

# NOTRE DAME SCHOOL HANDBOOK

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## **FOUNDATIONAL DOCUMENTS**

### **Mission Statement**

Notre Dame School of Manhattan offers a Catholic education for young women in the tradition of Anne de Xainctonge. Inspired by this 16<sup>th</sup> century pioneer in women’s education, Notre Dame promotes academic excellence for girls, an awareness of God in their lives, and engagement in the world around them.

At Notre Dame in the 21<sup>st</sup> century, the school’s small, nurturing environment encourages each student to be open to personal and intellectual growth. The rich cultural, racial, and ethnic mosaic of Notre Dame’s community and its urban location enhance global awareness. A challenging curriculum prepares talented young women for college and for lives of leadership and service.

### **Philosophy**

At the heart of education at Notre Dame School lies the Christian belief that each person is a unique being created in the image of God.

Notre Dame continues the educational tradition of Anne de Xainctonge, whose pedagogical innovations stemmed from her rootedness in Ignatian spirituality. Anne was committed to providing an ambiance for her students and teachers in which their personal relationship with God could deepen and inform every aspect of their lives. She wanted her schools to be places where each individual would be treasured and feel free to grow into her unique personhood.

Notre Dame School recognizes its responsibility to follow in Anne de Xainctonge's tradition. Her inspiration that girls should have the same opportunity as boys for a good education is as compelling in the 21<sup>st</sup> century as it was 400 years ago. We aim to foster skills of critical thinking so that our graduates may contribute to myriad facets of society. Notre Dame Students, many of whom are the first in their families bound for college, are challenged and nurtured through a rigorous college-preparatory curriculum offered in a supportive, friendly environment. By using the city as our "campus," Notre Dame exposes its students to a wide range of educational experiences.

Mindful of the challenges encountered during adolescence, we are dedicated to supporting and guiding our students in this formative period. The school's alumnae also serve as a source of inspiration and assistance for our current students. When alumnae and students refer to Notre Dame as their "second home" (*Chez Nous*), we believe we are, indeed, following in Anne de Xainctonge's footsteps. With its diverse student population and bustling urban location, Notre Dame continues to provide the educational opportunities that high school girls need to become future contributing members of the global community.

### **History**

The Sisters of St. Ursula founded Notre Dame School in 1912 when they came to New York from France. The earliest classes were held in their home and hence became known as *Chez Nous*, an affectionate way of referring to the school that has been a second home to generations of young women.

Originally located in Our Lady of Lourdes parish (West 142<sup>nd</sup> Street, near Amsterdam Avenue), the school was known as the Academy of Our Lady of Lourdes until the Sisters moved the school to West 79th St. in 1943. At that time the name of the school was changed to Notre Dame Convent School and after that to Notre Dame School.

In January 1989, the Sisters of St. Ursula sold the property and transferred the ownership of the school to an independent Board of Trustees. The following September the school opened at 104 St. Mark's Place in the East Village of New York City.

Strategic planning for the future of the school pointed to the need for a slightly larger student population to facilitate program changes relevant to the 21<sup>st</sup> century. To accommodate this modest growth, the school relocated in the spring of 2002 to 327 West 13<sup>th</sup> Street in Greenwich Village.

Notre Dame School continues to educate young girls in the Catholic tradition of Anne de Xainctonge who founded the Sisters of St. Ursula. She advocated for an excellent Christian education for young women, characterized by attention to each student and provided in a family-like atmosphere that prepares young women for lives of service in the spirit of the Gospel and leadership for the good of others. Today, these ideals are maintained by a staff of dedicated lay people.

## STRUCTURE AND ORGANIZATION

### **Faculty and Staff**

*Dr. Virginia O' Brien, SU*  
*Ms. Jaclyn Brilliant*  
*Ms. Karina Vargas*  
*Sr. Mary Dolan, SU*

*President*  
*Principal*  
*Vice Principal*  
*Facilitator for Mission & Board Development*

Ms. Victoria Abad  
Ms. Skye Angioletti  
Ms. Salimat Ayinde  
Ms. Beth Bixenman  
Mr. Anthony Burke  
Mr. Rigobert Chery  
Ms. Roisin Clarke  
Ms. Anne Crosson  
Ms. Ilia Castro  
Ms. Ioana Donose  
Dr. Timothy Dooley  
Ms. Jacqueline Elias  
Mr. German Garcia  
Mr. Robert Grote  
Ms. Penelope Grote  
Ms. Jean Halloran-Monaco  
Ms. Alicia Harrington  
Ms. Yasmin Hassan  
Mr. James Hillman  
Ms. Adeline Jean-Pierre  
Ms. Lydie Kane  
Mr. Alaric Lejano  
Ms. Monique Lewis  
Ms. Sarah Lindvall  
Ms. Claire Littlefield  
Ms. Lauren Maisto  
Mr. Kevin McDonald  
Ms. Amy McGinniss  
Ms. Iris Rivera  
Ms. Carly Savino  
Ms. Susan Shea-Klot  
Mr. Glenn Stordeur  
Mr. Scott Vasey  
Ms. Maria Vulcano  
Ms. Brittany Vella  
Ms. Katie Walters

Science Department Chair  
Theology Department Chair  
Mathematics Department  
Director of Alumnae Relations & Special Projects  
Director of Development  
Director of Maintenance  
Mathematics Department  
Modern and Classical Languages Department Chair  
Administrative Assistant, Faculty & Staff Services  
Science Department  
Theology Department  
Administrative Assistant, Advancement  
Maintenance  
Director of Admissions  
Publications, Advancement, Assistant to the President  
English Department  
Modern and Classical Language Department  
Science Department  
Chief Financial Officer  
Receptionist  
Librarian, English Department  
Technology Coordinator  
Security  
Music/Theatre Director  
Social Studies Department  
Counseling Department, College Admissions  
Religious Studies & Social Studies Departments  
Counseling Department, College Admissions  
Administrative Assistant, Student Services  
Counseling Department, College Admissions  
Modern and Classical Language Department  
Social Studies Department Chair  
English Department Chair  
Athletic Director and Coach, Physical Education  
Mathematics Department  
Art Department Chair

## **Course of Study**

### 9th Grade

Theology: Salvation/Sacraments  
English 9: Traditions in Literature  
Global History and Geography  
American Studies 1: The Founding Era  
Introduction to Art/Introduction to Choral Music  
Living Environment  
Integrated Algebra  
French 1  
Spanish 1  
Women's Health and Well Being  
Physical Education  
Study Skills/Counseling 1  
Technology Literacy

### 10 Grade

Theology: Scripture/Christology  
English 10: British Literature  
Global History/AP World History  
\*American Studies 2: Early American History  
\*Intermediate Art  
Chemistry  
Geometry  
French 2  
Spanish 2  
Latin 1  
Physical Education  
Study Skills/Counseling 2  
\*Choral Music  
\*Dramatic Arts

### 11<sup>th</sup> Grade

Theology: Conscience/Church  
English 11: American Literature  
AP English Language and Composition  
US History/AP US History  
French 3  
Spanish 3  
Latin 2  
AP Art History  
Physical Education  
College Prep/SAT Prep  
Physics  
Algebra 2/Trigonometry  
Computer Coding

### 12<sup>th</sup> Grade

Theology: World Religions/Vatican II  
Eng.12: Global Inequality  
AP English Literature and Composition  
Govt. and Economics/AP Govt. and Economics  
\*French 4 Honors  
\*Spanish 4 Honors  
\*Latin 3 Honors  
Advanced Studio Art/AP 2D Design  
Physical Education  
College Advisement  
\*Applied Physics  
\*Science Research and Design  
AP Environmental Science  
Pre-Calculus  
AP Calculus  
\*Robotics and Engineering Design

*Note: Course offerings are subject to change.*

*\* Electives*

## **Daily Schedule**

The school building opens at 7:30 am. Students who arrive before 8:00 am report to the Commons, where breakfast is available. Early arrivers must remain in the Commons until the bell rings at 8:00 am. All students are expected to be present every day by 8:05 am and in their homerooms by 8:15 am. It is important for a student to be in homeroom on time when announcements are made. On days when a school liturgy is scheduled, students should be present at 8:10 am. Students who choose not to attend liturgy will be admitted to the building upon conclusion of the liturgy and should report to homeroom by

9:15am. No student may be in the building unsupervised during liturgy.

Attendance is taken during homeroom period and each class period. It is the student's responsibility to be on time. The school building opens at 7:30 am and students remain in the Commons until 8:00 am when they may go to their lockers.

The daily schedule is based on blocks of 40 minutes. A class may run for a single block (40 minutes) or a double block (80 minutes). The schedule takes into account the fact that not all subjects are taught in the same way nor require the same amount of time. Students have lunch in the Commons and leave the building only to go home or to an activity at the end of their school day.

In order to accommodate holidays and vacations, a cycle rather than a weekday schedule is used. There are six cycle days-- 1, 2, 3, 4, 5, and 6. All number days end at 2:52 pm. Faculty Meeting days are indicated by an (M) added to the day's number, and dismissal is at 1:40 pm on those days. Students will be dismissed at 2:49 pm on Liturgy days (L), Assembly days (A), and Values days (V). All other early dismissals will be noted on the school calendar.

After dismissal students may not remain unsupervised in any part of the school building. They are welcome to do their homework in the Extended Day Academic Center or stay with a teacher for an extra-curricular activity, detention, or tutoring. Students should not be in the school building after 5:00 pm unless there is a special school event as noted on the school calendar.

**Non-Discrimination Policy**

It shall be the policy of Notre Dame School to admit students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school, and not to discriminate on the basis of race, color, national, or ethnic origin in the administration of the education policies and programs of the school.

**Amendment/Change Provision**

Notre Dame School's administration reserves the right to change or amend the Notre Dame School Handbook at any time.

## ACADEMIC REQUIREMENTS

### Notre Dame Diploma

1. A Notre Dame diploma is merited by the satisfactory completion of a secondary course of study totaling 29 ½ units. These units include those required by New York State. The passing grade in each subject is 70%.

Notre Dame Diploma requires the following:		NYS Regents Endorsed Diploma requires:	
*Theology	2 units	Science	3 units
Science	4 units	English	4 units
English	4 units	Mathematics	3 units
Mathematics	4 units	Social Studies	4 units
Social Studies	4 units	Health Education	.5 unit
*American Studies	1 unit	The Arts	1 unit
Health Education	.5 unit	Physical Education	2 units
Physical Education	2 units	Electives/Sequence	3.5 units
French or Spanish	3 units		
French or Spanish	3 units		
The Arts	1 unit		
Electives	3 units		
*Latin	1 unit		

\* May be waived for transfer students.

- A. Seniors take a minimum of 7 subjects at Notre Dame. Permission of the principal is needed for any exceptions.
  - B. Seniors are expected to pass all their courses in senior year. Seniors with multiple failures and/or excessive absences, latenesses or detentions may be excluded from graduation exercises. In addition students who do not live up to ND values may be excluded from graduation exercises.
  - C. The farewell speech at graduation is given by a senior who embodies ND values and has demonstrated leadership, school spirit, and academic excellence. The senior is invited by the principal after consultation with other administrators and faculty.
  - D. College courses may be taken only with the approval of the Notre Dame counseling department. College courses are not a substitute for Notre Dame Requirements and are not awarded Notre Dame credit. College credits are offered at Pace University through the Bridge Program.
2. All financial obligations must be met by **April 2018** in order for a student to receive a cap, gown, and tickets and in order for her to participate in the graduation ceremony.
  3. Notre Dame students must complete 40 hours of volunteer service as a requirement for graduation. Below are some guidelines for this requirement.
    - A. The service is to be done outside of school.
    - B. The service is to be done for a not-for-profit organization whose mission upholds Notre Dame values.
    - C. Proposed service placements must be approved by the service coordinator.
    - D. The 40 hours of service should be completed by the end of **junior year**.
    - E. The student must submit to the service coordinator, on letterhead of the organization, documentation indicating the type of service provided and the number of hours completed.

**Regents Endorsed Diploma for the Class of 2018**

1. In order to receive a New York State Regents endorsement, a student must meet the units required by New York State.
2. A minimum of 65% in the following Regents and Common Core Examinations: English Language Arts, U.S. History and Government, Global History and Geography, one mathematics (Algebra 1, Geometry, or Algebra 2/Trigonometry), one science (Living Environment, Chemistry, Physics, or Earth Science).
3. Certification by the principal that the candidate has passed the Notre Dame requirement for 29.5 units.

**Advanced Regents Endorsed Diploma for the Class of 2018**

1. In order to receive a New York State Advanced Regents endorsement, a student must meet the units required by New York State.
2. A minimum of 65% in the following Regents and Common Core Examinations: English Language Arts, U.S. History and Government, Global History and Geography, Algebra 1, Geometry, Algebra 2/Trigonometry, and two sciences (Living Environment, Chemistry, or Physics), and French or Spanish (FLACS exam).
3. Certification by the principal that the candidate has passed the Notre Dame requirement for 29.5 units.

**Grades**

1. The passing mark in all subjects is 70%.
2. The college-recommending grade is 80%.
3. Students receiving financial aid and those receiving scholarships are expected to have all grades above 75%. Attendance in the Academic Center is required on a regular basis if this goal is not met.
4. The following conversion scale is used at Notre Dame School to satisfy some college application requests.

A +	= 97-100 = 3.9-4.0	B-	= 80-82 = 2.75-2.99
A	= 93-96 = 3.75-3.89	C+	= 77-79 = 2.5-2.74
A-	= 90-92 = 3.5-3.74	C	= 73-76 = 2.25-2.49
B+	= 87-89 = 3.25-3.49	C-	= 70-72 = 2.00-2.24
B	= 83-86 = 3.00-3.24	F	= 69 = 0

**Promotion**

1. Students must pass all subjects during an academic year in order to return to Notre Dame.
2. A student must make up a failing grade by passing, with a minimum grade of 70%, a comparable subject in an approved and accredited six-week summer school program. If she does not attain this grade, she may not return to Notre Dame since she lacks the necessary credits for promotion. Private tutoring will not be accepted as a substitution for summer school.
3. A student who passes a course for the year but fails the Regents or Common Core exam must retake the exam the next time it is administered by the state. A student who needs to achieve a passing score of 65% on a Regents or Common Core examination in order to graduate may be required to enroll in summer school regardless of the course grade.
4. A student enrolled in a summer school course in which a Regents or Common Core exam is given, is encouraged to retake the exam even if she has passed the Regents exam during the school year.
5. A student who fails more than two subjects in a given school year will not be able to return to Notre Dame the following September.
6. Students must procure the appropriate permission forms for summer school and Regents/Common Core retakes from the school counseling department on the designated day(s)



in June.

7. A student's return to Notre Dame School is subject to the approval of the principal.

### **Examinations and Tests**

1. Examinations are scheduled at the end of the first and second semesters of the school year. They may be of two or three hours duration.
2. Any student who arrives late for school on the day of a semester examination will not have extra time for the examination.
3. Any student who is found cheating on a semester examination, test, or quiz may receive a (0) zero.
4. Tests will be given at the discretion of the teacher. No more than two tests per day may be administered to a given class. Brief quizzes may be given at any time. Absence from a scheduled test may necessitate a make-up test. It is the responsibility of the student to make appointments with her teachers once she returns to school to determine if a make-up test is required. This decision is left to the judgment of the teacher. A student who is absent from class because of suspension or truancy is not entitled to make-up tests.
5. A student who is absent from a semester examination due to an unacceptable excuse may receive a grade of 0% for that examination. Make-up examinations will be administered to students who have been absent from semester examinations due to a death in the family or serious illness verified by a doctor's note. There is a \$25 fee per exam for this service. Administration will schedule the day and the time of the make-up exam.
6. Absence from semester examinations may disqualify a student from honors.
7. Accommodations for extended time for testing are available for students who have diagnosed learning disabilities. Please see the Counseling Program section for additional information.

### **Homework**

Students are expected to spend a minimum of 1/2 hour each evening on each subject. Students should not work at part-time jobs more than 8 to 10 hours per week. Working more than 8 to 10 hours has a serious adverse effect on grades.

### **Academic Integrity**

Plagiarism, cheating, and stealing violate the trust that is essential to the spirit of *Chez Nous*. Such infractions harm not only the student involved in the specific action but also the entire ND community. Plagiarism, cheating and stealing are unethical and merit severe consequences.

*Plagiarism: to use and pass off the ideas and writings of another as one's own.*

*Cheating: to share answers, by giving or receiving, with another verbally, in writing, or in any manner, on a quiz, test, or homework assignment; to use personal notes or technology during a quiz or test.*

*Stealing: to secure or accept a copy of an upcoming quiz, test, or answer sheet.*

Students will be asked to include the following honor code statement on tests, quizzes, and other assignments: "*Thereby declare, upon my word of honor, that I have neither given nor received help on this work.*"

### **Weighted Grading System**

1. The Grade Point Average (GPA) of students will be computed according to the following weighting system:

Advanced Placement and college courses	-	1.05
Honors courses	-	1.03
College Preparatory and Regents courses	-	1.00
2. Colleges will be advised of a student's class standing based upon her GPA.

3. Notre Dame courses are classified as follows:

**College Preparatory**

Theology 9-12  
American Studies 9-10  
Government & Economics  
Foundations of Calculus  
Applied Physics  
Latin 1 & 2  
Women's Health & Well-Being  
Art (Intro, Intermediate, & Advanced)  
French 1, 2, & 3  
Intro to World Music  
Spanish 1, 2, & 3  
Robotics & Engineering Design  
Science Research and Design  
Choral Music  
Dramatic Arts  
Introduction to Coding

**Regents**

English 9-12  
Global History 9-10  
Mathematics 9-11  
Living Environment  
Chemistry  
Physics  
U.S. History

**Advanced Placement**

AP English Language & Composition  
AP English Literature & Composition  
AP U.S Government  
AP Calculus  
AP Art History  
AP 2D Design  
AP U.S. History  
AP World History  
AP Environmental Science  
AP Computer Science

**Honors**

Latin 3, French 4, Spanish 4

**ACADEMIC PROGRESS**

**Report Cards**

1. Report cards are issued twice a semester (quarterly).
2. The lowest grade to be given as a class mark is 55%.
3. Subject Average
  - A. The semester average is determined by taking 42.5% of each quarter and 15% of the mid-term or final examination grades. The final subject average is determined by averaging the first and second semester grades. If the subject requires a Regents or Common Core exam, those exam grades count for 5% of the final subject average.
  - B. In order to pass a course for the year, a student must have a subject average of not less than 69.5%.
4. Grade Point Average  
The GPA is the average of all subject averages and is rounded to the nearest hundredth. The GPA reflects the weighted grading system.

**Progress Reports**

Student progress reports are posted periodically to parents to keep them informed of their daughter's progress in particular subjects. Posting dates for progress reports are indicated on the school calendar. These reports are supplemental to the report cards.

**Incompletes**

An "incomplete" (I) will be recorded on a student's report card if a course requirement is not fulfilled (i.e. laboratory experiments). If the cause of the incomplete is not eliminated by the next marking period, the grade may automatically be recorded as a failing grade. All course requirements must be fulfilled at the end of the 4th marking period since no incomplete may be recorded at that time. A course requirement that remains unfulfilled at this time will merit a failing grade.

### **Withdrawals**

No student is permitted to withdraw from a course.

### **Honors**

1. At Commencement and at the June Honors Awards ceremony, a general excellence medal or certificate is awarded to the student receiving the highest grade point average in her class.
2. Certificates of honor are awarded as follows:
  - First Honors - an overall average of 92.0% or above
  - Second Honors - an overall average of 88.0% to 91.99%
3. Awards for outstanding work in each academic department are awarded at graduation. Students must complete 4 years in a subject to be eligible.
4. A student graduates with First Honors if she has a GPA of 92.0% or greater, with Second Honors if she has a GPA from 88.0% to 91.99%.

## **SPECIAL PROGRAMS**

### **Spiritual Development**

At the heart of education at Notre Dame School lies the Christian belief that each person is a unique being created in the image of God. Opportunities to deepen this relationship are a high priority at Notre Dame.

### **Chapel, Liturgies, and Retreats**

The chapel is at the heart of Notre Dame School life. It is a quiet place for prayer, reflection and liturgical celebrations. All those who enter are to respect the sacred space.

Retreats: An extended period of time to explore one's relationship with God is offered each year to all students. A senior retreat team, under the guidance of faculty, helps to prepare and lead retreats centered around traditions of Ignation Spirituality. Ninth grade students have a one-day retreat given by seniors and faculty members. Sophomores have a full day program at a retreat center off-site. Junior year students have the opportunity to experience an overnight retreat. Seniors conclude their time together with a one-day retreat off-site.

Liturgy: Participation in the Eucharistic liturgy and communal prayer as a school community is an integral part of life at Notre Dame. The entire school community is encouraged to participate in these opportunities for prayer. Liturgies are scheduled on various L days at 8:15 am. Students and faculty plan these events and participate in them in various roles. In preparation for important liturgical feasts, the Sacrament of Reconciliation is celebrated.

### **Anne de Xainctonge Values Curriculum**

The Anne de Xainctonge Values Curriculum was initiated in 2006 as a concrete means of deepening the educational mission and philosophy of Notre Dame within the school community. The school's values are Prayer, Trust, Gratitude, Hope, Perseverance, Conversatio, Magis, Friendship, Courage, Service, Responsibility, and Respect. Using the written word, as well as art, a sampling of the students' reflections on the values and on the school year's theme is published annually in the school magazine, *Conversatio*.

### **Academic Center**

The Extended Day Academic Center is held at Notre Dame every Monday – Thursday from 3:00-5:00 pm. Some subjects also hold Academic Center hours from 7:30 – 8:15 am. This center offers a place for students to study, complete homework assignments, and polish their written work. The Academic Center also provides tutoring for students who want to improve their grades. Students are required to follow the recommendations of their teachers and counselors regarding attendance at the Extended Day Academic

Center. Students must remember to sign in at the Extended Day Academic Center. Students coming in for the morning sessions will find the attendance sign-in sheet downstairs with the receptionist.

### **Counseling Program**

1. In keeping with the "family spirit" of Notre Dame, the emphasis of all school counseling services is on the healthy development of each student, academically, emotionally, and socially. The school seeks to establish an environment of closeness and trust among students, school counselors, faculty, and administration. In this way all members of the school community provide help, understanding, and support to the student.
2. The Director of School Counseling administers the program, which includes the following:
  - A. Group counseling classes address the following topics: adjustment to high school, study skills, adolescent development, career choices, college selections, and financial aid for college. In the 12th grade, counseling classes focus on the college and financial aid applications process.
  - B. Academic and personal counseling is available to all students by appointment.
  - C. Referrals to outside counselors are made through the Director of School Counseling. Notre Dame School reserves the right to refer students to outside counselors when deemed necessary by the school counseling department. In certain cases, such referrals may be required in order for the student to continue at Notre Dame School.
  - D. Parent conferences are also part of the school counseling program. Either the school or the parent may initiate these conferences.
  - E. The Notre Dame School counseling office will not process applications to NYC "Specialized" High Schools such as Stuyvesant H.S., etc. Parents seeking admission for their daughters to those schools should consult with a private, outside counseling service.
  - F. Accommodations for extended time for testing are made for students who have diagnosed learning disabilities. Testing reports, which follow the guidelines of the Office of Disability of the Educational Testing Service, need to be reviewed by the school psychologist before any accommodations can be made. In addition, an IEP/Section 504 must be completed for extended time on Regents and Common Core exams.
  - G. The following state-wide or nation-wide examinations are administered (AP exams are mandatory for students enrolled in AP courses):
    - Advanced Placement English Language and Composition Exam
    - Advanced Placement English Literature and Composition Exam
    - Advanced Placement United States Government Exam
    - Advanced Placement United States History Exam
    - Advanced Placement Calculus AB Exam
    - Advanced Placement Art History Exam
    - Advanced Placement World History Exam
    - Advanced Placement Environmental Science Exam
    - Advanced Placement Computer Science
    - New York State Regents and Common Core Examinations according to the courses offered
    - PSAT – 10<sup>th</sup> - 11<sup>th</sup> grade students
    - PSAT 8/9 – 9<sup>th</sup> grade students

### Library

The library is the intellectual core of Notre Dame as an academic institution, and it has been accorded a choice setting on the top floor of the building. Because Notre Dame School has a long history, the library contains books from three centuries: 19<sup>th</sup>, 20<sup>th</sup>, 21<sup>st</sup>. Approximately 8000 volumes afford our students information on all major topics needed for research. ND's online catalog, Follett Destiny, includes a variety of web and print based features, such as MLA citation tools, Title-Peek (information about every book), and an array of reliable websites. All of these features foster students' independent research skills and love of reading. Notre Dame Library is open to faculty and students before, during, and after classes.

### Transcripts

1. Students are introduced to Naviance in their sophomore year during counseling classes.
2. During the college process, a student who wishes to send a transcript must indicate so on Naviance.
3. For schools that require a mailed-in transcript, students must provide the counselors with postage and an 8 x 11 addressed envelope.
4. Students must allow for 14 school days for transcripts to be sent in time.
5. No transcripts will be sent until all financial obligations have been met.
6. There is a College Application Processing Fee, which is included in the senior fee.
7. There is a post-graduate transcript fee of \$10 for alumnae who need Notre Dame transcripts to be sent to them or to an institution. This fee is to be paid in advance of service.

### Physical Education

Physical Education (PE) classes are held in the school gym. If the weather is cooperative and the teacher so decides, PE classes may meet in the softball field at Gansevoort Street and Hudson Street.

1. Physical Education Regulations:
  - A. All students shall attend and participate in the approved PE program unless excused by a medical certificate that indicates the specific limitations. This certificate must be reviewed periodically. A student who produces a medical certificate of limitation or documentation for a long-term illness will be required to submit written assignments as provided by the PE instructor. The assessment of these assignments will figure into the student's grade for the course.
  - B. Evaluation will be based on attendance, attire, skill development, and cooperation.
  - C. Students change into and out of their PE uniforms in the locker room. Students are to keep their valuables in their lockers while they are in PE class. Students should keep their PE uniforms in their lockers only on the day PE class meets.
2. Physical Education Dress Code:
  - A. The PE uniform consists of Notre Dame T-shirt and gym shorts. Students may also wear the Notre Dame sweat suit.
  - B. White or black socks and sneakers are required.
  - C. Detention will be issued to students who violate the PE dress code.
3. Annual Medical Check-Up: Each student must submit a medical form to the office by **August 1**, indicating that she has had a physical exam. It is the responsibility of the student and her parent to insure that a physician does this important check-up **each year**. If a student fails to submit her medical form, she will be excluded from all athletic activities until the school receives the form.

### **Transportation Passes**

The City of New York determines eligibility for transit passes (Metro Cards) for NYC **resident** students traveling more than one and a half miles to school. Notre Dame facilitates the distribution of these passes as advised by OPT guidelines. Students are asked to report the loss of a pass immediately, as it may take about two weeks before another pass is issued. A lost pass will only be replaced once during a semester for a school processing fee of \$10.00.

## **REGULATIONS**

### **Attendance**

The following is the attendance policy for Notre Dame School, as mandated by the New York State Education Department. The purpose of this attendance policy is to ensure that, to the maximum extent possible, every student attends school every day for the entire day. To accomplish this objective, Notre Dame School will employ local strategies outlined in this section of the handbook. Daily attendance data will be maintained and filed in the electronic system by the person in charge of the school attendance program. The school will utilize the coding system as explained in the electronic program.

1. There are different types of absence: legal, illegal and truant; **however, all are considered days missed**. Any type of absence, even for part of a school day, excludes a student from receiving a perfect attendance award.

The following are considered legal absences:

- personal illness
- illness in the family
- death in the family
- religious observance
- inclement weather
- college visits (2 are permitted for seniors only)

- A. Absence from school with knowledge and consent of a parent or guardian for reasons other than those listed above is considered illegal as mandated by the New York State Department of Education and will be entered as such on the student's record. Such absences include family trips and vacations taken during scheduled school days.
  - B. Truancy is absence from school without parental consent. A truant student may be detained for the number of hours equal to the total hours truant from school, and the truancy will be noted on the student's record. If a student is truant, she may not be permitted to make up missed work. Repeated incidents of truancy may merit suspension/expulsion.
2. *School regulations concerning **absence** are as follows:*
    - A. The school must be notified before 8:15 am stating the reason for a student's absence. A message may be left on the answering machine the night before. Any student listed on the attendance roster as "absent, unknown" will receive a detention.
    - B. A front office staff person will call any parent or caregiver whose daughter is absent when no message has been received by the school. Again, it is vital that parents and caregivers leave a message in advance regarding any absence.
    - C. **When a student has been absent from school, she must bring a parent note to the main office before 8:15 am on the day of her return to school.** The note should indicate the date of her absence and the reason for it. Failure to bring the note before 8:15 am earns a detention.
    - D. **Medical and dental appointments and job interviews should be made outside school hours.** If a medical appointment has to be made during school hours, a parent must call the school before 9 am on the day of the appointment. The student is required to bring a doctor's note to school, stating the date and time of the appointment on the first school day after the appointment. A student may be considered truant if the school is not duly informed of such appointments.
    - E. A student who is absent for 5 or more classes in any course per marking period may receive a failing grade in the course.

- F. **Students with 10 or more absences in any given school year are considered to be suffering from educational neglect.** Such students should be aware that their college recommendations will be negatively affected and that the likelihood of their being accepted into AP or Honors courses will be greatly diminished. Most teachers factor class participation into their grades, and excessive absences will naturally lower these marks.
  - G. **More than 10 absences per semester are considered excessive,** and the student may be placed on probation or may be withdrawn from the school.
  - H. If there is no significant improvement in attendance, the student on probation may be withdrawn from Notre Dame School or may be refused readmission for the following year.
  - I. In order to receive appropriate course credit or to be promoted, students are expected to attend school and all classes daily and on time. In special circumstances, the school administration makes the final determination as to whether a student receives course credit or is promoted.
  - J. **A student with a poor attendance record may be disqualified from receiving honors and may be denied financial aid or scholarship renewal for the next academic year.**
  - K. Students who are absent have the burden of making up assignments, notes, tests and other such related schoolwork. Finding out about missed assignments is a student responsibility. Conveying information about missed assignments not a teacher's responsibility. Class participation is an integral part of a student's education. An absent student cannot participate. School policy does not require teachers to permit students to make up tests. Teachers will inform students at the beginning of the school year of their policy for make-up tests.
  - L. **Students returning to school after an absence of three consecutive days must submit a doctor's note.**
  - M. Students with perfect attendance will receive perfect attendance awards at the end of the school year. In addition, perfect attendance will be noted on any written recommendations completed for students. As an added incentive, students who have perfect attendance for the first semester will be allowed to dress out of uniform during mid term exams, and students with perfect attendance in the second semester will have the same privilege for their final exams.
3. *School regulations concerning lateness are as follows:*
- A. Being on time for school is an important responsibility of the student.
  - B. **Students must be present in the building by 8:05 am.** Any student not in homeroom at **8:15 am** will be marked late. All lateness must be recorded as such, regardless of the reason.
  - C. If a student is late more than 3 times during a semester, a detention will be issued for each subsequent day late.
  - D. If a student is late 8 times in a semester, she will be placed on probation. The Parent/Guardian will be asked to meet with administration to develop strategies for student improvement.
  - E. If a student earns more than 5 detentions a semester, she will serve an out of school suspension. After suspension a student may be withdrawn from Notre Dame if her absence or lateness continues to be excessive.
  - F. A student who is late for 5 or more classes in any course per marking period may receive a failing grade in the course.
  - G. A record of student absences and tardiness will be reported via report cards.

### **Sickness at School**

If a student becomes ill during the school day and is unable to attend class, her parents will be asked to come for her. Ordinarily, no student who becomes ill will be allowed to go home without her parent or guardian. If a student determines that she is developing a fever or some ailment that will render her unable to attend class during the day, serious consideration should be given to keeping her at home.

### **School Closure**

Notre Dame School follows the policy of New York City Department of Education relative to the closing of the school due to city emergencies and inclement weather. The Notre Dame website, [www.cheznous.org](http://www.cheznous.org), and the school voice messaging system can be accessed for school closing information due to inclement weather. Students and families must also check their *Chez Nous* email accounts for most current messages about school closures. In addition, Notre Dame will send out a message via Twitter about any school closures. Please note that Notre Dame does not announce school closures via radio or television broadcast.

### **General Regulations**

1. Every member of the Notre Dame community is expected to behave in a manner that fosters the well-being and safety of all its members.
2. Smoking on the premises, its environs (bordered by Horatio Street, Hudson Street, 14<sup>th</sup> Street and 8<sup>th</sup> Avenue) or at school functions is forbidden and could merit suspension and/or expulsion.
3. Introduction, possession or use of illegal substances, alcohol, or any objects that may cause harm in the school, its environs, or at activities sponsored by the school will merit suspension and/or expulsion. The same holds true for private activities, parties, or celebrations in conjunction with school events.
4. Students from Notre Dame may not loiter in front of Notre Dame School, its environs, or the 14<sup>th</sup> Street train stations.
5. No student is permitted on the school roof, in the boiler room, or in areas being renovated.
6. Only students with physician-documented ailments or physical limitations may use the school elevator.
7. In case of a family emergency, a parent should call the principal.
8. Students are responsible for locker maintenance and usage:
  - A. Only a Notre Dame lock may be used.
  - B. Lockers should always be locked with nothing protruding.
  - C. Books or other items may not be placed above, under, or next to the lockers.
  - D. Hazardous or prohibited items shall not be stored in any locker.
  - E. Appropriate decorations are permitted on the exterior of the lockers for special occasions (such as birthdays) but only on a temporary basis. All exterior decorations should be removed on Friday of the week they were installed. Interior decorations should be appropriate and temporary. Any decorations may be removed at the discretion of the administration.
  - F. Lockers should only be used before homeroom, before or after a student's lunch period, and at the end of the school day.
  - G. Lockers are the property of the school; they are subject to search at any time.
  - H. Students are required to remove locks and all personal belongings no later than the last day of the school year.
9. Use of personal music players is prohibited during the school day. These items may be confiscated.
10. Tablet, and laptop use is permitted at the discretion of the teacher in a classroom. Notre Dame has a one-to-one iPad program for all students. Full wireless service throughout the building permits teachers and students to make use of mobile learning techniques. Students may be



invited to use tablets, or laptops as part of a lesson. Students who bring these devices to school assume responsibility for their safekeeping. Student cell phones must be kept locked in lockers or entirely out of sight in book bags. They are not to be visible during the school day. Notre Dame School is not responsible for loss or theft of personal electronics. Students must bring the devices fully charged and ready for use. Students are not permitted to use cell phones, tablets, or laptops during lunch periods in the Notre Dame Commons. **Students must use Notre Dame School's wireless service on their devices while in the school building.** Students are never allowed to log on to social networking sites or send text messages while in the school building. Students are not permitted to take photographs or to make audio or visual recordings of students, teachers, or administrators without permission. The use of tablets, and laptops for learning purposes is considered a privilege. Any infraction of the above stated use policy will have serious repercussions, including confiscation of the device.

11. Students must use their *Chez Nous* email addresses in any communication with Notre Dame faculty, staff members, or coaches. Faculty, staff members, and coaches will use their *Chez Nous* email addresses exclusively in any email communication with Notre Dame students or families.
12. **Chewing gum, eating or drinking in the school building outside of the Commons, and carrying or drinking from glass containers is prohibited.**
13. Each student should cooperate in maintaining neatness in the classrooms, the Commons, and other areas of the school building.
14. Students should be respectful to faculty, staff, and peers. The use of inappropriate language is not tolerated.
15. Defacing school property is forbidden. Any student found damaging school property will be required to pay for the damage and/or replacement of such property and may merit suspension/expulsion.
16. Leaving school without permission or cutting class is not allowed.
17. Stealing is forbidden and may merit suspension/expulsion.
18. All students are expected to be in the Commons for their lunch period.
19. Loud talking and noise are not permitted. Students should walk in the halls, on the stairs, and in the Commons.
20. The faculty room is a place for teachers to conduct their professional planning and research. Students are not to enter the faculty room. If a student must see a teacher, she is to knock at the door and wait. It should be rare that a student must disturb a teacher in the faculty room.
21. Students are prohibited from opening the school doors. If someone is looking for entrance to the building, students should alert the office.
22. Teachers record attendance and tardiness at the beginning of each period of scheduled instruction or supervised study activity for which students must change classrooms. Teachers report to the main office within 15 minutes of the start of each instructional period if a student is absent from a scheduled class.

**Dress Code:**

- Winter Skirt: (October 16, 2017 through April 20, 2018)  
Summer Skirt: (Sept. 6, 2017 – Oct. 13, 2017 and Apr. 23, 2018 through June 20, 2018)  
Pants (optional): Navy blue dress pants from Corey Uniform Company  
Shirt: White banded ND polo with ND logo from Corey Uniform Company

Undershirts and undergarments should not be visible under the uniform. This includes colored/graphic T-shirts and shorts.

Senior Privilege: A solid navy, white, or black turtleneck may be worn instead of the white ND polo. Seniors may also wear the navy or ND Seniors polo shirt from Corey Uniform Company.

- Outerwear: Navy blue V-neck with ND logo from Corey Uniform Company / Navy ND half-zip fleece with ND logo. Sports/club outerwear is **not** considered part of the ND uniform.  
**Junior/Senior Privilege:** Navy blue cardigan with ND logo from Corey Uniform Company.
- Legwear: Solid colored black, navy, or white ankle socks, knee-hi socks, or tights **must** be worn with all footwear. Legwear may not contain any patterns or logos. All legwear must be visible, and socks may not go above the knee.
- Footwear: Solid black, low-heeled closed shoes. (Shoes with a heel of 2” or under are considered low-heeled). No sandals, boots (including UGG boots), open-toed, open-backed shoes or platform shoes. If sneakers are worn, they must be entirely black.

- A. Uniforms are to be worn to and from school. (Pending inclement weather, footwear may be changed upon arrival.)
- B. Students are expected to be clean and neat in appearance. Students are expected to maintain and repair all uniform pieces throughout the year.
- C. Skirts must be neatly pressed and fit properly.
- D. Skirts may not be shorter than 4 inches above the knee and may not be rolled at the waistband.
- E. Students may be required to wear the Notre Dame navy blue V-neck sweater on school dress days.
- F. Makeup and jewelry should be suitable for school and not excessive. No jewelry may be worn in pierced body parts except earrings in the ears.
- G. Students are not allowed to come to school with hair colored in unnatural tones.
- H. Coats, jackets, extra sweaters, hats, hoods, scarves, etc. may not be carried or worn during the day. These items should be kept in lockers.
- I. **On dress down days**, attire should resemble “smart” casual, which means modest, presentable attire. Any skirt/dress lengths should adhere to ND’s policy of no shorter than 4 inches above the knee. A student’s shoulders must be covered. No ripped jeans, bermudas, shorts, leggings, tight-fitting yoga pants, tank tops, mid-drift tops, deep V-necks, off the shoulder tops, sheer blouses, flip flops, or hats.
- J. **No Uniform Today (NUT)** cards may be issued to a student for service to the school or as a prize or award. These cards must be used within the same school year and are non-transferrable. A student using a NUT card must present it to her homeroom teacher, who

will sign and date it.

- K. Detention may be given to any student out of uniform for any reason even with a parent note. If a question arises about whether or not a student's attire is presentable, the principal will give the answer.
- L. All student groups need approval from school administration before ordering any club or group attire (i.e. sweatshirts) that use the name or crest of the school. Student group attire must use the official school colors and fonts. Such items are not considered uniform attire and must only be worn on tag or dress-down days. Individuals are not permitted to use the school crest, mascot, or logo on self-designed items.

### **Detention**

1. Automatic detentions may be merited for any violation of the school, including dress code and attendance regulations.
2. Detention will be held on Tuesdays-Wednesdays-Thursdays for one hour beginning at 3:00 pm.
3. A list of the students who have detention is posted on the main bulletin board. It is the responsibility of the student to check this list each day.
4. A student who has detention must report to the assigned room at 3:00 pm on the assigned day. Any student arriving later than 3 pm may not be admitted and will serve 2 hours of detention on subsequent days.
5. **No excuse for absence from detention will be accepted.**
6. Detention hours may not accumulate. If a student chooses not to serve detention on the assigned day, she must report on a subsequently assigned day for 2 hours. Failure to serve this additional detention will put a student on probation, parents will be notified, and she will serve an out of school suspension.
7. Students who merit more than 5 detentions in a semester will serve an out of school suspension.
8. Students who merit excessive numbers of detentions may be disqualified from receiving honors, may be denied financial aid or scholarship renewal for the next academic year, or may be withdrawn from Notre Dame.
9. During detention, students are required to write sections of the school handbook.

### **Discipline**

Notre Dame Students are expected to conduct themselves in a manner consistent with the Christian values taught at Notre Dame and to observe school and class rules. An individual teacher may discipline students who disregard school or class rules, or whose behavior is characterized by disrespect, rudeness or lack of cooperation. If improvement in behavior is not forthcoming, the teacher will contact the student's parents. Should the student continue to act in an inappropriate manner, the following steps will be taken:

1. A Parent-Teacher-Administrator conference will be held to determine the appropriate course of action.
2. The student may be suspended from school. Scholarships and Financial Aid may be denied.
3. After a suspension a student may be placed on probation. No student is allowed to return to Notre Dame without her and her parents signing the terms of the probation. The terms of the probation may stipulate that the student cannot receive any additional detentions for any reason.
4. The student may be withdrawn from Notre Dame.

### **Suspension and Expulsion**

A student may be immediately suspended or expelled at the discretion of the administration for serious offenses, including, but not limited to, the following:

1. Introduction, possession or use of illegal substances, alcohol, or any objects that may cause harm in the school, its environs or at activities sponsored by the school will merit suspension and/or expulsion. The same holds true for private activities, parties, or celebrations in conjunction with school events.
2. Smoking on school premises or within the school environs
3. Falsifying a parent's signature on absence notes, report cards, progress reports, permission slips or other school documents
4. Truancy
5. Excessive absence and/or lateness
6. Excessive number of detentions
7. Repeated instances of inappropriate or disruptive behavior
8. Vandalism
9. Physical violence
10. Stealing
11. Bullying (including cyberbullying)
12. Behavior deemed inappropriate by the administration
13. Any type of misuse of the Internet
14. Misuse of any form of technology

Suspended students are responsible for making up missed class work or homework. Students are not entitled to make-up exams or quizzes missed during the suspension.

### **Notre Dame Commons**

During lunch period all students must report to the Notre Dame Commons where they remain until they are dismissed by the proctor. Each student is responsible for cleaning up after herself. Students are encouraged to volunteer to serve as table monitors to ensure the Commons is kept clean for all. Students must remain in the building during their lunch period. They are not permitted to have food delivered by a 'take-out' service. In order to provide a relaxed atmosphere during lunch, students are asked to speak in a conversational tone. Students are not allowed to use cell phones or other electronic devices in the Commons.

### **Study Periods**

Students are assigned to study periods according to their individual programs. Talking during a study period is not permitted without the permission of the study proctor. In order to go to the library, computer room or counseling center during a study period, a student needs a pass from the proctor. The librarian, technology specialist or counselor signs it and records the time the student enters and leaves the library, computer room, or counseling center. The student gives the pass to the teacher when she returns to her study period.

### **Bulletin Boards**

Students are responsible to read daily the notices on the mezzanine bulletin board at the west staircase. All notices must be on 8 1/2" x 11" paper (or smaller) and must be approved by the administration prior to posting. Emergency messages will be posted on the mezzanine bulletin board at the west staircase. It is each student's responsibility to check the bulletin board for messages.

### **Internet Usage Policy**

Notre Dame School provides Internet access as an educational service and believes that such access when properly used can enhance the learning experience. Since the Internet is a public space and not centrally managed, each user must recognize the responsibilities associated with the availability of such resources. Each user must give the Internet the same respect as any public space and treat it with prudent caution. Each user must recognize that Internet access through Notre Dame School is a privilege, not a right, which may be revoked if abused or misused in any way.

General rules of conduct and behavior are applicable to all communications made via the Internet. Violation of the school's Internet Usage Policy may result in restricted Internet usage, loss of computer and device usage privileges, and other disciplinary actions; illegal activities may result in prosecution.

### ***Rules, Guidelines, and Expectations Regarding Internet Usage:***

Any action by a student that is determined by a faculty member or the technology coordinator to constitute an inappropriate use of the Internet or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Internet Usage Policy. The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from school.

#### *Internet Safety and Security*

- Students should never use the Internet to harm other people or their work.
- Students should never transmit material, information, or software in violation of school guidelines, state law, or federal law. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
- School personnel will not read or respond to anonymous email messages.
- Students should never use materials they access via the Internet in such a way as to infringe copyright law or present as original work. Only public domain software can be downloaded, and no software should be downloaded on school hardware.
- The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
- Students should never share their passwords with others; nor should they provide personal information, such as names, addresses, or phone numbers via the Internet.
- Students should not visit chat rooms, instant messaging sites, or social networking sites where they can meet other individuals while at school (i.e. MySpace, Facebook, Sconex, Rate My Teacher, Instagram, Tinder, Yik Yak, Snap Chat). Students should never agree to get together with persons they "met" online.
- Students should not expose themselves in inappropriate, vulgar, or offensive manners on any website, social media platform, or via email, whether in pictures or videos.
- Students should not reveal their home addresses or phone numbers, or that of other students or staff.
- Students should notify the technology coordinator, principal, vice principal, or other faculty member should they encounter materials that violate the Internet Usage Policy.
- Students should not create Internet websites that use the school's name without the administration's prior approval.
- Students should not gain unauthorized access to systems programs or administrative software.
- Note that electronic communication is not guaranteed to be private. Messages related to or in support of illegal activities may be reported to the authorities.

### *Internet Best Practices and Etiquette*

- Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
- After-school/home use of the Internet requires students to live up to the same expectations as required in school in terms of how other persons are treated. Notre Dame values extend beyond the walls of school. Technology uses outside of normal academic hours and/or off school grounds (including but not limited to cell phones, email, text messages, camera phones, cameras, tablets, chat lines, bulletin boards, etc.) is subject to guidelines outlined in this handbook.
- Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.
- Students must sign a contract indicating their understanding and acceptance of the school's guidelines, as outlined by the school handbook.
- Students must use appropriate language online. They are not to use vulgar, harassing, obscene, threatening, bullying, discriminatory, or sexually offensive language online. They are not to make any statements that are slanderous or disparaging of any students or adults.
- Students may only use their *Chez Nous* accounts when emailing faculty or administrators. Students should use polite salutations when emailing adults in the ND community.
- Students should not visit or download materials from inappropriate or offensive websites.
- Messages should be proofread before they are sent.
- Students should not post personal messages on bulletin boards or "list servers." Messages should be sent directly to the person intended to receive them.
- Students must talk softly and work in ways that will not disturb others in the computer lab.

### *Protection of School Equipment*

- Students should not gain unauthorized access to systems programs or administrative software.
- Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges, along with disciplinary action.
- Students must not use the network in such a way that they would disrupt it for other users.
- Students must not waste or take supplies, such as paper, printer cartridges, and memory sticks that are provided by the school.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The administration will deem what is appropriate use, and their decision is final. The administrators, faculty, and staff of the school may request the technology coordinator to deny, revoke, or suspend specific privileges.

### **Expectations and Guidelines Regarding the Use of School-Issued iPads**

- Students should treat the iPads with care. They are valuable and expensive. Students must handle them gently and keep them clean and dry. Students must use the cases that are provided with the iPads. The cases, themselves, should also be handled carefully.
- Students must take all precautions to avoid loss and theft. **The iPads must be securely locked in school lockers when not in use at school.** Students should be vigilant when using the tablets on mass transit, as they can become targets for theft. Students should make sure not to leave the iPads behind when traveling. iPads must never be left unattended unless they are safe at home or in a locked locker. It is the student's responsibility to assume the cost of replacing a lost or stolen iPad.
- Students are to use the iPad to access only socially and educationally appropriate materials and websites. Social media sites are blocked at school, and it is not recommended that students use

the iPads for these purposes at home, either.

- When using the iPad, students are to observe Notre Dame's General Regulations #10 on p.17 of this Handbook. Please take some time to review these rules together as a family.
- Students must always follow the instructions of the classroom teacher where the use of any electronic device is concerned.
- Officials of the school have the right to review all material stored on or accessed by the user of the device. The School has the right to revoke a student's iPad use privileges for misuse or violation of school policies.
- Students may only mirror the content of their iPads on the classroom TV screen or whiteboard at the invitation of the teacher.
- Students must strive always to be good "digital citizens," when communicating electronically.

### **Harassment and Bullying Policy**

Notre Dame School prides itself on providing a warm, nurturing environment for students. The atmosphere we seek to create is inspired by the life and vision of Anne de Xainctonge and by Catholic values of justice and dignity. Members of the Notre Dame community must seek to live by the school values and are called to be their best selves and to share the light of "Anne's little lamp."

The harassment of students, faculty, or staff because of religion, race, gender, national origin, age, color, physical or mental disability, or sexual orientation will not be tolerated at Notre Dame School. Such behavior runs counter to our values and risks the academic, social, and spiritual well-being of our students.

Notre Dame School will not tolerate sexual harassment of any student or member of its faculty or staff. Sexual harassment includes unwelcome physical contact, sexually explicit language or gestures, which can include unwanted or uninvited sexual advance. The presence and/or sharing of sexually explicit photographs, drawings, or other materials, and the telling of sexual stories are also considered harassment.

Bullying is a specific type of harassment that involves a repeated effort by an individual or group to intimidate someone with less power or social support. Bullying is physical or verbal abuse that moves beyond simple teasing or social "drama" and has the effect of placing a student in reasonable fear of harm to her person or of damage to her property. Whether on school property, at any school-sponsored event, commuting to and from school, or communicating in cyberspace, bullying is an extremely serious violation of Notre Dame values. Offenders will be liable for expulsion.

Cyber bullying is willful and repeated harm inflicted on another person through electronic media. Any student who attempts to be harmful or cruel to another student or individual by sending or posting offensive or threatening material (including words, pictures, or images) electronically may be suspended from school, placed on disciplinary probation, or expelled. Serious incidents may be turned over to law-enforcement authorities for prosecution. This policy will apply to behaviors on and off campus.

Notre Dame places a high priority on making sure its atmosphere is conducive to learning and social and spiritual growth. The school is known for its warm, family-like environment ("*Chez Nous*"). Harassment and bullying directly contradict Notre Dame values and will not be tolerated. The school is to be a safe and friendly space. Students are encouraged to work together to create this desired atmosphere and to become "upstanders" rather than bystanders where harassment and bullying are concerned.

### **Tuition and Fees 2017-2018**

1. Tuition for the **2017-2018** academic year is **\$12,100**. In addition, there are sundry fees of approximately \$1,000 encompassing all aspects of school life. The School's CFO sends out a detailed fee each spring. It is a serious responsibility of parents and guardians to complete tuition payments in a timely manner, **beginning with the first payment due in June 2017 and ending with the last payment due April 2018**.
2. A fee of \$20 per late payment will be added to the student's account. Full tuition is **\$12,100** for the academic year.
3. **No reduction or refund is made for withdrawal or dismissal before the end of the school year.**
4. **No refunds are given by Notre Dame School for any reason.**
5. A \$30 charge will be billed to the student's school account for each check received by Notre Dame that is returned to us after deposit due to insufficient funds or any other reason.
6. A parent or guardian may elect to pay the tuition in full by June 1 preceding the commencement of the school year. **Only in that case would a student be exempt from participating in the SMART tuition plan.**
7. Students, whose tuition/miscellaneous fees bill/required fundraising fees are in arrears may be denied educational services, **such as attendance in classes**, report cards, transcripts, summer school permission slips, yearbooks, purchase of school rings, etc. No senior whose tuition/miscellaneous fees bill /required fundraising fees are in arrears will be allowed to attend the prom, even if her ticket was paid previously or by a third party; therefore she cannot be someone's guest. **No senior whose tuition/ miscellaneous fees bill /required fundraising fees are in arrears will be allowed to attend the Commencement Exercises.**
8. The cost of the senior prom and Advanced Placement exam fees will be announced in the fall.
9. **Students may not begin a new academic year at Notre Dame School unless their tuition accounts are current. Parents with poor payment records may be required withdraw their daughter(s) from Notre Dame School.**
10. Notre Dame School has the right to pursue legal action for collection of school fees/tuition, and parents/guardians will be held responsible for all costs associated with collection, including court expenses and attorney's fees.
11. Notre Dame School may revoke scholarship and/or financial aid awards to students with poor disciplinary records.

### **Student Fundraising**

Notre Dame is a private school that must support itself, and each person at Notre Dame recognizes the unique opportunities that the school provides. It is **required** that every member of Notre Dame School takes part in the raffle books sale for the **Benefit Luncheon** in the spring. Raffle book charges will appear on the tuition bill

### **Textbooks**

All textbooks are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be required to pay for lost or damaged books. Students will not receive their final report cards in June nor have any records sent if they owe money for lost or damaged books. **All other required books will be purchased through the Follett Virtual Bookstore or a bookseller of the student's choice. Workbooks and other supplies are paid for by the student. Information will be given during the summer months and will be posted on our school website. It is the students' responsibility to purchase all books on time for the first day of class.**

### **Field Trips**

Notre Dame Students go on various types of field trips throughout the year. A standard permission form must be signed by a parent and returned to school before the day of the trip. This form releases Notre



Dame from liability. Students may be excluded from a field trip if a teacher or the principal deems that academic, health, or behavioral reasons warrant it. If a student loses or forgets her permission slip, parents should copy the form in the appendix exactly as it is, or retrieve it from the school website, fill in the necessary information and send that to the school. NO OTHER form, letter, phone call, or e-mail can be accepted as permission for the field trip.

### **Notre Dame Crest**

The Notre Dame crest is a treasured symbol to the Notre Dame family. It reminds us of the centrality of Our Lady of Lourdes in the life and history of our school. No one is permitted to tamper with the design of the crest or to make use of it for any purpose other than that sanctioned by the administration.

### **Notre Dame School Ring**

The unique Notre Dame School ring is a proud insignia for those who are privileged to wear it. Counterfeit production of any items in which the crest is prominent, such as the school ring or pin, will result in the confiscation of those items by the administration.

### **Transfers**

The parent of a student transferring from Notre Dame School to another school must notify Notre Dame in writing, and provide the date of withdrawal and the name of the new school the student will now attend. Upon official request from that school, the student's records will be sent. The student's records will be sent to the new school after all books and school materials have been returned, and all financial obligations have been met.

## **EXTRACURRICULAR ACTIVITIES**

### **General Program**

Student participation in extracurricular activities is encouraged to round out a student's personal development. Participation in extracurricular activities is a privilege granted by the school to students in good standing both academically and in their conduct. In order to participate in extracurricular activities at Notre Dame School, students must maintain academic standards. Students who are at risk of failing one or more subjects may be deemed ineligible for extracurricular activities. Student interest largely determines the range of extracurricular activities. Activities may include:

Anne's Leaders  
Art Club  
Basketball  
Chorus  
Cross Country  
Drama  
Girl Up  
Girls Who Code  
Liturgy Schola  
Liturgy Club  
Magazine Club  
Multi-Cultural Club

Music Club  
National Honor Society  
Soccer  
Softball  
Speech and Debate  
Step Team  
Student Council  
Student Council  
Tennis Club  
Track  
Volleyball  
Yearbook

### **Anne's Leaders**

Anne's leaders are eleventh and twelfth grade students selected based on the following criteria: leadership potential, academic success, and commitment to live Anne's values. These students are trained as peer leaders, and they facilitate small group meetings throughout the year. Anne's values include the following: Prayer, Trust, Gratitude, Hope, Perseverance, *Conversatio, Magis*, Friendship, Courage, Service, Respect, and Responsibility.

### **Student Council**

Notre Dame's Student Council serves the school community. The council is committed to achieving and maintaining school spirit, unity, and respect for all. By demonstrating leadership, dedication and responsibility, the members aim to promote trust, open communication, and enthusiasm in the school environment. The candidate's academic and performance record will be reviewed to determine her qualifications.

#### *Qualifications for office:*

- Exceptional academic standing
- Good attendance and conduct record
- Commitment to mission of Notre Dame School
- Submission statement of purpose prior to election
- A history of positive leadership, commitment, and responsibility
- Attendance at the orientation session for candidates

#### *Student Council Membership*

The Student Council consists of an executive council whose members are the president, vice-president, secretary, and treasurer. In addition, each homeroom elects two representatives. The term of office is one academic year. Executive council membership may be limited to juniors and seniors.

### **National Honor Society**

The Aquinas Chapter of the National Honor Society recognizes the academic excellence of Notre Dame Students. Members must have a grade point average of 90% or above. They must also manifest qualities of leadership, character, service and scholarship.

*The faculty committee uses the following criteria in approving students for membership:*

1. Leadership - evidence of demonstrated leadership in and out of the classroom--elected, appointed, or informal.
2. Character - evidence of the following: meeting pledges and responsibilities, honesty and reliability, cooperation with school practices, concern for others.
3. Service - evidence of the following: service to the school or community through formal and informal organizations, willingness to cooperate and to do committee work, participation in school activities.
4. Scholarship - evidence of the following: academic motivation and discipline, critical thinking, ability to establish goals and complete tasks.

**Alternate Schedule Days**

Liturgy Times	8:15
Homeroom	9:15-9:25
A	9:28-10:01
B	10:04-10:37
C	10:40-11:13
D	11:16-11:49
E	11:52-12:25
F	12:28-1:01
G	1:04-1:37
H	1:40-2:13
I	2:16-2:49

ASSEMBLY DAY Times	
Homeroom	8:15-8:25
Assembly	8:28-9:25
A	9:28-10:01
B	10:04-10:37
C	10:40-11:13
D	11:16-11:49
E	11:52-12:25
F	12:28-1:01
G	1:04-1:37
H	1:40-2:13
I	2:16-2:49

FACULTY MEETING TIMES	
Homeroom	8:15-8:25
A	8:28-9:00
B	9:03-9:35
C	9:38-10:10
D	10:13-10:45
E	10:48-11:20
F	11:23-11:55
G	11:58-12:30
H	12:33-1:05
I	1:08-1:40
Meeting	2:00-3:00

VALUES DAY TIMES	
Homeroom	8:15-8:25
Small Groups	8:28-9:08
A	9:11-9:46
B	9:49-10:24
C	10:27-11:02
D	11:05-11:40
E	11:43-12:18
F	12:21-12:56
G	12:59-1:34
H	1:37-2:12
I	2:15-2:50

**Archdiocesan Asbestos Statement**

Although we may not realize it, asbestos is a common material in almost every building in our society. It is a fireproofing material, it is found in floor tiles, and it is used as an acoustical material to deaden sound. Under certain conditions, however, when it is damaged, asbestos can prove to be a concern. Recently, because of that concern, the Federal Government asked every school in the country to conduct an inspection for all asbestos-containing materials. The annual inspection of our school revealed all asbestos containing materials are in priority III conditions, indicating that only ongoing inspections are needed to assure proper maintenance for the future. The archdiocese has spent over 10 million dollars in the abatement of asbestos since 1983 (long before the current regulations), and will continue with its commitment to provide a safe environment for all our students and employees.

## **APPENDIX**

### **Notre Dame's Graduate Profile**

The Notre Dame School graduate is a college-bound woman who demonstrates intellectual curiosity and the self-confidence necessary to face academic, as well as individual challenges. She develops an ever greater awareness of God's unconditional love in her life and of the strength of community and connectedness to others. The Notre Dame School graduate follows in the traditions of Anne de Xaintonge and the Sisters of St. Ursula by valuing prayer, *conversatio, magis* and active engagement with others in her life. She appreciates the beauty of diversity and champions the marginalized.

The Notre Dame School graduate demonstrates experience and growth in the following:

#### **Scholarship**

- Demonstrates intellectual curiosity, creativity, critical thinking, technological literacy, and dedication to life-long learning.
- Has the courage and confidence to express her ideas, accomplish her goals, and attempt the unknown while maintaining an unwavering belief in herself.
- Is capable and flexible; able to deal with fast paced change and the challenge of today's world.

#### **Faith & Values**

- Witnesses Gospel values and lives the *magis* through word and deed.
- Understands the importance of a personal relationship with God through prayer and service.
- Expresses gratitude and approaches life in a joyful, optimistic and productive manner.

#### **Service & Leadership**

- Gives of herself to ease the burden of others, viewing service as a manifestation of faith.
- Values her unique voice as an instrument for change, seeking always to promote peace and social justice.
- Confidently assumes personal leadership and acts with integrity and compassion.

#### **Community**

- Seeks always to be inclusive and to advance the common good over personal gain.
- Forms positive and nurturing relationships with peers and instructors, demonstrating the value of collaboration as a part of learning.
- Promotes the value of education, especially for girls.

#### **Diversity**

- Finds beauty in individual differences.
- Demonstrates open-mindedness.
- Creates bonds across divisions of race, ethnicity, socio-economic status, and faith traditions.

**Field Trip Permission Form**

I request that my daughter be allowed to go to (place)\_\_\_\_\_ on (date)\_\_\_\_\_. I give permission for my daughter to participate; and I release and hold harmless Notre Dame School and its employees from any and all liability for any and all harm, personal injury, and loss or damage to property, while going to and from, and at the site of the trip. I understand that the students will meet there (or travel by whatever means)\_\_\_\_\_.

The (meeting/departure) time is \_\_\_\_\_. The students are to wear \_\_\_\_\_. Dismissal will be from (school/the place of the field trip/another place)\_\_\_\_\_ at (time)\_\_\_\_\_. The chaperone(s) is (are) \_\_\_\_\_.

\_\_\_\_\_  
Print Daughter's Name

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Daughter's Home Room

\_\_\_\_\_  
Day Time Phone Number

\_\_\_\_\_  
Date

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**Notre Dame School Absence Note**

Student's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date(s) Absent: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Please check the reason for your daughter's absence below:

Sickness                       Doctor/Dentist Appointment       Vacation (Illegal Absence)

Death in the Family       Educational Visit                       Other

If you've checked other, please explain:

\_\_\_\_\_