

# NOTRE DAME HIGH SCHOOL, INC.

## Student Handbook 2024- 2025



Ipsam sequens non devias.

“Following her you will not go astray”

<http://www.ndcrusaders.org>

Notre Dame High School retains the right to amend this handbook.



# NOTRE DAME HIGH SCHOOL

Member of the Middle States Association of Colleges and Secondary Schools  
3417 Church Road, Easton, PA 18045  
610 868-1431 Fax 610 868-6710 [www.ndcrusaders.org](http://www.ndcrusaders.org)

Dear Students and Parents,

Every student and parent/guardian is required to read and become familiar with the Notre Dame High School student handbook. This handbook has been developed to ensure consistency of expectations and procedures for our school, to help our students grow in the virtue of obedience, and not to stifle their personalities or rights. St. Benedict, in his book, *The Holy Rule of St. Benedict*, wrote, "For the love of God a man (must) subject himself to a Superior in all obedience," and "if hard and distasteful things are commanded...he accept them with patience and even temper" (Benedict, Saint, Abbot of Monte Cassino). We firmly believe that a strong home and school partnership, along with consistent communications, will help our children achieve in a safe and positive school environment.

The essential principles guiding this handbook are loving our God, our neighbors and ourselves. In this way, we treat each other with the respect and reverence we also expect. Anything that disrupts the educational process, or anyone who distracts us from our Mission of a Christ-centered Catholic education, will be addressed in a prompt, fair, and consistent manner. Any questions or suggestions about the handbook are most welcome and can be addressed to the Notre Dame High School Administration.

The focus of the future should be on Christ, community service, and academic and personal excellence. We are pleased to have the opportunity to work with your children. The importance of teaching and learning cannot be overstated. It is our privilege and our challenge as educators to strive continually to provide quality education in our classrooms.

God bless you,

The Notre Dame High School Administration

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### ADMINISTRATION

Principal ..... Mrs. Jaclyn Friel  
 Assistant Principal ..... Mrs. Dena Farrell  
 Assistant Principal of Student Services ..... Mr. Jon Slabek  
 Chaplain ..... Father Guency Isaac

### SCHOOL STAFF

Admissions ..... Mrs. Mandy Kopp  
 Athletic Director ..... Mr. Marty Rowan  
 Asst. Athletic Directors ..... Mr. Mike Bedics/Mrs. Lindsay McCarthy  
 Junior High Athletic Director ..... Mr. Nino Morici  
 Attendance ..... Mrs. Jane Brinker  
 Campus Ministry ..... Ms. Noelle Cybulski/Mrs. Sarah Berghardt  
 Director of Operations ..... Mrs. Cheryl Fenton  
 Nurse ..... Mrs. Kendra Broscius  
 Finance ..... Mrs. Lisa Beltz  
 Guidance A-K ..... Mrs. Lee Pavan  
 Guidance L-Z ..... Mrs. Brandie Uliana  
 International Student Affairs ..... Mrs. Kelly Weber

### DEPARTMENT CHAIRPERSONS

Aquinas ..... Mrs. Jacqueline Lilly  
 Business ..... Mr. Nino Morici  
 English ..... Mrs. Barbara Vaca  
 Language ..... Mr. Geoffrey Gowey  
 Mathematics ..... Mrs. RoseAnn Mintzer  
 Physical Education ..... Mr. Michael Bedics  
 Science ..... Mrs. Jodi Thompson  
 Social Studies ..... Mr. Santo Linton  
 Theology ..... Ms. Gina Galassi

### Notre Dame High School Faculty

Mrs. Maissa Atilah	Math	Mr. William Lahouchak	Art
Mr. Michael Bedics	Phys. Ed.	Mrs. Jacqueline Lilly	Aquinas
Ms. Sarah Berghardt	English/Theology	Mr. Santo Linton	Social Studies
Mrs. Michele Bonner	Aquinas	Mrs. Susan Murphy	English
Mrs. Michelle Blessing	Aquinas	Mrs. Lindsey McCarthy	Phys. Ed./ Health
Ms. Noelle Cybulski	Theology	Mrs. Laura Miles	English/ Italian
Mr. Matias Demichelis	Spanish	Mrs. RoseAnn Mintzer	Math
Mr. Jeffrey Dobias	Math	Mr. Nino Morici	Business
Mr. Beck Dolphin	English	Mr. Louis Pacchioli	Science
Ms. Shea Elliott	Theology	Mrs. Laura Plasner	Math
Mrs. Cheryl Fenton	Science	Mr. John Reinhart	English
Mr. Dennis Fenton	Social Studies	Mr. Nicholas Sears	English/ Theology
Ms. Gina Galassi	Theology	Mrs. Marian Senior	Spanish
Dr. Rosanna Gentile	Health	Mr. John Smith	Criminal Justice
Mr. Steven Gorski	Social Studies	Mrs. Alejandra Spoonley	Science
Mr. Geoffrey Gowey	French	Mr. Norman Steinruck	Theology
		Mrs. Jodi Thompson	Science
Mrs. Shelly Jacobs	Aquinas	Mrs. Barbara Vaca	English
Mrs. Ellen Klabunde	English	Mrs. Kerri Vitale	Aquinas
Mr. Chris Klump	Band/Music		

## Notre Dame High School Offices and Contact Information

**Main Number: 610-868-1431**

**OFFICE HOURS** –7:00 am-4:00 p.m. Summer hours vary.

**School Website:** <http://www.ndcrusaders.org>

<b>Main Office/Reception:</b> Mrs. Jane Brinker.....	Ext. 1110
<b>Principal:</b> Mrs. Jaclyn Friel.....	Ext. 1112
<b>Assistant Principal of Academic Affairs:</b> Mrs. Dena Farrell.....	Ext. 1112
<b>Assistant Principal of Student Services:</b> Mr. Jon Slabek .....	Ext. 1204
<b>Admissions Director:</b> Mrs. Mandy Kopp .....	Ext. 1108
<b>Athletics:</b> Mr. Marty Rowan.....	Ext. 1118
<b>Attendance:</b> To Report Absences, call <b>610-868-1431</b>	
<b>Aquinas Program:</b> Mrs. Jacqueline Lilly .....	Ext. 2008
<b>Cafeteria</b> .....	Ext.1121
<b>Chaplain:</b> Fr. Guency Isaac.....	Ext. 1122
<b>Campus Ministry:</b> Ms. Noelle Cybulski/Mrs. Sarah Berghardt.....	Ext. 1113
<b>Development:</b> Mrs. Jacqualyne Flynn/Kelly Weber/ Kerri Vitale .....	Ext. 1202
<b>Director of Operations:</b> Mrs. Cheryl Fenton .....	Ext. 1116
<b>Facilities/Maintenance:</b> Mr. Phil Stambaugh .....	Ext. 1139
<b>Finance:</b> Mrs. Lisa Beltz.....	Ext. 1129
<b>Fundraising:</b> Mrs. Cindy Mackiewicz .....	Ext. 1124
<b>Guidance Office:</b> Mrs. Nina Pardoe.....	Ext. 1135
<b>International Affairs:</b> Mrs. Kelly Weber .....	Ext. 1115
<b>Nurse:</b> Mrs. Kendra Broscius.....	Ext. 1127
<b>Superintendent for the Diocese of Allentown:</b> Dr. Michael St. Pierre	610-866-0581
<b>Technology:</b> Mrs. Mary Cartier.....	Ext. 1130
<b>Transportation:</b> Mrs. Jane Brinker .....	Ext. 1110



## **CATHOLIC SCHOOLS AND A** **SHARED VISION AND** **UNDERSTANDING**

**As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:**

- The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
- Catholic schools are distinctive religious education institutions operated as extensions of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes and Diocese.
- Attending a Catholic school is a privilege, not a right.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life.
- In all questions involving faith, morals, faith teaching and Church law, the final determination rests with the Diocesan Bishop.
- As a parent/guardian of a student desiring to enroll in Notre Dame High School, I share this vision and understanding of the Catholic identity of this school. I pledge to support this identity and by enrolling my child, I commit myself to uphold all the principles and policies that govern Notre Dame High School.

## **NOTRE DAME HIGH SCHOOL MISSION STATEMENT**

Notre Dame is a co-educational Roman Catholic high school within the Diocese of Allentown. The administration, faculty and staff in partnership with the parents and community are committed to enriching the spiritual, academic, cultural, social, and athletic development of each of our students. Through excellence in teaching and behavior that models Christ-centered values, our school provides students with a caring environment that cultivates personal growth and nurtures compassion for others, respect for life, self-sacrifice, good citizenship, and the power of faith.

## **BELIEF STATEMENTS**

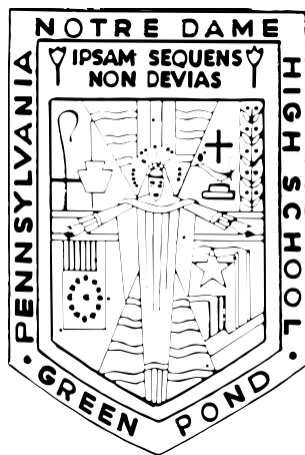
We believe:

1. Jesus Christ is at the root of all that we are and all that we do as a Catholic high school.
2. We are faithful to Jesus Christ and to the mission, identity, and Magisterial teachings of His One, Holy, Catholic, and Apostolic Church.
3. Our school partners with parents and guardians who are primary educators and formators of their children.
4. We strive to form men and women for others through spiritual formation, rigorous academic curriculum, co-curricular activities, and community service.
5. A diverse Catholic school community is a gift to be celebrated where all are to be welcomed and respected.

## **ALMA MATER**

Sons and daughters of Notre Dame  
Follow in her way,  
For she will keep us in her love,  
and we'll not go astray.

And when the course of life is run,  
May we deserve to hear "Well Done,"  
Crusaders, faithful, loyal, true  
To Mary's Gold and Blue.



## THE NOTRE DAME HIGH SCHOOL SEAL

The seal for Notre Dame High School is the work of Sr. Mary Julia Daly, of the Sisters of St. Joseph of Chestnut Hill. Sr. Julia's explanation of the symbolism her design carries is this: Our Lady, with arms outstretched in blessing and embrace, unites all upon the special field of wavy lines, signifying Green Pond.

The upper left corner symbolizes both spiritual and civic authority associated with Notre Dame. The crozier symbolizes our bishop. The keystone for Pennsylvania marks the common allegiance of Bethlehem and Easton.

In the right quarter are symbols of wisdom. The lamps and the books dominated by the cross symbolize the heritage of Christian truth stressed at Notre Dame. The laurel wreath signifies the classical cultural tradition honored here.

In the lower right field are the insignia of Bethlehem, her star, and her steel industry. To the left is Easton, where, in the public library, the first Stars and Stripes of the United States is displayed. Surrounding the shield is a circle containing the name and location of the school in gold letters on a blue background.

## THE HISTORY OF NOTRE DAME HIGH SCHOOL

Notre Dame High School, Inc. opened its doors in 1957 to provide a Catholic, high school education to students in the Easton Area. Bishop Thompson desired a faith-filled, high school experience for our students that prided itself on excellence in education, strong Catholic values and a wide array of activities to help our students succeed. For 67 years, Notre Dame High School has graduated students that excel as faith-based leaders throughout society. Our alumni are located in 49 states as well as throughout Europe, Asia, Africa and the Caribbean. Our alumni are distinguished professionals that have proven success in both professional and personal lives. Easton Catholic High School was our predecessor and for this reason, we recognize them as members of our alumni family. As alumni Crusaders, we remain *Faithful, Loyal and True* to the values and mission of our alma mater.



## **OFFICE OF THE PRINCIPAL**

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The Principal has both the authority and responsibility for the daily operations of the school. This includes but is not necessarily limited to the setting and implementation of policies and programs concerning the Catholic identity of the school, Academic Affairs, Student Services, Athletic and Student Activities. Further, the Ministry Office and Technology Office staff report directly to the Principal.

### **Mission Integrity**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Any person whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff, or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

Chaste behavior and modesty in dress and behavior is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex at birth.

### **Relationships with Partner Parishes**

Notre Dame High School receives its mission and identity from the Parishes it serves. Because of this, all Catholic faculty and students are reminded of the serious obligation to faithfully participate in all Sunday Masses and Holy Days of Obligation. In addition, they are encouraged to frequent reception of the Sacrament of Penance wherein we receive God's grace and mercy, are reconciled to God and the Church, obtain peace and serenity within our conscience, and are given an increase of spiritual strength for our daily lives.

At the same time, we encourage our students to be active participants in their other parish activities, especially those that embody the spirit of Christian Charity. This is one way of demonstrating our gratefulness for the support of our Parishes and Pastors who generously contribute to the mission of our school with their time and expertise, as well as with spiritual and financial resources.

### **Pastors**

Pastors are entrusted with teaching, sanctifying, and governing the communities entrusted to their care by the Diocesan Bishop. Notre Dame High School assists the pastors of our partner parishes with teaching, but also in their roles as the "shepherds of our souls." Because of this, should a student become involved in a serious pastoral or disciplinary situation, or has developed a pattern of behavior that is of concern or inconsistent with our Code of conduct, the student's pastor will be informed.

## **Athletics**

All necessary athletic forms are available on the ND website. Copies may also be obtained through the athletic office.

- Refer to PIAA policy for academic related information.
- Sports schedules and other important athletic information are available on the ND website: <http://www.ndcrusaders.org>
- Due to PIAA regulations, all student athletes are required to obtain a physical one time per year with a health re- evaluation prior to each additional athletic season during which the student participates.

## **Accreditation- Middle States Accreditation**

The Middle States Association's Commission on Secondary Schools has re-accredited Notre Dame High School for the seven-year period. The decision to re-accredit Notre Dame was made following a three and one half day visit to the school in Spring 2024 by a visiting team of educators from member schools of the Middle States Association appointed by the Commission on Secondary Schools. During the visit, the Middle States team met with and interviewed representatives of all the school's stakeholders, including teachers, students, parents, administrators, and representatives of the Diocesan Office of Catholic Education. Team members also toured the school's facilities, studied the school's strategic plan for school improvement and other documents that related to the school's work, and observed teaching and learning in classrooms.

## **Asbestos Management Plan**

In compliance with the US Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA) an inspection for asbestos containing building materials was performed at each school within the Allentown Diocese. A copy of the inspection reports is on file in each schools Administrative Office for your review anytime during normal school hours. In the event you have any questions, please contact the school's Principal or the Diocese Asbestos Coordinator.

## **OFFICE OF ACADEMIC AFFAIRS**

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The Academic Affairs Office oversees each student's academic portfolio. The Academic Affairs Office, with counselors, department chairpersons, and teachers, helps students select courses in light of their academic ability and postsecondary plans. A catalog of courses is published annually. The Academic Affairs Office places incoming students into classes and issues transcripts for students transferring to other high schools.

## **Academic Integrity**

Cheating is not acceptable at Notre Dame High School. Any student encountering academic difficulty should seek assistance from their teacher. After-school tutoring, and

after-school appointments with faculty are options available to the student seeking help. Plagiarism is defined as “submitting the words or work of another as your own without giving credit to the individual”. Students should be aware that plagiarism is considered cheating. Plagiarism is a serious offense, and is not acceptable at Notre Dame High School.

If a faculty member determines that a submitted work violates academic honesty on a major test/project, the student will be required to redo the assessment with the highest grade received being a 70. An alternative test/assessment may be used. If this occurs during the last week of a marking period, a grade of 50 will be issued. If submitted work violates academic honesty on a homework assignment or quiz, a grade of 0 will be assigned. In all cases, parents and administration are to be notified in writing. Repeated occurrences will require a meeting with parents and administrators.

### **Aquinas Program**

The primary purpose of the Aquinas Program is to offer a Christ-centered, quality academic education within a Catholic School environment for young adults with learning disabilities. Students are encouraged to work to their full potential and to be respectful of others. Emphasis is placed on helping students to gain self-confidence and develop a positive attitude toward academic achievement.

A learning strategies approach is used with students enrolled in the Aquinas Program. The goal is for students with learning disabilities to develop study skills which will generalize across curricular areas. The topics include attention/concentration, organization, note-taking, memorizing, and test-taking. For enrollment criteria and information, please call Mrs. Farrell at 610-868-1431 x 1201.

- **Academic Special Needs** – 610-868-1431, ext. 2008  
If you think that your child may have academic special needs, or you would like to pursue educational testing, please contact Mrs. Jacqueline Lilly. Parents must write and sign a letter requesting academic testing of their child and submit this to the special education office of their district of residence. The school district special education office will work with Notre Dame to provide a thorough assessment of your child. Once the proper tests and evaluations are on file at Notre Dame, prescribed accommodations may be initiated in the classroom setting through the Aquinas Program.
- **Documentation needed for academic file:**  
No academic accommodations are initiated unless the proper documentation and recommendations are present in the student’s file. Once testing takes place, you will receive an Evaluative Report (ER), or (in the case of a Re-evaluation) the report you will receive is called a Re-evaluative report (RR). These reports are crucial for ND to make an appropriate and thorough academic plan for your child. Upon receipt of either of these two reports, parents should submit to Mrs. Jacqueline Lilly, and a copy will be made. Please do not contact individual teachers and request accommodations, as they are not responsible for determining who has accommodations in the classroom.

- **Diocesan Office for Ministry with Persons with Disabilities**  
Notre Dame High School follows guidelines recommended by the Diocese of Allentown Office for Ministry with Persons with Disabilities to effectively serve those with academic/physical special needs. We continuously update our facility and programs. Parking and ramp entry for persons with physical disabilities are located in the front of the building. Elevator access is available in our school building.

### **Assignments and Homework**

Teachers will post assignments in their Google Classrooms. If a student does not meet the academic requirements for a particular class for each session, the teacher may ask the student to remain after school. The teacher must give twenty- four-hour notice. Parents can access a student's grades via the Parent Portal.

#### **Suggestions for academic success:**

1. **Plan your studies:** Plan a regular study time in a quiet location.
2. **Read the entire assignment** quickly to see its basic outline. Reread slowly for understanding, seeing relationships, and noting details. Outline what you have learned in this assignment and follow teacher's directions.
3. **Preview material** that will be covered in the next class. Students who are absent from any class, for any reason, are responsible for the class work, tests, and assignments from that class. Students must consult the teacher's course requirements and follow outlined procedures. If absence is anticipated, students should ask for assigned work before leaving. Students should also access the current assignments on the webpage, if the absence is extended. Students should return to school with assignments completed.

### **Change of Address**

Parents are responsible for their child regardless of age. Students must reside with parent whose name is on the Notre Dame High School Emergency form, and only this parent will receive information. Any student who has a change of address and/or phone number must immediately notify the main office with a signed note from a parent or guardian, indicating the address change and the date that the new address takes effect. Parents may also need to speak to the transportation department if bus transportation is to be affected.

### **College Courses**

Students taking a college level course off campus for high school credit:

- Must submit a detailed syllabus of the course to the high school guidance office before registering for the course.
- Must get approval from Administration to determine course credit acceptability and acceptable level.

### **Course of Study**

For the current course of study, please see the Course Selection Book located on the ND website at [www.ndcrusaders.org](http://www.ndcrusaders.org).

All students are required to take six (6) major courses each semester. Withdrawal from a class is not easily granted. Students will not be encouraged to drop courses. Withdrawal from a course is only granted for unusual circumstances. A student may withdraw from a course only after consultation with the following: parent/guardian, teacher, department chairperson, vice principal and/or principal.

- All requests for withdrawal must be in writing.
- Classroom policies must be approved and signed by the Principal and Department Head each year.
- Course withdrawal/ drop may result in a lack of credits requiring summer courses. This expense would be the responsibility of the family.

### **Examinations**

Students will not be allowed to take academic examinations unless all financial obligations (such as tuition/fees) are up- to-date and/or fulfilled as determined by the administration.

### **Advanced Placement Testing and Final Exam Exemption:**

- Any student taking an Advanced Placement course will be required to take the accompanying Advanced Placement Examination. A fee is charged for this exam.

### **Extra- Curricular Activities**

Students at Notre Dame are encouraged to participate fully in the educational process by developing as many of their talents as possible. For many students, this goal can be realized best by participation in extra-curricular activities, which supplement their courses of instruction. Our various extra-curricular programs provide ample opportunity for advancement--socially, physically and emotionally. Non- compliance with homework may result in a failure for the week and subsequent placement on the academic checklist. Any student listed on the academic checklist, who is not passing 4 credits or failing a minimum of 3 classes regardless of credits, is suspended from participation in all extra-curricular activities.

### **Failures**

All grades less than 70 are failing grades and are indicated by an "F" on progress reports. A final grade of a 68 or 69 will appear as a 70. The lowest grade that can be given for a marking period is a 60, unless special permission is received from the principal. Students who receive a failure in any academic class will not be placed on Honor Roll.

### **Failure for the Marking Period**

If a student fails a subject for a quarter, an "F" will appear on his/her report card. Parents are urged to contact the teacher.

- **Incompletes**

Any and all incomplete(s) issued on Progress Reports will be changed to a failure if work is not made up within two weeks of issuing the report. In cases where a student is absent for an extended period of time, adjustments will be made accordingly.

*Regarding failures, the Diocese of Allentown School Policy #5123 states:*

### **Failure of One or Two Subjects**

(Semester Courses or Year Courses) Students must successfully complete make-up work for ALL subjects failed. This can be done in one of the following ways:

- Attendance at summer school
- Summer make-up work as approved by principal
- Repetition of the course or its equivalent
- A special program approved by the principal in cases of severe hardship or unusual circumstances

### **Failure of Three or More Subjects**

Students who have failed three or more subjects must select one of the following options:

- Repetition of the academic year
- Dis-enrollment
- A special program approved by the principal in cases of severe hardship or unusual circumstances The Guidance Office will coordinate all course make-up work including failures and incompletes.

### **Field Trips**

Students attending school-sponsored trips represent the school and are expected to behave according to the standards set forth in the ND Parent Student Handbook. All students are expected to attend field trips in uniform unless informed otherwise. All students attending a class or field trip must have completed the proper paperwork. Permission slips must be signed by a parent and submitted to trip moderator on time. Parents and students must agree to abide by all rules and regulation set forth by the trip moderator. Students are responsible for work missed. Administrators reserve the right to refuse permission if the deadline is not met or if students are deemed academically deficient. All school policies are in effect during school trips and retreats.

### **Grading Scale**

- A- 100 to 93**
- B- 92 to 85**
- C- 84 to 76**
- D- 75 to 70**
- F- 69 or below**

## **Grades**

Parents can access student grades on a daily basis through the Rediker Student Information System. Parents are expected to access their student's grades regularly. Information to access the Rediker parent portal will be communicated at the beginning of each school year.

## **Graduation Requirements**

The Board of Education, Diocese of Allentown Policy #5127 states:

In addition to the minimum state requirements, students must have a passing grade in all subjects in order to receive a diploma. This regulation is binding on all students, unless waived by the Principal due to severe hardship or unusual circumstances.

Commencement and baccalaureate ceremonies in high school are formal and public exercises, which recognize the students who participate in them as having completed all course work necessary to receive a high school diploma. The top 10% of the class or top academic success students, will determine top honors at graduation ceremonies.

Those students who have not completed and/or passed all subjects necessary to receive a diploma are not eligible to participate in baccalaureate and commencement exercises. All financial obligations to the school must be fulfilled.

Semester courses are considered major subjects. A failure in any semester course (e.g. Theology) could prevent a student from participation in commencement exercises. Reception of the diploma would take place after the satisfactory completion of the course work.

The policy of the Department of Education of the Diocese of Allentown states that students are also required to complete a service project and retreat before graduation.

The following are the minimum requirements set down by the Pennsylvania Department of Education and the Diocese of Allentown for the graduation of a student from Notre Dame High School. 32 credits are required for graduation.

- 4 credits in Theology
- 4 credits in English
- 3 credits in Social Studies (American Cultures, World Cultures, PSE)
- 3 credits in Mathematics
- 3 credits in Science
- 4 credits in Health and Phys. Ed. (.5 credit of each per year) 7 credits in electives (2 credits must be in foreign language) 3 credits in minors during grades 9-11
- 80 hours of community service

All financial obligations must be met in order for the school to issue report cards or to send other official school records (e.g. transcripts to colleges).

Baccalaureate service is very important for all Notre Dame graduates. Any student that does NOT attend the Baccalaureate service may not attend Commencement exercises.

## Homework Assignments

In an effort to provide access to daily assignments, Notre Dame teachers maintain Google Classrooms for each course. Parents may receive email updates with guardian access. Homework in some classes may change on a daily basis.

Please notify the classroom teacher, the department chairperson or the assistant principal for academic affairs if your child's assignments are not posted on-line.

**\*\*Please Note:** Students are responsible for accessing the Google classrooms and accessing their assignments when absent from school. Students are responsible for obtaining any worksheets and class notes that they may have missed as a result of an absence.

## Honors

Will be awarded at the end of each quarter, at the end of each semester, and at the end of the year. Honors will be awarded to the students who meet the following criteria:

- Principals List- Students who have attained a 3.75 or higher GPA, no failing grades
- Gold Honor Roll – Students who have attained a quarter GPA between 3.5 and 3.74 and no failing grades
- Blue Honors – Students who have attained quarter GPA between 3.0 and 3.49 and no failing grades

To receive honors, all subjects must be passed for that particular marking period. Honors will be noted on the report card only, and not on the permanent record card.

\*Any college course approved by administration prior to registration may be reviewed for honors consideration. The college course syllabus must be submitted to Notre Dame Administration with a written request for review. Administration will determine the college course level/status.

The criterion of a major subject is a planned course of instruction estimated for completion in no less than 120 clock hours for year courses, or no less than 60 clock hours for semester courses.

## Honor Societies (NHS and Language Honor Society)

NATIONAL HONOR SOCIETY (NHS) -- The National Honor Society was founded in 1921, "to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy". (NHS Handbook, p. viii).

NHS members are expected to abide by the four standards of the National Honor Society. The standards of Scholarship, Leadership, Character, and Service are the hallmark qualities of an NHS member. Should members fall below the standards, they will be issued 1 written warning by the moderator. If the member continues to fall below the standard, the member will be subject to a review by the Faculty Council with the possibility of dismissal from the NHS organization.

Members are expected to take part in specific NHS activities, such as: tutoring, hosting and ushering school programs, assisting with bonding events, service activities such as the Blood drive and participating in Chapter-sponsored fundraising activities. Students are eligible for NHS consideration at the completion of their sophomore year if they have achieved a cumulative grade point average (GPA) of **3.5** or higher.



Information explaining the selection process and the necessary forms are distributed to all eligible candidates. Candidates may decline membership consideration. A copy of the selection process is included in the Chapter's by-laws and is available upon request from the moderator.

Notre Dame's standards and procedures are based on the National Constitution as revised and published in 1983. The NHS is one of the student activities sponsored and promoted by the National Association of Secondary School Principals.

### **Notre Dame High School – Chapter National Honor Society**

Candidate Deadlines- Specific dates can be found on the ND website and on the NHS Form.

- |  |  |
|--|--|
| 1. Students notified of qualification              | Beginning of the 4 <sup>th</sup> quarter |
| 2. Selection process (available on NHS page)       | May                                      |
| 3. Faculty Council selects members                 | May/June                                 |
| 4. Candidates notified of Faculty Council decision | June                                     |
| 5. Induction ceremony                              | Fall                                     |
- Eligible candidates may decline nomination.
  - Failure to meet deadline above will automatically disqualify a candidate from further consideration.
  - Questions should be directed to the NHS moderator at [nhs@ndcrusaders.org](mailto:nhs@ndcrusaders.org)

### **Language Honor Societies**

Each of the languages taught at Notre Dame have a National Honor Society sponsored by their National Teacher's Organization. The AATF, AATG and AATSP have been founded in order to assist teachers of foreign languages to maintain high standards of language learning in all of its aspects.

The following are the requirements for admission into each respective society:

1. Article VI, Sect. 5 – The student must have an average of 90 or above in the respective language of which he/she is a candidate at the time that his/her application for admission is being considered.
2. Article VI, Sect. 6 – Level 2 candidates must have an average of 90 or above for 5 of the 7 previous quarter grades at the time that his/her application for admission is being considered. Levels 3 and 4 must have an average of 90 or above in 4 out of 5 previous semester grades at the time of application to the respective Language Honor Society.

## **MLA Format for Papers**

The following MLA format must be used for all work in all subject areas.

\*\*\*When writing in MLA format you must always double-space- Example\*\*\*

*Name 1*

*Student's Name*

*Teacher's Name*

*Course Name*

*Day Month Year*

*This format must be used whenever a student is word processing a paper for any class at Notre Dame High School. Always, in the upper left-hand corner, 1" from the top, begin with your name. EVERYTHING ON THIS PAPER IS DOUBLE-SPACED. Never double-double, triple, etc. The second line consists of the subject teacher's name; the third, the course name; and finally the date—day Month year (30 May 2016). There are no commas in the date. The title is centered on the page—it is not bolded or underlined. If the paper is longer than one page, NEVER use the back. The header (top right corner) is placed 1/2" from the top of the page. This header is used EVEN IF THE PAPER IS ONLY ONE PAGE IN LENGTH. This format must be followed at all times.*

## **Parent/School/Teacher Communication**

Notre Dame provides school information on the school website at [www.ndcrusaders.org](http://www.ndcrusaders.org) to enhance communication between the school and parents. Additional communication includes: report cards, parent portal access, monthly newsletters, and a weekly academic checklist.

\*Notre Dame offers opportunities for parents to visit the school and become acquainted with the faculty at "Parent Night."

\*Parents are encouraged to contact teachers prior to administration regarding concerns specific to a class.

Teachers maintain course information on individual Google Classrooms in addition to updating the grade portal weekly. Parents can request guardian emails to Google Classroom to stay up-to date. Please request this from any of your child's teachers.

## **PIAA Athletic Eligibility**

The PIAA ruling states that a student must be passing four credits in order to participate in interscholastic athletics. Semester courses are a half credit and courses that are in the minor rotation in grades 9-11 are a quarter credit. Activities may adapt a more stringent policy with the authorization of the Assistant Principal for Academic Affairs.

All students' academics will be evaluated on a weekly basis. The Assistant Principal for Academic Affairs is responsible for the compilation of this list. To be fair, these guidelines must apply to ALL extra-curricular activities, including field trips. Moderators and coaches will be responsible for this enforcement. The athletic director will notify non-faculty coaches of their players' eligibility. The Assistant Principal for Academic Affairs will notify club moderators of ineligible students.

### **Procedures for Questions Concerning Academics**

1. Student/Parent and Teacher must meet and a report must be filed with the Principal. Please put all questions and concerns in writing.
2. Student/Parent and Teacher meet with Dept. Chair
3. Student/Parent and Teacher meet with the Assistant Principal for Academic Affairs
4. Student/Parent and Teacher meet with Principal, who has final decision.

### **Progress Reports**

The report card is the basic means of informing the student and parent about the student's progress in school. Report cards are electronically generated, and are distributed approximately one week after the close of each quarter. The exact date for the distribution of report cards will be indicated on the website. The first semester mark will be a composite of 40% of the first quarter grade, plus 40% of the second quarter, plus 20% of the semester examination grade. The second semester mark will be determined in a similar manner. The final grade for a specific subject will be the average of the first and second semester marks for that subject.

### **Student Schedules**

Early in the second semester, each student is given a course selection form and directions for selecting courses for the following year. Ample time is allowed for students to consult with parents, teachers, guidance personnel, and advisors.

### **Textbooks**

Textbooks are the property of Notre Dame. Any damaged or lost textbook is the student's responsibility and the school must be reimbursed for the cost to re-purchase the book.

### **Vocational- Technical School**

- *Bethlehem Vo-Tech (BAVTS):* 610-866-8013; [www.bethlehemavts.org](http://www.bethlehemavts.org)
- *Career Institute of Technology (CIT):* 610-258-2857; [www.citvt.com](http://www.citvt.com)

A vocational-technical program is available to all students in 11th, and 12th grade. Depending upon the school district in which he/she resides, a student will attend the Career Institute of Technology or the Bethlehem Area Vocational Technical School. Students in the Vo-Tech program spend a half-day at Notre Dame and a half-day at the Vo-Tech school. Upon completion of graduation requirements, Notre Dame High School will award a diploma. \*\*\*All rules of the Vo-Tech must be followed.

Bus transportation is provided between the schools by the school district for CIT only. Bethlehem Vo-Tech does not provide transportation to or from Notre Dame. If you allow your child to drive to the Vocational Technical School, OR allow your student to ride with another student, the school must have a letter indicating parent/guardian permission. If Notre Dame does not receive the written permission letter, the student will be scheduled for and expected to ride their district bus to and/or from the Vo-Tech school. Notre Dame also requires a copy of the student motor vehicle driver license as well as a copy of automobile insurance before a student will be allowed to drive to the Vo-Tech School.

Academic requirements of each school (Vocational Technical School and Notre Dame) are expected to be met by the student. Students are expected to attend the Vo-Tech even if Notre Dame is not in session. If your child attends a Vocational Technical School and is absent—it is the parents' responsibility to make an attendance call to Notre Dame as well as to Vo-Tech. If Notre Dame has a half-day, the student is required to attend the Vocational Technical School.

\*See Guidance Office for more information 610-867-7012.

\*See Course Selection Booklet for career options.

### **Withdrawal Process**

- Contact Notre Dame (in writing) of your intent to withdraw
- Come to ND to sign withdrawal paperwork
- Submit textbooks, student ID card, payment of any tuition and fees that may be owed
- ND will then forward student records to the receiving school (upon request.)

### **Working Papers**

Working papers must be obtained through your public school district. They are not available at Notre Dame.

## **OFFICE OF STUDENT SERVICES**

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The mission of the Student Services Office is threefold: to instill into each student a sense of responsibility and honesty; to encourage an atmosphere of mutual respect in the school environment; and to safeguard the welfare of the students while recognizing the rights of the individual. The Student Services works closely with the Guidance Office, Student Health Office, and oversees attendance and transportation for the school.

### **Guidance Office**

The school counseling program at Notre Dame High School strives to empower students to embrace their authentic selves and live out their God-given purpose with integrity and courage. Through personalized guidance, compassionate listening, and holistic support, we help students find their own pathways to academic achievement, emotional wellness, and spiritual fulfillment. We are dedicated to cultivating a school culture of empathy, compassion, and service, upholding the core values of faithfulness, loyalty, and truth, and inspiring each student to shine brightly as a beacon of God's light in the world.

In addition to overseeing the SAT, PSAT, and AP Testing administration, the college application and transcript request process the Guidance staff meets with every student in grades 9, 10, 11 for an individual meeting to discuss their career/college goals, academic progress, and overall well-being.

## Attendance Policy

*The Diocese of Allentown School Policy #5113 states:*

1. Students who are absent for more than twenty (20) days a year for whatever reason, (except a special health condition), will not be issued a report card or grades until all work is completed.
2. Excessive excused or unexcused absences may result in the student being assigned to summer school. Students who are absent from school for more than 20 school days will qualify, unless they are able to provide adequate medical documentation explaining their absence.

In accordance with state and diocesan requirements, students are expected to be in attendance each day school is in session. It is the parents' responsibility to see that students attend school regularly. Any student who is absent 3 or more days, must submit a doctor's note to return to school. All attendance related forms are available in the main office or via the school website.

**All student absences from school require a phone call or absence form from the parent/guardian.** This phone call or form should be received in the Attendance Office **no later than 7:30 AM - 610- 868-1431**. If an attendance call is not received, the parent/guardian may be called at home and/or at work for verification of the absence. If the parent has no knowledge of the student's absence, the student will be deemed truant. The school is authorized to consider an unexcused absence as truancy, and may refer such cases to the local district magistrate's office.

Please note: A parent call/note, does not qualify an absence as excused. Examples of excused absences include: absence with a doctor's note, funerals (immediate family members), or absence due to chronic illness. In the case of a chronic illness, parents must submit medical documentation to the school detailing how the illness can affect attendance. Each student may have one absence excused per marking period.

The following are considered UNEXCUSED absences:

- College visits (seniors are granted one college visit as excused)
- Vacations
- Doctor appointments during the school day without documentation
- Absence due to driver's license/permit testing

**To participate in any athletic practice or competition, club meeting or activity, trip, or special school event, on any given day, a student must be in attendance by the start of 1<sup>st</sup> period but no later than 8:45am.**

### Absence- Long Term

Parents of students who are absent for a prolonged period because of illness or hospitalization must contact the Office of Student Services. The following process should be followed:

- Discuss a transition/academic plan prior to the student's return to school.
- A re-entry meeting will be scheduled with the parent and student to implement the transition plan.

- A doctor's release note stating that the student may return to school is required at the time of the re-entry meeting, and a completed "Release of Information" form may be requested if further information is needed from the doctor/therapist.

### **College Visits**

The attendance office must be made aware of college visits PRIOR to the day of the visit. Completion of the College Visit form (in the main office and online) is required. Excused absence for college visits is only applicable to seniors; only one visit is considered an excused absence.

### **Early Dismissal/ Late Arrival Procedure**

It is recommended that all appointments with doctors, dentists, orthodontists, chiropractors, should be scheduled for after school hours (after 2:12 PM). If your child's appointment necessitates a late arrival to school, the attendance office must be notified and a doctor's note will be required upon arrival at the Main Office.

The procedure to have your child leave school during the school day is as follows:

- An early dismissal form must be filled out, dated, and signed by the parent. This note must be brought in to school the day of the early dismissal, and given to the Main Office that morning, before 1<sup>st</sup> period.
- Before 1<sup>st</sup> period, the student will sign his/her name on the sign-out sheet, and will be given a pass to leave the classroom at the time he/she is to be dismissed.
- The student must then report to the Main Office to initial the Sign- Out sheet and indicate the time of departure. This departure must be verified with an Administrator.
- If a parent or designated guardian is picking the student up, photo identification will be required before the student is released.
- The parent or guardian must report to the Main Office to pick a student up.
- To re-enter school after an appointment a doctor's note will be required.
  - A student will **NOT** be released to a parent other than their own unless a written note from parent (that is verifiable) is received in advance.
  - A student will **NOT** be released to another student.

### **Unexcused Late Arrival**

Students are expected to be in attendance each day school is in session. Students are allowed no more than fifteen late arrivals in a school year.

- **After five unexcused lates:** The student will receive 5 demerits and a warning from the Assistant Principal of Student Services.
- **Sixth through Ninth unexcused lates:** The student will receive a detention, 5 demerits and a call home from the Assistant Principal for Student Services.
- **Tenth--Twelfth unexcused late:** The student will receive 10 demerits, a Saturday detention, and disciplinary letter will be sent home and kept on file. The student will be on probation for 10 days and will not be able to participate in school clubs and sports. The probation period will be reviewed by the Assistant Principal for Student Services.
- **Thirteen thru Fifteenth unexcused lates:** The student will receive a call home, 10 additional demerits, a Saturday detention and will be on probation for 20 days and the

student and cannot participate in school clubs and sports. The probation period will be reviewed by the Assistant Principal for Student Services.

- **More than Fifteenth unexcused lates:** The student will receive 10 additional demerits and will have to attend the Discipline Summer School, in addition, and the student is prohibited from participating in school clubs and sports.

***\*\*A student who arrives unexcused after 8:45 AM may not participate in any sport/activity on the day they are late. \*\****

### **Students Leaving the School Building**

Students may not leave the school building at any time during the day without the expressed permission of a member of administration.

### **Code of Conduct**

It is the goal of the Notre Dame High School Administration and Faculty that our students grow spiritually, academically, socially and in personal responsibility. Our entire thrust as a school will be aimed toward accomplishing this goal.

The Code of Conduct exists for those few students who show disregard for the requirements of school citizenship and good order. Administration has a variety of measures available for use as it responds to student misbehavior. Reflection, counseling, detention, demerits, activity/social suspension, in-school suspension, out-of-school suspension, and expulsion are among some of the consequences of violations of the Code of Conduct. Please be advised that the Assistant Principal for Student Services may use discretion in regard to the determination of the number of detentions and other consequences that may occur as a result of inappropriate student behavior.

In addition, at any time deemed necessary by the administration, a student may be issued a Student Behavioral Contract tailored to the specific discipline and/or academic circumstances. Our goal is to provide an orderly and safe environment where teachers can teach and students can learn. The administration reserves the right to address any situation in any means it deems necessary to ensure student safety. Notre Dame High School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the high school even if such conduct occurs off school premises or when school is not in session. This handbook does not create or imply the existence of a contract or contractual obligation on the part of Notre Dame High School or the Diocese of Allentown. Furthermore, the interpretation and application of this handbook is the sole responsibility of the school's administration.

In an effort to better assist students understanding of the school's expectations, the following actions are considered to be below the expected behavior of a Notre Dame student (3-10 demerits):

Cell phone Violation	Late to School or Class	Dress Code Violation
Locker Violation	Littering	Out of Bounds
Parking/Bus Violation	General Disorder	Disobedience
Inappropriate Language	Lying	Computer Violation
Detention Cut	Class Cut**	Academic Integrity Violation

Students involved in the following cases are liable for major disciplinary consequences (20-30 demerits):

Disrespect	Assault
Defamation	Truancy
Contraband	Theft
Harassment	Bullying
False Alarm	School Threat
Smoking/ Vaping	Fighting
Vandalism	Violating the technology policy
Alcohol/Controlled Substances Incident	Cheating/Academic Integrity Violation

Students partaking in behaviors that are below the expectations of the school will be provided with disciplinary consequences.

1. **Self- Reflection-** an effective practice to help the student grow in self-discipline. When a student receives a Student Services Referral for behavior that is deemed below the school's expectation, the student may be issued a 5-paragraph essay by e-mail or returned to the Assistant Principal of Student Services the next day answering the following reflection questions:
  - Describe events leading to the infraction.
  - How could you have handled the situation differently?
  - What is the school's expectation in dealing with this situation? Do you have the ability to meet the school's expectations?
  - How can the school assist you to help you meet expectations as presented in the Code of Conduct?
2. **Detention-** a response to student misbehavior and violations of the rules and/or regulations found in this handbook. There are three types of detention used: private detention, school detention, and Saturday detention. After school jobs or activities (games, meetings, performances, etc.) are not excuses for missing a school detention.
  - Private Detention- This is an after school detention issued by a teacher or moderator who observes minor inappropriate student behavior, including violations of individual teacher classroom policies, and has chosen not to make a formal referral at this time. Private detention will be one-half hour. Teachers are required to give students 24-hour notice of any private detention(s). After school jobs or activities (games,



meetings, performances, etc.) are not excuses for missing a private detention.

- School Detention
  - a) Weekday detention will be held on Tuesdays and Thursdays for one hour after school.
  - b) Students must be in school uniform for weekday detention.
  
- Saturday Detention
  - a) Saturday detention is two hours beginning at 8:00 a.m. and concluding at 10:00 a.m. Students **MUST BE ON TIME**. If the student is not on time, they will be referred to Administration for further disciplinary action.
  - b) Students assigned to Saturday detention will spend the time doing in-school community service.
  - c) Credit for school required service hours will not be given for service performed during Saturday detention.
  - d) A \$25.00 dollar fine will also be imposed per student for each Saturday detention.

3. **Demerits-** Demerits are issued for violations of the Code of Conduct and will impact one's conduct grade on the Report Card. The conduct grade will reset to 100 at the start of each semester

4. **Suspension-** Students may be placed on activity/social suspension if the Assistant Principal for Student Services determines that it is the best interest of the good order of the school to do so. Students placed on activity/social suspension will not be permitted to attend or participate in any extra-curricular activities for the period of time they are on activity/social suspension.

- Activity/Social Suspension
  - a) Mandated for certain discipline situations.
  - b) Students on activity/social suspension may have the length of the suspension increased if they continue to have discipline violations while on the suspension.
  - c) This suspension includes "Home" and "Away" activities.

- In School Suspension
  - a) Student placed on in-school suspension will be assigned to a specific area of the school where work, tests, etc. may be provided.
  - b) The student will not be permitted to attend classes during the length of the suspension.
  - c) The student is responsible for all class work covered while on

suspension.

- d) In addition, a student may be placed on in-school suspension at any time if it is determined it is in the best interest of the good order of the school to do so.

- Out of School Suspension

- a) A student placed on out of school suspension may not attend classes or attend or participate in any school activities or practice while on suspension. The student is responsible for all class work covered while on suspension.
- b) His/her parents must schedule a meeting with the Assistant Principal before the student will be permitted to return to school.

- 5. **Discipline Summer School-** Discipline Summer School is reserved for students with repeated disciplinary issues or a severe violation of the Code of Conduct. This week-long program is a combination of prayerful reflection, service, and education to help the student grow in self-discipline. Discipline Summer School is normally held the first week after the last day of school. There is a \$250 fee for attending Discipline Summer School. A student that misses any part of Discipline Summer School will be immediately dismissed without review.

### **Drug and Alcohol Policy**

The following are prohibited for students at Notre Dame High School:

- Distributing or sharing drugs and/or alcoholic beverages and/or counterfeit drugs.
- Buying drugs and/or alcoholic beverages and/or counterfeit drugs.
- Possessing drugs and/or alcoholic beverages and/or counterfeit drugs.
- Using drugs and/or alcoholic beverages and/or counterfeit drugs.
- Being under the influence of drugs and/or alcoholic beverages.
- Possessing drug paraphernalia, vape pens, juuling devices and e-cigarettes.
- Being present at parties, gatherings, or in vehicles when others are using prohibited substances.

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

- Any Notre Dame student who violates the drug and alcohol policy while on school property, at activities sponsored by the school, and/or traveling to and from school or school activities is subject discipline action.
- Any student involved in a second drug and/or alcohol incident at any time during his/her Notre Dame career is liable for dismissal from Notre Dame High School even if such conduct occurs off school premises.
- Any student selling or distributing drugs and/or alcohol is liable for dismissal from

Notre Dame High School.

- The school reserves the right to inspect lockers, cars, bags, etc. At the discretion of the Administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students' belongings.
- A student involved in a drug and/or alcohol situation, as well as other "At Risk" behaviors will be referred to the Student Assistance Program Team for possible additional recommendations and suggestions to assist him/her and his/her parents in dealing with their concerns. S.A.P. Teams are required in high schools in Pennsylvania. This is an intervention, not a treatment program. A referral is made to help a student, not to penalize him/her. The S.A.P. Team is not an extension of the Dean of Students. Peers, as well as parents and school personnel, may anonymously refer students who, in their opinion, exhibit at risk behavior. Referrals may be given to any team member or placed in the locked suggestion boxes located inside the Campus Ministry Office.
- A student found to be at risk or in violation of the Notre Dame Drug and Alcohol Policy is required to follow the recommendations of the S.A.P. Team and/or any agency to which he/she may be referred. Failure to do so may result in suspension of the student from school until cooperation is documented.

## **Harassment/ Bullying Policy**

*Diocesan Policy #5139*

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyber bullying) are unacceptable behaviors and are prohibited in our schools.

Bullying, Cyber-Bullying, harassment, intimidation or hazing constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing Catholic environment. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

The purpose of this policy is to guide the schools of the Diocese of Allentown in our goal of preventing and responding to acts of bullying, intimidation, violence and other similar disruptive behavior with "Zero Indifference". Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying.

For purposes of this policy, the following definitions shall apply:

**Bullying** – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- Creates a hostile educational environment which substantially interferes with a students' education benefits, opportunities, or performance.
- Causes physical or emotional harm to the individual or damage to their property

- Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

**Cyber-Bullying** –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by: Wire Radio, Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

**Harassment, hazing, intimidation** – acts, words or other behaviors, by an individual or group against another individual or group characterized by:

- Intent to harm.
- Intensity and duration over a period of time.
- An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
- Inflicting physical or emotional harm or discomfort or damage to the person’s reputation and/or relationships.
- A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created or the orderly operation of the school is substantially disrupted.
- *Name-calling* – the use of language to defame, demean, or degrade anyone.

Any student who violates the harassment/bullying policy while on school property, at activities sponsored by the school, and/or traveling to and from school or school activities is subject discipline action including dismissal from Notre Dame High School.

## **School Policies**

### **Accident Reports**

All accidents or injuries are to be reported to the Student Services’ office as soon as possible. Written documentation will be requested. Parents will be notified and an accident report will be filed. If your child is injured during a school sponsored event or at home, please notify the nurse at extension 1127 so that accommodations may be reviewed and implemented if possible.

## **Cafeteria**

A student may go to the cafeteria only at the assigned lunch period. The cafeteria is not to be used as a travel route during lunch periods. The cafeteria is the only location in the building designated for eating! Beverage containers are prohibited outside the cafeteria. Students bringing drinks for consumption with their lunch must keep them in their lockers until their lunch period. No outside food deliveries may be made to students.

## **Cell Phone Policy**

In an effort to support our students, we piloted the use of "Yondr" cases to control cellphone distractions during the school day in the spring of 2018. Yondr cases fit over cellphones, lock them and make them impossible to use while locked. Staff overwhelmingly believed that Yondr cases created a productive learning environment with a significant decrease of classroom disruptions due to cell phone use.

Yondr cases have allowed NDHS students to be...

- More attentive when communicating face to face
- More engaged in classroom activities and assignments
- Better task oriented
- Less dependent on electronics to do his/her classwork
- Less likely to engage in cyber conversations, gossiping, bullying, antagonizing, etc.
- Less likely to procrastinate with doing assignments in class
- Less distracted by things not related to school or classwork

A "Yondr" case will temporarily lock once your child places his/her phone in it. Though your child's phone will be silenced, all notifications, calls and messages will still be transmitted to the phone. Yondr allows your child the comfort of staying in possession of his/her phone, but takes away the urge of constantly looking at it, texting in the moment, monitoring social media or calling friends in another class.

When arriving to school, each NDHS student with a cell phone will simply place his/her phone inside of their personal case and lock it at the beginning of the 1<sup>st</sup> period class. Students will be assigned their own individual case. This case can be left in school or go home, but must be with the student when they get to school each day. The case will secure the phone until the student unlocks his/her case at an 'unlocking base' at the end of the school day allowing him/her full use of their phone again. If a student needs to leave school early, unlocking bases will also be with school administrators to allow for a quick dismissal. Yondr cases are school property and failure to return a case and/or damage school property will result in the student being responsible for the cost of the Yondr. In the event a parent/guardian needs to contact their student, they can call the school office, and their child will be contacted immediately and escorted out of his/her classroom.

## **Dress Code Policy**

The Philosopher Diogenes tells us that, "Modesty is the color of virtue." The Dress Code of Notre Dame High School sees that this virtue is correctly regulated to promote and safeguard the dignity of the human person as created in the image and likeness of God. Uniforms are first meant to promote the fundamental equality of each student. They also assist the school in promoting our distinct identity as a school family with Catholic Values. At the same time there

are days where clothing other than uniforms are worn. This dress code is also to assist students in developing the virtue of modesty by their choice of clothing. It is meant to assist students in how they demonstrate respect for their person and in doing so serve as a reminder of our inherent spiritual dignity.

Students must be in full dress code WHEN THEY ENTER THE BUILDING in the morning until dismissal. Students not in compliance with the dress code are subject to disciplinary action. Dress code violations usually incur weekday detention. Students with multiple dress code violations (e.g. shirt or blouse out and an earring violation) will receive one weekday detention for each violation. Repeated violations or extreme violations may incur more severe consequences. Should an accident or emergency arise that forces a student to be out of uniform, the following procedures must be followed:

- The student is to report to the Assistant Principal for Student Services before the first period bell.
- Administration must have a phone call prior to the student's arrival at school or a note upon the student's arrival at school from his/her parent(s) explaining why the student is out of uniform.
- Unless an exception has been secured by the moderator from the administration, dress for an approved field trip is the normal school dress code.
- Occasionally, Notre Dame students are asked to represent our school at various extracurricular school, parish, or community events. When asked to be in uniform, students must be in compliance with school dress code on those occasions.
- In order to maintain uniform appearance throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times.
- By signing the Parent/Student Handbook, parents/guardians commit to ensure that the student is properly dressed in the formal school uniform as defined in the dress code policies. Violations against the dress code will result in discipline action.

### **Dress Code- Girls**

**Quarter Zip:** navy blue with the ND logo may be worn with the uniform skirt/pants, or dress shirts during 2<sup>nd</sup> and 3<sup>rd</sup> marking quarters. NO SWEATSHIRTS permitted in school. Sweatshirts cannot replace the sweaters. The school issued sweatshirt is an exception.

**Blouses:** Long- or short-sleeve white, no denim or denim-style blouses.

Short sleeve navy blue ND polo shirt - banded bottom polo shirts may be worn outside the dress skirts/ pants, non- banded bottom shirts must be properly tucked in may be worn during the 1<sup>st</sup> and 4<sup>th</sup> quarters. Only short sleeve white t-shirts may be worn underneath the school shirts – no colored, printed, or long sleeve t-shirts.

**Skirts:** Navy blue plaid winter skirt or light blue seersucker summer skirt. Skirt length must be to the knee – the bottom of the skirt must touch the top of the knee when the student stands. STUDENTS WHO DEFY THIS REGULATION WILL BE REQUIRED TO WEAR THE UNIFORM PANTS.

- **Slacks:** Tan Khaki pants (Comparable to Flynn & O'Hara pants) Pants must be worn at waist level – no frayed bottoms or ripped side seams. NO SHORTS.

- **Belts:** A solid navy blue, black, or brown belt must be worn with the dress slacks. Belts must be conservative in style – no studs, chains, ornamentation, or oversized buckles.

**Socks:** Crew or above-solid white or navy blue socks. Socks should be free of insignias or manufacturer, i.e. NIKE, Under Armor, etc. Trouser/ankle socks are not acceptable. Solid gray or navy opaque tights are required from November through April.

**Shoes:** Shades of brown or black in color, solid sole and heel. Not permitted: canvass, sneakers, slippers, Uggs and moccasins etc...Also open toe shoes, fur lined shoes, and open back shoes are not permitted.

**Hair:** Hair must be kept clean and neat. Hair styles must allow the student's eyes and face to be clearly visible – no un-natural colors, highlights, streaked, tipped, or styles, etc. All questions concerning hair-styles will be directed to the Administration for determination.

**Jewelry:** Visible body piercing, other than pierced ears, is prohibited – no tongue, lip, nose, or eyebrow rings. A maximum of three earrings per ear is allowed. Hoop earrings may not exceed the size of a quarter and dangle earrings must be 1 inch or less. No choker collars, pocket chains, wristbands, sweatbands, or bandanas are permitted. A single conservative necklace, cross, or religious medal may be worn – no oversized beads or medallions. A watch (NO SMART WATCHES), medical bracelet, or other single bracelet may be worn – multiple bracelets on the same arm are not acceptable. The administration will determine what is acceptable if issues concerning jewelry arise.

**Tattoos:** All tattoos must be covered during the academic day.

**Gym Attire:** Effective January 2024 gym shorts and gym sweatpants will be required for gym class. These can be purchased at Flynn & O'Hara. These bottoms are to be worn with any Notre Dame High School t-shirt.

*\*The uniform quarter zip, polo shirt and skirts MUST be purchased from Flynn & O'Hara. The other clothing items may be purchased elsewhere as long as they meet the specifications listed above.*

## **Dress Code- Boys**

**Quarter Zip:** navy blue with the ND logo may be worn with the uniform pants, or dress shirts during 2<sup>nd</sup> and 3<sup>rd</sup> marking quarters. NO SWEATSHIRTS permitted in school. Sweatshirts cannot replace the sweaters.

**Shirts:** Long- or short-sleeve white button down shirt. \*Short/Long-sleeve navy blue ND polo shirt– banded bottom polo shirts may be worn outside the dress pants, non- banded bottom shirts must be properly tucked in so that the belt is clearly visible. Only short-sleeve solid white t-shirts may be worn underneath the school shirts – no colored, printed, or long sleeve t-shirts.

**Ties:** A tie must be worn during the 2<sup>nd</sup> and 3<sup>rd</sup> marking periods with the long- or short-sleeve oxford shirts. The shirt's top button must be closed and the tie properly secured around the collar. Neckties will be required during the months of November-April.

**Pants:** Tan Khaki pants (Comparable to Flynn & O'Hara pants).  
Pants must be worn at waist level – no frayed bottoms or ripped side seams. NO SHORTS

**Belts:** A solid navy blue, black, or brown leather or fabric belt must be worn. Belts must be conservative in style – no studs, chains, ornamentation, or oversized buckles. Belts are required with school pants.

**Socks:** Solid dark colored crew socks that cover the ankle must be worn.

**Shoes:** No sneakers, no UGG boots or slippers, no canvass shoes will be permitted. ALL shoes MUST be business style – solid sole and heel, shades of brown or black permitted. No flannel, fur lined or backless shoes permitted. No slippers or slides permitted. No moccasins or boots permitted.

**Hair:** All male students, regardless of race or ethnicity, are expected to maintain a style of hair that does not go below the top of the collar. Hair is not to be tied up. No unnatural colors are allowed. The administration will determine what is acceptable if issues concerning hair arise.

**Facial Hair:** No facial hair will be permitted. All male students are required to be clean shaven at all times.

**Jewelry/Make up/Tattoos** Visible body piercing is prohibited – no earrings or tongue, lip, nose, and eyebrow rings. No choker collars, pocket chains, wristbands, sweatbands, or bandanas are permitted. A single conservative necklace, cross, or religious medal may be worn. A watch (NO SMART WATCHES), medical bracelet, or single approved “cause” bracelet may be worn. The administration will determine what is acceptable if issues concerning jewelry arise.

**Makeup:** Boys may not wear makeup or nail polish.

**Tattoos:** All tattoos must be covered during the school day.

**Gym Attire:** Effective January 2024 gym shorts and gym sweatpants will be required for gym class. These can be purchased at Flynn & O'Hara. These bottoms are to be worn with any Notre Dame High School t-shirt.

*\*The uniform MUST be purchased from Flynn & O'Hara. The other clothing items may be purchased elsewhere as long as they meet the specifications listed above.*

**Flynn & O'Hara Uniforms**  
**1876 Catasauqua Rd, Allentown, PA 18109**  
**(610) 231-3788**

**General Number: 1-800-441-4122**



### **Dress Down Day Policy**

- Students may NOT wear: ripped jeans, shorts, leggings, crop tops, spaghetti straps, hats, slippers, Uggs, or flip flops
- Students who violate Dress-Down Privilege regulations are subject to disciplinary action that may including the loss of dress-down privileges.
- The administration will approve all special dress-down days and reserves the right to amend this policy as needed.
- Administration has the right to review any questionable attire and take any discipline action necessary.

### **Emergency Drills**

Notre Dame follows the Student Crisis Assistance Manual created through the Safe and Drug Free Schools and Communities Consortium of Non-Public Schools as the guideline to follow in the event of an emergency. These guidelines are implemented when exercising a drill and will be implemented during an actual emergency if possible.

Drills take place on a regular scheduled basis. Fire drills are held at various times throughout the academic year and are monitored by the Fire Departments in close proximity to the school. A severe weather drill is held once per year in conjunction with Northampton County Emergency Management. Bus drills are scheduled twice per year and are organized through the district transportation departments. Evacuation drills are implemented at the discretion of the principal. Lockdown drills are also conducted on occasion.

The repeated ringing of the fire alarm bell alerts everyone in the building that a drill or actual emergency is taking place. Everyone shall leave by the route indicated in each room. All people in the building must leave quickly, quietly, and in an orderly manner.

### **Lockers**

Each student is assigned one locker for books and clothing. Locker numbers and combinations will be printed on the student's class schedule, which they will receive in homeroom on the first day of school. Students will keep the same locker for as long as they remain a Notre Dame student. This locker should be kept in good order and should be properly closed and locked at all times. Decorating lockers for birthdays and other celebrations is not allowed. Tampering with another student's locker or damaging another's property are offenses that will be brought to the attention of the Administration, and may be cause for dismissal. Schoolbags are permitted to be used during the school day in order to maximize class time.

The school is not responsible for lost or stolen property. No student may change lockers without the permission of the Main Office. If such a change takes place without permission, appropriate disciplinary action will be taken. Students are responsible for the cleanliness of their lockers. No stickers are to be placed on the inside or outside of the locker. A cleaning fee of \$25 may be charged if lockers are determined to be dirty. Students noticing damage to a locker should report it to the main office immediately. If not, they will be charged with defacing school property.

\*Student lockers are the property of Notre Dame High School. Local Law Enforcement Agencies, Canine units, as well as authorized officials of Notre Dame have the right to make periodic checks of the lockers, (including school bags, coats, motor vehicles parked on school property etc.) for the general welfare and safety of the school and its students. This policy is in effect for all school sponsored activities, including those held at off campus locations.

### **Mental Health and Well-being**

Notre Dame High School is committed to the good health and well-being of the entire school community. As one's mental health and well-being are inter-connected and ongoing, continued education in this area occurs throughout the year through professional development, assemblies, and communication/support between the Administrative, Campus Ministry, Guidance, and Student Health Offices.

### **Personal Property**

ND administration will not be responsible for the loss of money, purses, phones, electronic devices or any other valuable possessions. Items of value or large sums of money are brought to school at the student's risk. Personal belongings, other than clothing, should not be left in the locker room.

### **School Dances**

If an organization is interested in sponsoring a student dance, the moderator must contact the Principal. The following rules must be followed:

- Dress code for students is to be announced prior to the dance. Any student out of dress code can be asked to leave by the moderator.
- There must be an adequate number of chaperones, secured by the moderator. More may be required if circumstances dictate.
- There must be at least one (1) police person employed for the entire evening, to be paid for by the organization sponsoring the dance.
- Student regulations for the dance must be posted at the entrance to the gym.
- The dance should end no later than 10:00 PM and students can leave the dance no earlier than 9:45 PM.
- If a student wishes to leave a dance early (due to illness, etc.) the moderator **MUST** call the parent to let them know that their child is leaving the dance.
- Some of Notre Dame's dances are open to outsider guests while other dances are closed to outsider guests. Guests who attend an open dance must present either a school ID or a license verifying who they are. Guests must also be attending with a Notre Dame student, a signed contract verifying their awareness to the rules of the school, and agree to be governed by those rules while at the dance. This form must be signed by the principal.
- Smoking is not permitted in the building or on school grounds.
- All school regulations regarding illegal substances are in effect for all dances.
- Notre Dame reserves the right to search any items or vehicles on school property.
- Guests may not be in elementary or middle school. No guest over the age of 20 is permitted to attend.

### **Smart Pass**

Notre Dame High School uses the Smart Pass/Hall Pass system. Students must have a fully charged chromebook to make use of this system thus leave class for any reason. Leaving a class without a Smart Pass notification is considered out of bounds thus subject to disciplinary action.

### **Student Assistance Program (SAP)**

SAP is systemic process using techniques to mobilized school resources to remove barriers to learning. The SAP team's primary goal is to help students overcome these barriers in order that they may achieve, remain in school, and advance. The SAP team is dedicated to helping students and their families through assistance, guidance, and support. The SAP team has a close relationship with outside agencies that can be called upon to work with students and parents/guardians.

### **Student ID Cards**

Student identification cards will be issued in the beginning of the school year. The student identification card enables the student to enter ND "home" athletic events without an admission fee. For safety and security purposes, ID's must be worn at all times.

### **Transportation and Traffic**

Students who drive to school must park only in the student parking lot in front of the school. Vehicles must be registered with Notre Dame High School and must have a NDHS parking pass visible through the front windshield. Parking passes are available in the Student Services Office for \$40. Illegal parking and speeding will be subject to state and local fines, and/or loss of the privilege of driving a car to school. Erratic, unsafe driving on school grounds will be addressed through police notification and the possible loss of the driving privilege on campus. Students may not go to their cars during the school day except when accompanied by an administrator. Students' cars should be locked during the day. Loitering in the parking lot is liable to automatic discipline action. Authorized officials of Notre Dame have the right to make checks of all cars for the general welfare of the student body at any time and at any function. Notre Dame may ask for Police and canine assistance to search building and/or vehicles.

The transportation policy on unscheduled early dismissal is as follows: Notre Dame High School does not ask the sending school districts to pick up their students at 11:30 AM on unscheduled early dismissal days. Students may utilize this time to access extra academic assistance. Students may make arrangements with their individual teachers for academic assistance on these days. A sign-up sheet is placed in the Main office on early dismissal days for those students staying until 2:12 PM. If the students do not sign up in the Main Office for their district buses by 10:00 a.m., the ND transportation office calls the districts and cancels the bus.

Video/Audio recording on School Buses: PA State Bill 1077 no longer requires individual letters to parent/guardians regarding video/audio recording on school buses. Recordings on school buses will be used for the purposes of determining whether disciplinary consequences are appropriate. Video/audio capturing inappropriate behavior may be used at conferences with parents, guardians, students, employees and other individuals with a right to review the recordings, and used as evidence in disciplinary proceedings

### **Visitors to Notre Dame High School**

All visitors must report to the main office where they will sign in and receive a nametag to be worn at all times while the visitor is on campus. For security purposes, visitors may not walk through the building without a Notre Dame employee or designated student escort. Permission for student visitors must be requested through their parents/guardians at least two days prior to the visit. Students visiting Notre Dame are expected to dress appropriately in accordance with our dress code during their stay. The student will be assigned a Notre Dame student to shadow or as an escort.

## Student Health Office

### **Abortion Office**

Upon Receipt of information that a student has procured or assisted another in procuring an abortion, the school principal and Chaplin will promptly arrange to meet with the student and his/her parent(s). Once the principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service. e.g. Diocese of Allentown Project Rachel, Catholic Social Agency, DSA Office, etc. The school principal and the Chaplin will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling, or other circumstance warrants, the school principal should consult with the Secretariat for Catholic Education concerning possible dismissal of the student, or other appropriate action. The school principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, counseling services, and at the Secretariat for Catholic Education who have a reason to know.

### **Emergency Cards**

Emergency Card Forms are included in the "Back-to-school" packet- online. Please complete the packet in its entirety. It is the parents' responsibility to inform the Main Office of any address or phone number changes. Written and signed notification is required immediately. It is imperative that the school is able to reach parents or guardians in the event of an emergency.

### **Gender Identity Policy**

Notre Dame High School believes that the body and soul are intimately united and dependent upon each other. We believe that the sexes are complementary and that as "male and female he made them". Our given biological sex is part of the divine plan. The Church teaches that sexual identity is "a reality deeply inscribed in man and woman," it constitutes but is more than one's biological identity, and a person "should acknowledge and accept his sexual identity". One's biological sex and gender expression are not to be separated, but should be seen in harmony, according to God's plan. As such, behaviors that are contrary to our Catholic morality and the expectations of this school include expressing a gender that is discordant with one's biological sex.

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex at birth is understood as operating outside of the teachings of the Catholic church. Any student found to be in violation may be denied admission or may be asked to leave the school.

Notre Dame High School recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, while working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community.

## **Illness/Injury**

If your child becomes ill during the school day they are to report to the Main Office. Parents will be contacted at home and or at work. If parents are not available, the parent designated emergency contact person will be notified to come for the student. \*Students are not to call parents on their own and arrange for pick up when ill (see cell phone policy) If your child is ill— he/she will not be allowed to drive himself/herself home without permission from a parent, nor will he/she be permitted to participate in extra-curricular activities.

If your child sustains an injury or illness during school hours and the Principal/Nurse deems it an emergency situation, 911 will be contacted. If your child is injured or has a medical issue, please contact the main office. This is to ensure that ND Administration is aware of students undergoing medical treatments or wearing/using medical appliances (orthopedic braces, crutches, insulin pumps etc.). A re- entry may be required to plan the best and most efficient way to assist the student in making up assignments and re-enter the classroom.

The school will cooperate with reasonable medical requirements, but parents must understand that the school is primarily an educational institution. Please note, the school requires all medical requests to be put in writing and signed by the medical doctor. This medical note should provide a date when treatment is expected to end. Medical notes requesting special provisions should be re-evaluated every semester, prior to extending the special provision. Please submit these notes, signed by your doctor, to the Main Office.

## **Insurance**

The Diocese of Allentown provides student insurance for Notre Dame. Coverage is provided for school hours and during extra-curricular activities. Additional coverage may be purchased at parent expense. Application forms will be sent home during the first week of school.

## **Medications**

If your child takes any medications during the school day, the medications must be kept in the Nurse's Office. A Notre Dame Medication Administration Authorization Form must be filled out by the Physician and signed by both the Physician and the Parent. One authorization form is required for each medication the child is taking. This form is required for all medications including self-administered inhalers, self-administered Epi-pens, and over-the-counter medications such as Ibuprofen. (Students may keep inhalers in their possession if so prescribed by the physician; however, a form is still required to be on file with the office.) The authorization is in effect for the term of the prescription, not to exceed one school year. If you need additional forms, contact the Main Office at (610) 868-1431.

Please adhere to the following procedure regarding medications:

- One authorization form needed for each medication.
- The medication forms must be submitted to the Medical Special Needs Office/Main Office with the prescription drug in its original bottle.
- If an over the counter drug is to be administered, it must be received unopened in the original packaging with the student's name written on the box.
- All medications are to be delivered by the parent to the Main Office.
- If this procedure is not followed the medication will not be administered.
- Medications will be counted upon receipt and counted at the end of year when parent comes to the office to pick up medication.

2024-2025 Tuition and Fee Information

<i>Tuition Rates</i>	
1st Child	<b>\$10,800</b>
2nd Child	<b>\$10,450</b>
3rd Child	<b>\$9,650</b>
4th Child	<b>\$0</b>
Vo-Tech	<b>\$8,800</b>

<i>Applicable Fees</i>	<i>1<sup>st</sup> Child</i>	<i>Additional Students</i>
Fundraising Quota	<b>\$750</b>	<b>\$250</b>
Graduation fee (SENIORS ONLY)	<b>\$150</b>	<b>\$150</b>
Registration	<b>\$150</b>	<b>\$150</b>
Chromebook Insurance Fee	<b>\$75</b>	<b>\$75</b>
Re-enrollment Fee	<b>\$75</b>	<b>\$75</b>

**Explanation of fees:** The **fundraising quota** is per student. The fundraising quota is \$750 in ticket sales. Please see the info below for buyout rates. All checks are presented once. If a check is returned, only cash or money order will be accepted. **The graduation fee** includes flowers for graduation and baccalaureate, cap and gown, senior picnic expenses, and a complimentary yearbook.

<i>Miscellaneous Student Charges</i>	<i>Amount</i>	<i>Other Miscellaneous Charges</i>	<i>Amount</i>
Lost Textbook – Varies by cost of textbook	VARIABLES	<b>Each Insufficient Funds Charge</b>	varies
Detention Fine – Varies by offense	VARIABLES	<b>Each “Stop Payment” Charge</b>	varies
Lost or broken Yondr	\$25		

**IF A STUDENT WITHDRAWS DURING THE SCHOOL YEAR, THE PARENT/GUARDIAN WILL BE BILLED TUITION AND FEES, INCLUDING FUNDRAISING, CORRESPONDING TO THE NUMBER OF QUARTERS THE STUDENT ATTENDED (NOT NECESSARILY COMPLETED). IF A STUDENT WITHDRAWS IN THE FIRST 30 DAYS, ALL TUITION AND FEES WILL BE REIMBURSED. IF THE STUDENT WITHDRAWS IN THE FIRST 30 DAYS OF THE 2<sup>ND</sup> SEMESTER, 1/2 OF TUITION AND FEES WILL BE REIMBURSED.**

Parents are asked to review the fundraising calendar each month to anticipate fundraisers. Finance information is also available on the school website at [www.ndcrusaders.org](http://www.ndcrusaders.org) in the Admissions section.

**Payment Options are:**

1. Full year tuition due by July 1.
2. ½ of the tuition due by July 1. ½ of the tuition due Dec 1.
3. 12 monthly payments

All Diocesan high schools are required to participate in the STS program. **All families must create a Simple Tuition Solutions (STS) account whether choosing option 1, 2, or 3.** STS contracts will include all applicable tuition and fees.

If paying in full, you will receive a 3% discount on tuition only, **not fees**. The discount will be applied only if all other fees are paid when due. If you commit to a full payment plan, but do not meet the July 1st deadline, you will forfeit the 3% discount. Tuition and fees must be satisfied before payments are applied to the buyout.

The first month of withdrawals will be July while the last month of withdrawals will be June. STS will notify all parents of contract total, number of payments, amount of each payment, and date of withdrawal by confirmation letter. Each STS payment that is unsuccessful because of insufficient funds or that has been stopped by the parent will result in a penalty charge by STS, a fee by your bank, and a fee by Notre Dame High School. STS will reattempt a missed withdrawal every 15 days for 3 attempts. After 3 unsuccessful attempts, payments must be made directly to the school. Your regular scheduled STS withdrawal will not be delayed because of a previously missed withdrawal. You may choose to make your payment to STS via credit card FOR AN ADDITIONAL FEE CHARGED BY STS.

**STS Payment plan fees**

These fees are billed by STS. There is no charge for a payment plan, a \$10 fee for 2 payments, \$25 fee for quarterly payments, and \$40 for monthly payments.

Notre Dame High School is pleased to offer each of your children a quality education at a reasonable price. If you have any questions, please call the finance office at 610-868-1431, extension 1129 or 1132.

**Financial Responsibilities**

Notre Dame High School has recently become a corporation. ND is now required to conform to all business rules and regulations pertaining to any financial transaction(s) conducted at the Finance office and elsewhere throughout the school. Any financial aid and scholarship requests must be made to the school through FACTS. All documents must be received and fully completed to be considered for aid.

Families should be aware that by signing the NDHS Handbook Compliance and Governance Parental Agreement Form (available on the website and submitted with other forms in the Homeroom Packet), they are acknowledging their financial obligation to Notre Dame High School for all billed tuition and fees. Families will be held responsible for all legal and court fees

if they are negligent in fulfilling their personal obligation. Parents will be billed for all student lateness, discipline and/or other fines.

Parent/guardian/student failing to meet financial obligation will result in student:

- denied entry to classes
- denied entry to examinations
- progress report withheld
- ineligible for all extra- curricular activities
- junior/senior students will be denied participation in prom/ baccalaureate/graduation exercises
- being dis-enrolled
- denied access to transcripts for college
- denied receipt of diploma

### **Tuition Collection Policy**

Notre Dame High School makes every effort to provide an affordable, quality, Christ-centered education to our students. Scholarships and financial aid are offered based on need and available resources.

However, the majority of the School's funding comes from tuition, fundraising activities, and fees and we cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition, fundraising commitments and fees (collectively, "Tuition") in a timely manner. To that end, the following is the School's Tuition Collection Policy effective July:

1. **30 Days Past Due**: A "Past Due Notice" will be sent to any family with Tuition more than 30 days past due. The "Past Due Notice" will include a copy of the Tuition Collection Policy and provide that if all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due Notice" that are not able to pay all past-due Tuition in full will be required to contact the School to discuss an agreement to make alternative arrangements for payment.
2. **45 Days Past Due**: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, within 45 days after the Tuition is due, the School shall withhold report cards and transcripts from the student.
3. **60 Days Past Due**: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached, within 60 days after the Tuition is due, in addition to step 2 above, the student will not be permitted to participate in and School events or extra-curricular activities (including, but not limited to, prom, sports teams, band, play, etc.). In addition, a second "Past Due Notice" will be sent to the family.
4. **90 Days Past Due**: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition reached within 90 days after the Tuition is due, in addition to steps 2 and 3 above, the student will not be permitted to register for the following or any subsequent semesters.



In addition, it is Diocesan Policy that no student shall be permitted to participate in Graduation ceremonies or receive a diploma or transcript, if any financial obligations are outstanding.

If parents find themselves in financial difficulty and are concerned that prompt payment of Tuition may be an issue, it is important to speak to the school administration in a timely manner (in advance of missing any payments), to discuss whether alternate payment arrangements might be made until the financial situation improves. Notre Dame is willing to work with families provided such matters are discussed in advance of any missed payments. Parents cannot simply assume that missed payments will be overlooked.

Lastly, the School reserves all rights to use any legal means at its disposal to reclaim past due tuition, including the engagement of third-party collection agencies to whom financial details will be provided by the School as is permissible by law.

### **Student Aid**

Notre Dame High School seeks to offer a quality education at a price that is commensurate with educational excellence. As part of the tuition package a certain amount of money is put aside in the budget for financial aids for those families who are eligible to apply, and in fact, are in documented financial need.

Those families who can demonstrate a financial need, and who desire tuition assistance from the school, must apply for it online through the STS website. The Financial Aid Committee reviews every application and awards the aid, the aid is awarded by the middle of June.

Financial aid and scholarships awarded given one year is not a guarantee for the following year. Families In addition, financial aid given by Notre Dame cannot be transferred to another school in the event that the student transfers to another diocesan school.

### **International Student Rate**

Conditions for International Student Rate:

1. International students are subject to all school policies and have same responsibilities as all other students.
2. International students must complete required paperwork for Homeland Security and Immigration.
3. International Student withdrawal prior to completion of the school year: Tuition will be refunded on a semester basis; a \$1000.00 administrative fee will be withheld from the tuition refund.

## **Fundraising**

Fundraising is a mandatory requirement of the tuition package. The entire student body participates in the fundraising process. The fundraising calendar is sent home in late spring for the upcoming school year to each family. This calendar indicates the start and completion date for all fundraisers. Students not making the fundraising quota will be billed at the end of the school year (prior to taking their exams).

Every student attending Notre Dame is responsible for fundraising each year. If a student falls short of the fundraising target for that year (ND holds five fundraising events every year), the difference between the amount raised and the target amount, will be posted to the family's FACTS account after the 5<sup>th</sup> fundraising event. We suggest that, for sound financial planning, families spread their effort throughout the entire year.

- The student quota is \$750 – 1<sup>st</sup>, \$250 – 2<sup>nd</sup>.
- The 50% plan applies to all students who have made their quota of \$750. This plan gives a 50% return on all sales over and above the \$750 quota amount. If participating in the buy-out option, one can still participate in the 50% plan. This is a simple way to earn tuition credit for the **current** school year. (Seniors will receive credit in the form of cash back if there are no siblings in attendance, and they have satisfied all debt for the school year.)
- Fundraising credit can only be satisfied by students returning the completed tickets with payment to the fundraising office or Main Office. Your students name must be written legibly on the ticket.

## **OFFICE OF CAMPUS MINISTRY**

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### **Class Retreats**

Retreats are a wonderful way to connect with God and class mates on a deeper level. Foundational to the Spiritual life retreats offer a context for ministry in a more profound way for an extended time, allowing the development of Gospel inspired life.

In accord with Diocesan policy, all students, regardless of their religious affiliation, are required to fulfill one retreat per year, Notre Dame provides this retreat to assist in fulfilling the Diocesan retreat requirement. Students who do not attend the Notre Dame retreat are still required to fulfill the requirement on their own with a pre-approved retreat from the Campus Ministry Office. Students who fail to fulfill the retreat requirement will not receive their report cards at the end of the year, register for classes for the following year and seniors may not graduate.

### **Community Service**

Community service is integral to the mission of Notre Dame High School, and a meaningful piece of a student's education. Community service should make visible the Gospel message of Jesus Christ reflected in the Corporal Works of Mercy. The Catechism of the Catholic Church

sees service in terms of virtue, which in paragraph 1803 describes as “A virtue is a habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of himself/herself. The virtuous person tends toward the good with all his/her sensory and spiritual powers; he/she pursues the good and chooses it in concrete actions.

Each year the students are required to complete 20 hours of community service by the end of the third marking period. Students should do three different types of community service. Community service is unpaid work that gives to the community without any benefit to one’s self.

- A minimum of 5 hours must be completed for an approved religious organization. Ideally, this service is offered to the student’s home parish, but this requirement can be fulfilled by serving at another church, Catholic Charities, or another Church affiliated organization as approved by the Campus Ministry Team. These hours can be earned by altar serving, lecturing, ushering at Mass, volunteering for a Bible camp, or helping with any function the church might have. Liturgical roles require a priest or deacon to sign off on them.
- A maximum of 5 hours can be completed for a sports organization. The only exemption would be volunteering for Miracle League or helping at a CYO event. Students will not be awarded more than 5 hours for helping at sports camp in the summer
- The remaining hours · All hours will be performed for non-profit charitable organization that can include your school, parish, Catholic and non-Catholic charitable organizations, or other community organizations outside of the school.

Below are some examples of acceptable places to complete your service hours:

Catholic Charities Feed the Children  
Bethlehem & Nazareth Library Pocono Wildlife Rehabilitation Center Last Chance Ranch  
St. Francis Retreat House Cops n Kids  
3<sup>rd</sup> St. Alliance Habitat Humanity resale store  
Second Harvest Food Bank Animal Shelters  
Valor Clinic

Approved service work:

- All hours will be performed for non-profit charitable organization that can include your school, parish, Catholic and non-Catholic charitable organizations, CYO and youth sports organizations or other community organizations outside of the school. All service should support the mission of the Catholic Church.
- No form of payment can be accepted for community service hours.
- No service can be performed for family members or friends (such as babysitting, house or yard work, painting, shoveling snow or volunteering for someone’s business).
- Students may begin working on their community service hours for next year after the last day of the current school year.

Community service completed over the summer must be turned in to the Campus Ministry Office by September 30th. Additionally, community service forms must be turned in online within one calendar month after completion of community service. Community service forms turned in after the deadline will not be accepted. It is the student’s responsibility to find service hour opportunities and keep track of their hours. It is also the student’s responsibility to turn in their service hour forms.

If a student does not complete their service hours by the end of the third marking period, further disciplinary actions may be taken, including social suspension. Graduating seniors will not receive their diplomas until their community service hours are completed. Returning students will not receive next year's schedule until their community service hours are completed.

## **GENERAL SCHOOL POLICIES**

### **Abuse and Neglect Reports**

Notre Dame High School complies fully with Pennsylvania State Mandated Reporting Law regarding child abuse reporting.

### **Custody- Release of Student Information**

Notre Dame High School's policy for the school year regarding the release of student information to non-custodial parents, or shared custodial parents, requires a letter from both parents indicating a request and/or permission to release information from the academic, attendance, athletic, discipline, finance and main office. Please forward a letter signed and dated to the Principal. If the school does not have the current court-order on file, please forward a copy to the principal. This must be updated each school year.

### **Forms**

Notre Dame forms are available in the Main Office and on the website: <http://www.ndcrusaders.org>. ND Athletic forms are available in the athletic office and the website.

At the beginning of the school year, each student is required to submit a completed "Back-to-school" packet". This "packet" of forms is available on the website (click on "About our School", then click on "Forms") and contains all forms necessary for your child to begin the school year.

\*\*Your child will be unable to attend classes if ND does not receive the required completed forms. ND Student ID cards will be issued only to those students who have returned the completed the "Back-to- school" Packet.

### **Inclement Weather**

Notre Dame will generally follow Easton School District in regard to school closing for weather related issues. The closing of Notre Dame will be specifically announced on the following: **TV/Channel 69, on the Internet at [www.wfmz.com](http://www.wfmz.com), and on the Notre Dame website at [www.ndcrusaders.org](http://www.ndcrusaders.org).**

Notre Dame will also communicate information via the School App and the "One Call" system to alert homes of announcements. This announcement will be made before 7 am. There may be times when the local public schools are closed, but Notre Dame may have school with a delayed opening. In the event that school must close early, students from specific districts will be released when buses come for them. Students who drive will be released at the same time as those from their designated district. Early dismissal will be announced on the above-mentioned radio stations. Please do not call the school!

## **INTERNATIONAL STUDENTS**

Notre Dame welcomes students from various other countries and cultures. A team meets once every month to assess students transitioning to Notre Dame. International students must adhere to the rules and regulations of Notre Dame High School. International students risk being asked to return to their families in their country of citizenship if disciplinary issues occur. Parents of International students agree to abide by the ND rules upon payment and registration to Notre Dame High School. All academic, community service and religious retreat requirements are applicable to all students including international students.

### **I-20 FORMS**

- International students may be admitted in accordance with the existing admission requirements and regulations of the United States Department of Justice. Any student who is not a citizen must have the legal documentation required by the immigration department to be admitted to this school.
  
- All students seeking admission under I-20 status must present an I-20 form. Once the appropriate official has signed the I-20 form, the school will make and keep a copy in the student's file. Parents are responsible to file the original with the appropriate authorities. Nol-20 form will be processed through Notre Dame until after receipt of tuition.

## **STUDENT COUNCIL**

The motto for the Notre Dame Student Council is "to lead is to serve". With a heart of compassion and the belief that students can make a difference, the goals and objectives for the Notre Dame Student Council are as follows:

- To develop for all students, the opportunity to participate
- To discuss worthy issues to the student body and for the student body.
- To create and maintain standards of worthwhile school citizenship.
- To aid the principal and faculty in promoting policy designed for the improvement of Notre Dame High School.
- To invest time enhancing the stewardship that has been nurtured during the school year.
- To be more sensitive and responsive to the concerns of students and faculty.
- To help guide the student body in their understanding and belief in their faith.

Membership in Student Council is open to any qualified student of Notre Dame High School and is subject to the Constitution of the Student Council. A faculty member has the right to review the names of all students wishing to run for office. Duties and responsibilities of the members are listed in the Constitution.

**DIOCESE OF ALLENTOWN NOTRE DAME HIGH SCHOOL ACCEPTABLE USE POLICY**  
**For**  
**USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC INFORMATION AND**  
**COMMUNICATIONS**

Please read the following carefully before signing this document. This is a legally binding document.

**SECTION ONE: GENERAL, COMPUTING POLICY**

**Overview**

**Computers, handheld devices, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. Access to the School’s electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.**

**1) Acceptable Use**

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore, the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto Notre Dame High School computers and/or the network systems, without the express, written consent of Notre Dame High School.
- h) Copying programs licensed to Notre Dame High School for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

## 2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

### **SECTION TWO: INTERNET ACCESS**

Internet access is now available to employees and students of Notre Dame High School. This access is being offered as part of a collaborative project involving Notre Dame High School and Intermediate Unit 21 (ISP). We are pleased to bring this access to Notre Dame High School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at Notre Dame High School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- \* electronic mail communication with people all over the world;
- \* access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases,
- \* public domain and open source software of all types;
- \* information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- \* online learning communities where academic collaboration and discussion are encouraged;
- \* institutions of higher academic learning where students may earn college credits which

will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Notre Dame High School has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Notre Dame High School, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Notre Dame High School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## **INTERNET ACCESS - TERMS and CONDITIONS**

### **1) Acceptable Use**

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Notre Dame High School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally



misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

## **2) Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a Notre Dame High School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of Notre Dame High School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

## **3) Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

## **4) Electronic Mail (E-Mail)**

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.

f) Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.

g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

#### **5) Security**

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an e-mail message to Notre Dame High School. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

#### **6) Updating Your User Information**

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

#### **7) Services**

Diocese of Allentown and Notre Dame High School make no warranties of any kind, whether expressed or implied, for the service it is providing. Diocese of Allentown and Notre Dame High School will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. Notre Dame High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by Notre Dame High School, 3417 Church Road, Easton, PA on May 23, 2014.

*The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.*

## HANDBOOK COMPLIANCE AND GOVERNANCE PARENTAL AGREEMENT FORM

The **2024-2025** Notre Dame High School Handbook complies with the rules and regulations of the Allentown Diocese and Notre Dame High School. As a parent(s) of a student enrolled at Notre Dame High School, I (we) agree to be governed by the rules and policies stated in this handbook. As a student enrolled at Notre Dame High school, I agree to be governed by the rules and policies as stated in this handbook.

\*\*Notre Dame High School retains the right to amend this handbook if necessary. \*\*

**By registering your child, you are agreeing to abide by all of the rules and regulations contained in the Parent/ Student Handbook. The official “Handbook Compliance and Governance Parental Agreement” form (available on the website under “Homeroom Packet.”)**

### 2024-2025 Bell Schedule

Period 1	7:45-9:04
Period 2	9:07-10:22
Crusader Time 10:25-10:55	
Period 3 10:58-12:53	
Lunch 1	10:58-11:26
Lunch 2	11:29-11:57
Lunch 3	12:00-12:25
Lunch 4	12:28-12:53
Period 4	12:56-2:12

### AM Liturgy Schedule

Period 1	7:45-8:45
Period 2	8:48-9:48
Liturgy Schedule: 9:50-10:57	
Period 3 11:00-12:55	
Lunch 1	11:00-11:28
Lunch 2	11:31-11:59
Lunch 3	12:02 12:27
Lunch 4	12:30-12:55
Period 4	1:00-2:12

## **THE ROSARY-TO JESUS THROUGH MARY**

The Rosary begins with the Apostles' Creed, one "Our Father," three "Hail Mary's" and "One Glory Be." Meditate on the mystery while saying one "Our Father," ten "Hail Mary's" and one "Glory Be." At the end of the rosary, the "Hail Holy Queen" is prayed.

### **THE MYSTERIES OF THE ROSARY**

#### **Joy** (Monday and Saturday)

1. The Annunciation
2. The Visitation of Mary to Elizabeth
5. The Birth of Jesus
6. The Presentation of Jesus in the Temple.
7. The Finding of the Child Jesus in the Temple

#### **Light** (Thursday)

1. The Baptism in Jordan
1. The Wedding at Cana
2. The Proclamation of the Kingdom of God
3. The Transfiguration
4. The Institution of the Eucharist

#### **Sorrow** (Tuesday and Friday)

1. The Agony of Jesus in the Garden of Gethsemane
2. Jesus is Scourged at the Pillar
3. Jesus is Crowned with Thorns
4. Jesus Carries the Cross to Calvary
5. Jesus Dies on the Cross

#### **Glory** (Wednesday and Sunday)

1. Jesus Rises from the Dead
2. Jesus Ascends to His Father in Heaven
3. The Descent of the Holy Spirit Upon the Apostles
4. Mary is Assumed into Heaven
5. Mary is Crowned Queen of Heaven and Earth

## **THE LORD'S PRAYER**

Our Father, who are in Heaven, hallowed be thy name, thy kingdom come; Thy will be done, on Earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

## **THE HAIL MARY**

Hail Mary, full of grace! The Lord is with thee; blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of death. Amen

## **THE GLORY BE**

Glory be to the Father, and to the Son and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

## **HAIL HOLY QUEEN**

Hail, Holy Queen, Mother of mercy, our life, our sweetness, and our hope. To you do we cry, poor banished children of Eve; to you do we send up our sighs of mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us; and after this our exile, show unto us the blessed fruit of your womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us, O holy Mother of God. That we may be made worthy of the promise of Christ. Let us pray. O God, whose only begotten Son, by His life, death and resurrection, has purchased for us the reward of eternal life; Grant, that we may beseech you, that by meditation on these mysteries of the most holy rosary of the Blessed Virgin Mary, that we imitate what they contain, and obtain what they promise, through the same Christ, our Lord. Amen.

## **Procedure in the Confessional**

The priest may begin with a Scripture reading. After he finishes, you say: "Bless me, Father, for I have sinned. It is—a week, or a month (state the length of time)—since my last confession. I accuse myself of the following sins."

Then tell your mortal sins and the number of times committed. If you have no mortal sins to confess, then confess venial sins you have committed since your last confession. When you have finished telling your sins, you should say: "For these and all the sins of my past life, especially for my sins of \_\_\_\_\_ I am truly sorry."

The priest now gives the necessary advice, assigns your penance and asks you to say an Act of Contrition (in some form). Then wait and listen as the priest gives the absolution. Then say, "Thank you, Father." And leave the Confessional and perform the penance assigned by the priest.

## **Five Steps for a Good Confession**

1. Examine your conscience
2. Be sincerely sorry for your sins
3. Confess your sins
4. Resolve to amend your life
5. After your confession, do the penance the priest assigns

## **THE ACT OF CONTRITION**

O my God, I am heartily sorry for having offended You, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and to avoid the near occasions of sin. AMEN.