from Notre Dame Schools and not allowed to return the following school year.
 - iv. Students who have been academically dismissed may reapply for admission to Notre Dame Schools the following school year after satisfactory completion of a minimum of one full academic year at another accredited institution.

C. ABSENTEEISM

- i. Students who are legally absent on the day of an assessment (test, quiz, oral presentation, etc.) will take their assessment immediately upon return to school.
- ii. Students who are legally absent for an extended period of time (2 or more days) will take missed assessments within 4 school days of return. Extenuating circumstances, as identified by course teacher and or an administrator, will be addressed on an individual basis.
- iii. It is the responsibility of the parent/guardian to contact the Guidance Department for the purposes of making arrangements for the collection of missing assignments in support of their child(ren) in the case of an extended or anticipated absence.
- iv. Students who are illegally absent (truant or without authorized justification for absence) will receive a grade of zero for assessments administered during truancy.

D. ACADEMIC INTEGRITY

- i. Students caught and/or implicated in the act of deceiving, giving or receiving (or conspiring to give or receive) answers to class assignments (including the copying of material), assessments, projects from another source, or any teacher assigned assignment, will receive an immediate grade of zero, parental notification, and detention.
- ii. In addition to other penalties provided herein, the principal or vice principal may deny credit for work completed and may also deny the right to make-up an assignment or assessment as a result of cheating, leaving, or missing a midterm or final examination without permission, plagiarism, or other forms of misconduct regarding academic performance.

E. ACADEMIC (IN)ELIGIBILITY

- i. A student's eligibility status is reviewed every 5 weeks (or as deemed necessary by an administrator) throughout the school year. If warranted, a student's eligibility status may be adjusted at that time. Ineligibility is a supportive effort to help students focus on academics. Students who earn a failing grade are ineligible for participation in any extracurricular school event or activity to include, but not limited to athletics, drama, field trips, NJROTC drill meets/practices/activities, clubs, concerts, band competition, and Semi-Formal and Prom activities. In addition, any senior failing one required course for graduation is ineligible for participation in any extracurricular school event and or activity and may lose senior academic privileges.
- ii. A student assigned to ineligible status will have the right to file an Appeal of Ineligibility. The Letter of Appeal will consist of a letter from the student identifying the course(s) of concern, associated difficulties that led to ineligibility status, measures taken by the student to help themselves, and a plan for improvement. This letter will be directed to the Associate Principal at which time a Board of Appeal may, in the view of the Associate Principal, be convened. The Board of Appeal will consist of input from assigned faculty, Director of Athletics, Director of School Counseling, the student, and additional personnel as deemed by the Associate Principal. A

Board of Appeal will be convened within 2 business days (or quickly as possible) of designation of ineligibility. The result of the Board of Appeal is final. **A student remains in ineligible status until cleared by the Associate Principal.**

- iii. A 10-day window is provided to ineligible students to raise their grades. During this time, students failing one course may be approved to practice, but not perform/compete/participate in extracurricular events and or activities as deemed by the Associate Principal. Students failing two or more courses are prohibited from participating in practices, performances, competitions, in extracurricular events and or activities.
- iv. All students will be permitted to participate in "try out" activities only regardless of eligibility status. Once the "try out" process is complete, the student-athlete returns to ineligible status.
- v. Students who are able to raise their grades and or show demonstrative improvement in the classroom as deemed by the course instructor(s) over the 10-day period, may request reinstatement to full-participation status. This request must be addressed to and approved by the Associate Principal.
- vi. Students who are absent for any part of the school day (without a physician's note or administrative approval) may not participate in an extracurricular activity or event on that day.

- F. ACADEMIC PROBATION** – In order to affirm our commitment to sound academic performance, students' grades and study habits are continually monitored and evaluated. If a student demonstrates consistently inferior academic work, he/she may be placed on academic probation. Students placed on academic probation must show measurable improvement or they are at risk of facing academic dismissal. When deemed necessary, the student academic support committee will review the student's grades and suggest methods for improvement. Remedial measures include, but are not limited to assignment to tutorial period, assignment of a tutor, loss of privileges, etc.
- G. ACADEMIC SANCTIONS** – In addition to other penalties provided herein, the principal and associate principal may deny credit for work completed and may also deny the right to make-up an assignment or assessment as a result of cheating, leaving, or missing a Mid-Term and/or a final examination without permission, plagiarism, or other forms of misconduct regarding academic performance.
- H. ACCELERATED CLASS SEQUENCE** – Accelerated class sequences are offered in Mathematics and Science for students that exhibit an advanced mastery of content in junior high school. Acceleration is determined by taking a placement test and achieving a mastery level score (85+) and based on teacher and administrator recommendation.
- I. ADVANCED PLACEMENT (AP) COURSES** – In order to enroll in an AP course, the student must have a minimum overall GPA of 85 and a minimum GPA of 90 in the content area for each year of high school and have the recommendation of the teacher. Students who enroll in an AP course **MUST** take the associated AP examination in the spring. Honors level courses will be treated as pre-AP.

J. ASSESSMENTS

- a. All students are required to take local, midterm, final, and Regent's examinations. **When a student is too ill to take a midterm, final, or Regent's examination, a doctor's note will be required as verification of the illness.** The student will be required to make up the missed examination(s) on a day designated by the administration. Regents examinations may only be given as scheduled by the New York State Education Department and cannot be made up on another day.
- b. Students who miss a midterm, final, or Regents examination without an authorized doctor's note, may receive a grade of zero.
- c. All students registered for (signed up) to participate in an Advanced Placement (AP) examination are required to take the examination. Registration fee will NOT be refunded!
- d. Students reporting for any examination are to be in the appropriate school dress code. Students that are not in school dress code will not be permitted to take the respective examination until the infraction is corrected. Rescheduling a Midterm or Final Examination due to tardiness and or failure to comply with the school dress code is NOT permitted.

F. GRADING

- a. Averages
 - i. Each of the 4 marking periods are worth 20% of the final course average and each examination (midterm and final) are worth 10% of the final course average each. For semester courses, each marking period is worth 45% and the final examination is worth 10%.
- b. Dropping/Curving
 - i. The practice of dropping the lowest grade and grade curving are prohibited.
- c. Excusing Assignments
 - i. The practice of "excusing" assignments must have the approval of an administrator and should only be employed on rare occasion for extenuating circumstances.
- d. Extra Credit/Bonus Points
 - i. The practice of providing extra credit opportunities is prohibited as is the practice of awarding grades in excess of 100%. The practice of presenting bonus questions to augment summative assessments must be approached with caution as to not lend itself to grade inflation and the dilution of the mastery process.
- e. Grade Reporting
 - i. Report Cards will be made available to parents/guardians upon conclusion of each academic quarter.
 - ii. Progress reports will be made available mid-way through each academic quarter to all parents/guardians having a student(s).
 - iii. The FACTS electronic grade reporting system will be used for the purposes of recording and the reporting of student academic progress. A system password will be assigned to each parent/guardian to facilitate access to a student's record as well as ease of viewing and monitoring.
 - iv. Official student transcripts will be maintained by the Guidance Department and will record the academic history of students assigned to grades 9-12.
- f. Incomplete
 - i. Incomplete grades may only be issued with the approval of the school

administration and will be reserved for extenuating circumstances of prolonged legal absence from school. Assigning an incomplete ("I") in place of a failing grade will allow the student time to make up the work missed. Once the work has been completed, the actual grade will be updated on the next report card.

G. GPA, WEIGHTING, RANKING

- a. A student's GPA is calculated by multiplying the course grade with the weight of the course, and then dividing by the total frequency of all courses. Grade weighting treats all courses equitably according to frequency of meeting and intensity of coursework.
- b. Grade weighting is determined as follows:
 - i. Regular coursework: 1.0
 - ii. College Prep/Regents: 1.02
 - iii. Honors/Naval Science: 1.03
 - iv. Dual Credit: 1.05
 - v. Advanced Placement: 1.1
- c. These results yield a "rank" average. The "rank" averages will be put in order from highest to lowest, thus establishing a student's rank in his or her class. Students will be ranked at the beginning of their senior year, with the final rank being computed after the first semester of the senior year.

H. GRADUATION REQUIREMENTS

- a. SEE THE MOST RECENT COURSE CATALOG FOR SPECIFIC COURSE/CREDIT REQUIREMENTS.

I. HOMEWORK

- a. The philosophy of Notre Dame Schools is that homework is an integral part of a student's education. Homework refers to any assignment that a student is required to do outside of regular class time. Teachers will typically provide students and parents with a course syllabus and grading policy, which will outline the teacher's homework expectations. Parents and students can refer to their FACTS and Google Classroom accounts for assignments. Homework times may vary according to subject, but students are expected to be fully prepared for their classes each day. This requires nightly home study as well as proper use of study halls. Homework is not only confined to written work. A significant part of a student's assignments should include the re-reading, studying, and reviewing of the material taught in class.
- b. Homework is to serve one or more of the following purposes:
 - i. To provide drill and additional practice to strengthen new skills introduced in the classroom.
 - ii. To complete unfinished classroom assignments.
 - iii. To complete work on short-term or long-term projects.
 - iv. To participate in research activities in locating facts and data.
 - v. To extend reading for pleasure and enjoyment.
 - vi. To foster good study habits.
 - vii. To encourage parent participation and cooperation through home supervision and guidance, and to become aware of what their children are learning.
 - viii. To develop a sense of responsibility toward one's work.
 - ix. To develop time-budgeting/management skills.
 - x. To reinforce a sense of responsibility towards one's work.

- c. The minimum study time for a student in grades 6 - 8 should be 1 1/2 hour each night. Students in grades 9 - 12 should work a minimum of 2 hours each night. This time should be devoted to reviewing notes and textbooks when the student has no written work. "I don't have any homework for tomorrow" or "I did it in school" is not a reason to eliminate the study period each night.
- d. Homework will be graded based on accuracy, not completion.

J. HONORS/AWARDS

- a. The determination of Salutatorian, Valedictorian, and Top 10 is based on the class ranking system. Students who have attended Notre Dame for at least 3 of the 4 high school years and are graduating with an Advanced Regents Diploma are eligible for these honors.
- b. Students are placed on the Honor Roll based on their marking period grades. Averages are NOT rounded up to obtain Honor Roll status.
 - i. Honors, Average of 85-89.99
 - ii. High Honors, Average of 90 – 94.99
 - iii. Principal's List, Average of 95+

K. REGENTS REQUIREMENTS

- i. In order for a student to receive Regents course credit, he/she must pass the course as well as the applicable Regents examination.
- ii. A student who is enrolled in a Regents course for Regents credit must take the associated examination. If he/she fails a Regents examination, it must be retaken during the next cycle if required for graduation.
- iii. See the most recent course catalog for mor information on Regents Diploma and Advanced Regents Diploma requirements.

L. PROMOTION/RETENTION

- a. Promotion from one grade to the next is dependent upon satisfaction of requirements in all courses resulting in a passing grade. Promotion will also depend on satisfaction of required credit hours. Any student failing a core course (English, Math, Science, Social Studies, Theology, or World Language) is required to attend summer school, if it is provided by the home district. Students may take a maximum of two courses over the summer. All Regents requirements must be made up in summer school as well. Failure of two or more core courses may result in academic dismissal.

M. TRANSFERS

- a. Students who transfer to Notre Dame from a public school or from another state or country will have their most recent transcript reviewed by the school counseling department in consultation with the school administration to determine what credits may be accepted and whether they meet the requirements for graduation both at Notre Dame and in New York State.

VI. Technology

I. CELL PHONES, CHROMEBOOKS, AND ELECTRONIC DEVICES

- a. Cellphones and or electronic devices may be used by students only before school (7:55 a.m.) or after school (2:42 p.m. or 3:15 p.m. depending upon tutorial period attendance).
- b. During the instructional day (including lunch periods, study hall, tutorial period, detention, hallways, etc.) cell phones must be turned off and should be kept out of sight. Failure to comply with this policy will result in detention and/or revocation of cell phone privileges.
- c. In addition, the cell phone and or electronic device will be confiscated by the teacher in charge or administrator and subsequently returned only to the parent/guardian upon arrival to the school. **Any student that is in possession of a cell phone or electronic device during an assessment (exam, test, quiz, etc.) will receive an immediate grade of zero.** (No excuse will be accepted as to whether the device was on or off.
- d. Cell phones and other electronic devices are prohibited for use in the cafeteria or during lunch, hallways, restrooms, gymnasium, study hall, and or work study classrooms.
- e. Chromebooks are permitted for use for instructional purposes only! Chromebooks will remain closed when not actively engaged in the aforementioned instruction. This pertains to lunch periods, gymnasium, hallways, and study halls. Violation may result in disciplinary action as well as confiscation of the Chromebook.
- f. **ONLY SCHOOL ISSUED CHROMEBOOKS and or LAPTOPS ARE permitted on school campuses!** Students are responsible for the safety, security, and upkeep of their Chromebook as well as associated power cord. Damaged, lost, or otherwise unusable Chrome books will result in a \$300.00 charge to parent/guardian. Damaged, lost, or otherwise unusable power cord will result in a \$25.00 charge to parent/guardian. **A replacement Chrome book and or power cord will only be provided after payment is made!**

II. TECHNOLOGY POLICY

a. TERMS AND CONDITIONS FOR ACCEPTABLE USE OF THE INTERNET BY STUDENTS

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of the new discoveries and technologies." (Aetatis Novae, #2). Developments in communications technology present new possibilities and challenges for the mission of the Church and Catholic education.

The Catholic Schools of the Diocese of Syracuse recognize that as telecommunications and other new technologies shift the ways that information may be accessed, processed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. The Catholic Schools of the Diocese of Syracuse support access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

In addition, educational technologies must be used, both by Catholic educators and students, in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright laws.

- i. Student use of the Internet on school computer hardware on school premises, or through School obtained accounts, both on-site and through remote connections, is governed by the policies of the Catholic Schools of the Diocese of Syracuse and the local school regulations.
- ii. Student use of the Internet is also governed by principles of electronic ethical use and current laws governing copyrighted materials, etc. Each user is responsible for all material sent and received under their user account.
- iii. The use of Internet accounts is a privilege and may be revoked by the principal, Internet coordinator, teacher, or Internet provider at any time for violations of policies.
- iv. All telecommunications access on school computers is limited to school-obtained accounts and is restricted to educational business and school related projects. Personal accounts on commercial services or other Internet providers may not be used in school. The teacher, Internet coordinator or network administrator must supervise student use.
- v. The student and parent/guardian must sign an Agreement for Internet Access by Students before student use will be granted. This form must be kept on file and renewed annually.
- vi. Computers, including all information, programs, software and use privileges, belong solely to the school and are subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy and/or delete all files and records on school computers or accessed through school accounts.
- vii. Privacy is to be insured at all times. Students may not reveal their personal address or phone numbers or those of others. All communications and information accessible via the network should be assumed to be public property.
- viii. Account holders/users are responsible to safeguard passwords and access protocols, and insure their account is protected from unauthorized access. Account holders will be held accountable for all activity logged on their account, regardless of if they were personally the user. All users are required to adhere to the following password controls:

1. Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as last name, street name, etc.
 2. Passwords should not be displayed, divulged, accessible or shared. If there is reason to believe that a password has become known, it should be changed immediately.
 3. Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other insecure place.
 4. Account holders should notify their teacher-sponsor or the teacher of the class if unauthorized access to their account is detected or suspected.
- ix. Student use of the Internet is governed by the student behavior code as included in the school's handbook and the policy of the Catholic Schools of the Diocese of Syracuse as included in the Diocesan Policy Handbook, and current state and federal laws. Access is a privilege, not a right. Access entails responsibility. Inappropriate computer behavior/use includes, but is not limited to the following:
1. Sending or displaying offensive messages, pictures, or unlawful information on the Internet.
 2. Using impolite, abusive, or otherwise objectionable language in either public or private.
 3. Harassing, insulting, or attacking others.
 4. Damaging computers, computer systems or computer networks.
 5. Violating copyright laws.
 6. Unauthorized access ("hacking") and trespassing in others' folders, work, or files.
 7. Intentionally wasting limited resources; or Employing the network for commercial purposes or in ways that violate federal, state, or local laws or statutes.
- x. Consequences of inappropriate computer use shall be:
1. In accord with the minimum and maximum penalties as listed for the Violation of the Technology Policy in the school's handbook.
 2. In addition, a student may lose computer privileges for a period of time. A student reinstated under this provision must be supervised at all times.
 3. For major infractions, or at the discretion of the principal in discussion with the teacher, student computer privileges may be revoked for the remainder of the academic year.
 4. Notification to parents of a student's inappropriate computer use may be made at any time.
 5. When applicable, law enforcement agencies may be involved.
- xi. Users of the Catholic Schools of the Diocese of Syracuse's computer network are responsible for their own behavior and shall comply with all appropriate standards of conduct. The Catholic Schools of the Diocese of Syracuse reserve the right to access all files and monitor all uses of its computer technology equipment at its own discretion so as to establish and maintain an assurance that such equipment is not being used inappropriately. Subject to the restrictions of applicable law, the Catholic Schools of the Diocese of Syracuse also reserve the right to disclose content from a computer that utilizes the

Catholic Schools' computer network. Thus, users of the Catholic Schools' computer equipment shall have no expectation of privacy with respect to such use.

- xii. The content of the web pages that are accessed via the servers of the Catholic Schools of the Diocese of Syracuse may be monitored, at any time, by Catholic Schools officials or their agents, and may be wither deleted or modified as said officials or agents may, in their sole discretion, deem appropriate.

VII. Financial Policies

A. TUITION PAYMENTS

- i. Tuition rates for each year are published on the Notre Dame Schools website.
- ii. Tuition payments to both Notre Dame Elementary School and Notre Dame Jr./Sr. High School may be made monthly, quarterly, or annually. The choice of payment plan is made by the family at the time of registration.
- iii. For families choosing to make monthly payments, payment plans run from July through May. Monthly payments can be made on the 1st, or the 15th of every month as selected by the family. Any variations of these terms need to be authorized by the School's Controller. Also, families choosing the monthly payment plan must enroll in the automatic payment plan.
- iv. For families re-enrolling students in Notre Dame Schools, registration must be completed by February 28th of the preceding year. A \$75 enrollment fee for the first student and \$10 each additional student must accompany the registration. If re-enrollment is not completed by February 28th, a \$150 enrollment fee will be charged and must accompany the registration. New students enrolling at Notre Dame Schools will be charged a \$150 enrollment fee at the time of registration. Registration fees are non-refundable.

B. PAST DUE TUITION PAYMENTS

- i. Tuition is considered late if payment is not made by the date designated in your tuition payment plan. Should circumstances arise that may cause delay in payment, the School's Controller must be notified immediately so consideration for an alternate plan can be discussed. The Finance Office will work with your family to come up with a mutually agreeable arrangement.
- ii. If your payment(s) remain past due for 30 days, the school will notify you that your payment is delinquent and needs to be made. A student will not be allowed to participate in extracurricular activities, including athletics, nor will the school honor transcript requests if an outstanding balance exists for 30 days.
- iii. If your payment(s) remain past due 60 days, the school will notify you that you have fallen behind. The school will make every effort to work with you

to bring your payments back to the proper payment schedule. A student will not be allowed to participate in extracurricular activities, including athletics, nor will the school honor transcript requests if an outstanding balance exists for 60 days.

- iv. If your payment(s) remain past due for 90 days, you will be given a final opportunity in writing to make arrangements to bring your account current. Failure to bring your account current will result in your child being removed from the school at the completion of the current marking period.
- v. If any part of the previously owed tuition is not paid by July 1st, the student will not be permitted to attend school for the coming year. Registration forms and fees may be resubmitted after unpaid tuition is paid in full. All past due tuition, education fees, and athletic fees must be paid before the student will be allowed to attend school for the new school year. In addition, you will not be eligible for financial aid. Personal checks will not be accepted for past due tuition during the month of June and again after August 15th.
- vi. In the event that tuition is left unpaid beyond 90 days, the school will refer your account to our collection attorney, and you will be responsible for all past due tuition as well as an additional 25% collection related fees. In addition, once your account is submitted to our collection attorney, it is no longer in our hands to address.

C. UNPAID TUITION AND FEES

- i. Student's records, including report cards and transcripts, will not be released until all tuition and/or fees are current. Twelfth grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full or appropriate payment plans have been approved.
- ii. We realize that circumstances can change which could affect tuition payments. The school must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan can be worked out. The school is committed to working with all families who are experiencing any difficulty. Registration forms and fees will be held for those families that are past due with their tuition. Registration forms and fees may be resubmitted once all tuition is current.

D. TUITION REFUNDS

- i. If a student leaves during the school year, the school will refund prepaid tuition on a prorated basis. For families eligible for a tuition refund the amount will be calculated based on semester. There is a minimum tuition for each semester (half the school year,) refunds will only be granted on a prorated basis. If a student attends one school day within the semester they are considered enrolled for the entire semester. Discounts and financial aid previously taken/given for tuition paid in full and financial assistance will be deducted from any refund or prepaid tuition. *This tuition policy does not apply to International Students.

****This tuition policy does not apply to International Students**

VIII. Code of Conduct

I. PURPOSE OF THIS CODE

This Code of Conduct defines Notre Dame Jr./Sr. High School's expectation of personal conduct on campus as well as while attending school functions. It also defines a range of penalties that may be administered in the event of unacceptable conduct. Unless otherwise indicated, this policy applies to the conduct of students, employees, parents, and visitors committed on campus, while representing Notre Dame Schools, at school functions or that otherwise affect the school's spiritual or educational mission.

II. PHILOSOPHY

Notre Dame Jr./Sr. High School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respects for the dignity and rights of others, service to others, concern for the community and concern for the common good.

It is the belief of school officials that each student should be treated as a person who is responsible for his/her own behavior. The Administration will assist each student in this personal responsibility by defining some obvious rules of conduct to promote safety, respect for the rights and property of others and a moral Christian community. These rules will consistently apply to every classroom throughout the school. Students who do not accept their responsibility and who violate school rules will accept the penalties for such actions.

The Administration believes that discipline is most effective when it deals directly with the problem at the time and place that it occurs. The student then understands the discipline procedure to be fair and impartial. Therefore, before seeking outside assistance, teachers will first use all their resources to create a change in behavior in the classroom.

After the teacher has made every effort to cause positive behavioral change and has been unsuccessful, the student will be referred to the Administration. From then on, the Administration will decide what further action will be taken. Disciplinary action, to be most effective, will be firm, fair, and consistent.

III. *BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES*

A. Student Rights

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, conduct, and habits.
5. Reasonable effort to ensure and safeguard personal security while on property associated with the school during school hours or at school functions.
6. An educational climate where the well-being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Guidance in choosing a career or college, as appropriate.
9. Wholesome extracurricular activities, unless such activities are denied the student as set forth below.
10. Appropriate education and/or remediation to serve special needs within the limits of the school's program, consistent with the student's individual education plan.
11. Consideration as an individual within the educational environment.
12. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

B. Student Responsibilities

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers, and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.

IV. *DEFINITIONS*

A. Definitions of Key Words and Terms

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well- founded fear of personal injury.
2. **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
3. **School Function:** Any school-sponsored extracurricular event or activity.
4. **School Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school van or school bus operated by a public school District, providing transportation to the school's students.
5. **Explosive:** An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the school.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
7. **Illegal Substances:** Alcohol, Tobacco, Vaping fluid and or materials, E- Cigarettes, Jules, and look-alike drugs.
8. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive adequately equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be readmitted to classes.
9. **Out-of-School Suspension:** The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive adequately equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension for a period of 5 days per each day of suspension. All conditions for re-entry must be satisfied for the student to be readmitted to classes.
10. **Parent:** The biological, adoptive, or foster parent, guardian or person in parental relation to a student.
11. **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities.
12. **Expulsion:** The permanent removal of a student from the school program.
13. **Violent Student:** A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (t) knowingly and intentionally damages or destroys the personal property of any school employee or

any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.

14. **Visitor:** Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.
15. **Weapon:** A firearm as defined in 18 USC§ 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

V. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

A. Teachers and Other Professional Staff

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct and require that there be observance of the same.
7. Be consistent, fair, and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

B. The Administrative Staff

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Superintendent of Schools, and Assistant Superintendents.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority. Participate in the development of rules and regulations and make them known and understood by students, staff, and parents.
6. Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.

7. Become involved with students by attending school activities and visiting classrooms.
8. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

C. Parents of Students

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the school that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs, and activities, and to attend conferences and school functions.
11. Encourage and support their child in completing homework assignments.
12. Recognize that primary responsibility for their child's welfare and development rests with the parent.

VI. VIOLATIONS OF THE CODE OF CONDUCT

A. Acts of Misconduct Defined

The school expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees, and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in Section VII of this Code after compliance with the procedures set forth in Section VIII hereof.

1. **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or

attempts to place, another person in well- founded fear of personal injury.

4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability and regardless of mode of communication (verbal, written, or through the use of electronic media).
5. **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.
6. **Cheating:** The act of deceiving, giving, or receiving (or conspiring to give or receive) answers to class assignments (includes copying computer material) assessments, projects from another source.
7. **Chronic Violation of School Rules:** The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.
8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.
9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar, or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.
10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.
11. **Dress Code Violation:** The appearance of a student at school in clothing other than that specified in the school's dress code without permission.
12. **Drug or Alcohol Violation:** The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.
13. **Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.
14. **False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation, or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
15. **Fighting:** Combative physical contact or other violent encounters between two or more persons.

16. **Forgery:** The involvement in the imitation or fabrication of another's signature or written work.
17. **Harassment:** The act of threatening bodily harm, verbally harassing or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
18. **Insubordination:** The refusal or failure to comply with any school rule, regulation, or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
19. **Littering:** The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property.
20. **Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic or standing next to the building.
21. **Other Misconduct:** The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.
22. **Parking Violations:** The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.
23. **Plagiarism:** The unauthorized use of another's material that is represented as one's own work.
24. **Possession of an Explosive:** The use, actual or constructive possession, or the sale of an Explosive.
25. **Possession of a Weapon:** The use, actual or constructive possession, or the sale of a Weapon.
26. **Reckless Endangerment:** The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
27. **Repeated Disruptive Conduct:** Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.
28. **Sexual Harassment:** Any act or conduct that involves or effects the harassment of another based upon that person's gender, including, but not limited to, inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or

other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.

29. **Tardy:** Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office.
30. **Tattoos (Ink, Henna, etc.):** The marking of the body with ornate design, figures, characters, lettering, symbology, etc.
31. **Theft:** The unlawful use, taking possession of, or control over, property belonging to the school or another.
32. **Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
33. **Tobacco Violations:** The act of possessing, smoking, or chewing tobacco or tobacco products to include e-cigarettes, Juuls, vaping devices anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
34. **Traffic Violation:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.
35. **Trespassing:** The entry upon or use of school property to include school events without proper authorization in situations where said property is restricted in entry or use.
36. **Truancy:** The act of being illegally absent from school without the knowledge and consent of a parent/guardian or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.
37. **Violation of the Technology Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
38. **Vandalism:** The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).
39. **Vaping or E-Cigarette Products Violation:** The act of possessing or smoking vapor, Juul, or E-Cigarette products anywhere on school grounds or at a school sponsored event.

B. Conduct on School Buses

When riding on a school bus maintained by a public school district or private company, the student is responsible to comply with all of the rules and regulations established by the agency providing transportation services. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public-school district's transportation department.

When riding vehicles owned or rented by the school all of the provisions of the school's discipline policy and code of conduct shall apply.

C. Visitors

The school encourages parents to visit the school and classrooms (after established hours of operation or when not in session). However, since schools are a place of work and learning; certain limits must be set for such visits. For these reasons, the following rules apply to all visitors to the schools:

1. All visitors to the school must report to the main office upon arrival at the school to sign the visitor's register and be issued a visitor's identification badge. The identification badge must be worn at all times while in the school or on school grounds and returned to the main office before leaving the building. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
2. All visitors are required to abide by the rules for conduct on school property contained in this Handbook/ Code. The building principal has authority over all persons in the building and on the school grounds.

D. Misconduct Committed Off School Property

Students, staff, and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion and sole discretion of the school administration (1) is a violation of civil or criminal law involving moral turpitude; (2) would reflect or discredit the reputation of **Notre Dame Jr./Sr. High School**; (3) threatens the health, safety or welfare of a student, teacher or other member of the school staff; (4) is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of **Notre Dame Jr./Sr. High School**; or (5) is likely to interfere with a positive educational environment.

At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violator's respective group including expulsion, termination, and ejection.

E. Misconduct Not Specifically Defined

The definitions of misconduct set forth in Section VI. of this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation, or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

F. School Building Rules

The Administration has the authority to establish standards of conduct and rules for local matters, school building activities, and the granting or withholding of student privileges. These standards and rules may include procedures for arrival to/at school; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, and similar means of transportation; the use of cell phones and electronic devices; and other matters related to discipline and order in the building, on school grounds, or at an activity that includes Notre Dame Schools participation.

G. Care of the School Building and Property

1. Students are expected to respect the school building as they would their own home and personal property.
2. It is the student's responsibility to keep desks clean, neat, and free of graffiti.

3. All writing is restricted to paper. Students are not to write on walls, tables, or desktops.
4. Parents/guardians will be held responsible for any damages caused by their child(ren). This includes all costs of repairs or replacement of school property or the property of other students as well as labor costs.
5. All Notre Dame Schools community members are expected to help keep our school looking neat and clean.

VII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

Students, employees, and visitors who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below:

A. *Range of Potential Responses*

1. **Scope:** The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section VI of this Code.
2. **Corrective Actions:** School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:
 - a. **Parent Conference:** The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the school.
 - b. **Disciplinary Probation:** School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student complies with the specific terms of the probation, no additional disciplinary action will be imposed. The probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.
 - c. **Special Disciplinary Probation:** The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.
 - d. **Counseling:** Students may be referred for counseling in appropriate cases.
 - e. **Court Intervention:** Court assistance in the form of a PINS (Person in Need of Supervision) petition.
3. **Range of Penalties:** Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:
 - a. Verbal Warning

- b.** Parent Notification
- c.** Written Warning Signed by Parents
- d.** Parent/Teacher Conference
- e.** Parent/Teacher/Administrator Conference
- f.** Counseling
- g.** Special Probation
- h.** Special Disciplinary Probation
- i.** Detention
- j.** Suspension from athletic, social, or extracurricular activities
- k.** In-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension. All conditions for re-entry must be satisfied before the student is readmitted.
- l.** Out-of-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension.
- m.** Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another educational institution.

In addition, the Executive Principal may invoke the following when in his or her discretion they are warranted:

- a. Executive Principal's Disciplinary Conference:** A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have an opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the principal with any other information they feel will help the principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys shall not be present at this conference.
- b. Delegation of Responsibility to Conduct the Disciplinary Conference:** The Superintendent, principal, or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedure outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which

it was based.

c. Personal Liability: The school may pursue, on behalf of itself or an employee, all available rights, and remedies to recover from the student and/or parents of the student for damages to personal property.

d. Police Notification: In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities.

4. Academic Sanctions: In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.

5. Progressive Discipline: Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

B. Penalties for Specific Violations

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Act of Violence ⁽³⁾	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Arson ⁽²⁾	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault ⁽³⁾	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion

Bomb Threat	Minimum Maximum	Expulsion	N/A
Threat involving Bodily Injury ⁽¹⁾	Minimum Maximum	Suspension Expulsion	Expulsion
Threat involving Death ⁽¹⁾	Minimum Maximum	Expulsion	N/A
Cheating	Minimum Maximum	Detention Suspension with parent conference	Suspension with parent conference Expulsion
Chronic violation of school rules ⁽⁶⁾	Minimum Maximum	Parent/Administrator Conference Expulsion	Suspension Expulsion
Destruction of Property ⁽³⁾	Minimum Maximum	Detention & liability for damages Suspension & liability for damages	Suspension & liability for damages Expulsion & liability for damages
Disorderly Conduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion
Disruptive Conduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion
Dress code violation	Minimum Maximum	Verbal warning Detention	Parent notification Suspension
Drug or alcohol Violation ⁽⁴⁾ ⁽⁶⁾	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
Extortion ⁽³⁾	Minimum Maximum	Suspension	Expulsion Expulsion
False Alarm ⁽²⁾	Minimum Maximum	Suspension Expulsion	Expulsion
Fighting	Minimum Maximum	Suspension	Expulsion Expulsion
Forgery	Minimum Maximum	Detention – Parents notified Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal warning Suspension	Written warning signed by parent Expulsion

Insubordination	Minimum Maximum	detention suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion
Parking Violation ⁽⁵⁾	Minimum Maximum	Parent notification Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent notification Suspension	Parent conference Expulsion
Possession of an Explosive ⁽²⁾	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of a Weapon ⁽²⁾	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Sexual Harassment	Minimum Maximum	Verbal warning Expulsion	Suspension Expulsion
Tardy	Minimum Maximum	Verbal warning Detention	Parent notification Suspension
Threat to Well-Being ⁽⁶⁾	Minimum Maximum	Suspension with Evaluation Expulsion	Suspension with Evaluation Expulsion
Theft	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Cheating	Minimum Maximum	Detention Suspension with parent conference	Suspension with parent conference Expulsion
Tobacco or Smoking Device Violation	Minimum Maximum	Suspension Suspension	Suspension Expulsion

Traffic Violation ⁽⁵⁾	Minimum Maximum	Parent notification Suspension	Written warning signed by parents. Expulsion
Trespassing	Minimum Maximum	Parent notification Suspension	Parent conference Expulsion
Truancy	Minimum Maximum	Written warning signed by parents Suspension	Suspension Expulsion
Vandalism	Minimum Maximum	Detention – liability for loss	Suspension – liability for loss Expulsion
Vapor products	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Violation of Technology Policy ⁽³⁾	Minimum Maximum	Verbal reprimand Expulsion	Suspension Expulsion

Notations

⁽¹⁾ Threats include verification of written, oral, electronic, symbol, etc.

⁽²⁾ The school will notify police.

⁽³⁾ The school may notify police.

⁽⁴⁾ Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedure.

⁽⁵⁾ In addition, loss of driving privileges may result.

⁽⁶⁾ The student will be suspended until he or she is evaluated by a mental health professional to determine that the student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

C. Minimum Penalties for Students

- 1. Students Who Bring a Weapon to School:** The minimum period of suspension from school for any student found guilty of bringing a weapon onto School property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required using the procedure set forth above.
- 2. Students Who Commit Other Violent Acts:** The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon on to school property or to a school event shall be two days.
- 3. Students Who Are Repeatedly Disruptive:** The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of a classroom on five or more occasions during a semester, shall be one day.
- 4. Reports by Teachers:** All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

D. For Misconduct at a School

The principal shall be responsible for enforcing the conduct required by this Code at school functions and may designate other school employees or agents to take action consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

E. For School Employees

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

F. For Visitors

Parents and other visitors are held to the same standards of respectful behavior as students on the school grounds, at school related functions, and when interacting with school personnel.

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code to remain on school property or at the School Function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

VIII. DISCIPLINE PROCEDURES

A. For Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed and must conduct an informal investigation into the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of

the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. **For Detentions:** School staff, teachers, principals, and the Superintendent(s) may use after school detention as a penalty for student misconduct. Detention will be served from 2:45 until 3:30 p.m. Students serving detention will receive a form stating the reason for the detention that must be signed by a parent/guardian and returned to the Associate Principal before school on the next school day. **Students who receive detention will not be allowed to participate in or attend any extra-curricular activities, including sports, on the day that the detention is issued. Any student who willfully fails to report for an assigned detention, will be assigned an additional detention or in school suspension as determined by the principal or his/her designee.**
2. **For Suspensions from Athletics or Extra-curricular Activities:** A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing. However, the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.
3. **For Short-Term In-school Suspensions and Out of School Suspensions:** School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension." A student subjected to a short-term in-school or out of school suspension is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty. Any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is readmitted to the school. Students assigned to in or out of school suspension may also be suspended from all extracurricular activities for a period of time at the discretion of the principal and or his designee.
4. **Long-term Suspensions:** When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to Discipline Conference at which the students and parents will be informed of the charge against the students, as well a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior and render a decision. Attorneys are not present at this conference.
5. **Expulsions:** Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building principal, or delegate determines that a expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the students and parents will be informed of the charge against the students, as well a report of the

evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses be interviewed, or circumstances be investigated and provide the school official with any other information the student or parent believes will help him or her understand the behavior and render a decision. Attorneys are not present at this conference.

B. Waivers of Disciplinary Conference

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver.

C. School Employees

Administrators, teachers, and support staff members are subject to the provisions of the Code as well as the provisions of their respective *Personnel Policies Handbook* and contracts and *Faculty Handbook*, if any.

Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

D. For Visitors

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The Executive Principal has the authority to enforce these rules and regulations. The principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.
2. The Executive Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The Executive Principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

IX. APPEALS TO THE IMPOSITION OF DISCIPLINE FOR STUDENTS

A. Appeals to the Assistant Superintendent for the Region of the Diocese

Appeals from all decisions of the principal relative to this Code shall be taken to the Assistant Superintendent of Catholic Schools for the respective Region of the Diocese. All appeals shall be made in writing and shall set forth the decision appealed from and the grounds for the appeal. The written appeal shall arrive no later than ten (10) business days from the date of the decision that is the subject of said appeal, unless they can show extraordinary circumstances precluding them from doing so. The Assistant Superintendent for the Region or a delegate will review the case and render a written decision.

B. Appeals to the Superintendent of Schools

Final decisions of the Assistant Superintendent for that Region of the diocese may be appealed by parents to the Diocesan Superintendent of Schools shall arrive 10 days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. This decision is binding.

X. REFERRAL TO AUTHORITIES

A. To Law Enforcement

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parent of the student involved in the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

B. To Juvenile Justice Agencies

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under §1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds.

The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

C. To Human Services Agencies

The Superintendent, principal, or delegate may make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral.

XI. ALTERNATIVE EDUCATION PROGRAMS

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

A. For Suspended Students

When a student of any age is suspended for violation of this code, the school will take immediate steps to provide the student with adequate alternative instruction.

XII. IN-SERVICE EDUCATIONAL PROGRAM

A. Suggested Programs

The school will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students. The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level.
2. Superintendent's Workshop days.
3. Building faculty meetings.
4. Assertive Discipline Programs and films presented at the building.

XIII. INTERPRETATION

A. Calculating Time Limits

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

B. "Time Out" Techniques

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in a classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

C. Authority to Suspend

Nothing in this Code abridges the customary right or responsibility of a principal to suspend a student when, in the judgment of the principal, the student's conduct warrants the same.

D. Inconsistent Provisions

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective Personnel Policies Handbook, Faculty Handbook and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective Personnel Policies Handbook shall be controlling.

E. Not Exclusive

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other

available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.

THE RULES, REGULATIONS, AND GUIDELINES IN THIS HANDBOOK SHALL REMAIN IN EFFECT UNTIL THE HANDBOOK FOR THE SUBSEQUENT SCHOOL YEAR IS MADE AVAILABLE (USUALLY BY SEPTEMBER 30TH, OF THAT SUBSEQUENT YEAR) OR UNTIL YOU ARE NOTIFIED IN WRITING OF A CHANGE. THIS HANDBOOK AND CODE OF CONDUCT MAY BE CHANGED AT THE DISCRETION OF THE ADMINISTRATION. CHANGES WILL BE EFFECTIVE IMMEDIATELY FOLLOWING THE WRITTEN NOTIFICATION OF PARENT(S)/GUARDIAN(S).