

**HANDBOOK OF INFORMATION  
FOR  
STUDENTS AND PARENTS OF  
NOTRE DAME HIGH SCHOOL**

**2701 VERMONT AVENUE  
CHATTANOOGA, TENNESSEE 37404  
OFFICE: (423) 624-4618  
Fax (423) 624-4621  
[www.myndhs.com](http://www.myndhs.com)**

---

Notre Dame High School reserves the right to make any changes in its rules and regulations in the best interest of its students and Notre Dame High School.

Students and parents will be notified through regular correspondence.

The Mission of Notre Dame is to share the Catholic faith in an environment which fosters spiritual growth and academic excellence and embraces religious, academic, cultural and economic diversity.

Notre Dame High School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Notre Dame High School does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

Notre Dame High School is accredited by  
the Southern Association of Colleges and Schools,  
the State of Tennessee and the Diocese of Knoxville

***Providing Catholic Education  
Since 1876***

## ORDER OF INFORMATION

### **PART I. GENERAL SCHOOL INFORMATION**

A. History and Background	p. 1
B. Mission Statement	p. 3
C. School Location	p. 3
D. School Organization	p. 3
E. House System	p. 7
F. Calendar	p. 9

### **PART II. SPIRITUAL LIFE**

p. 10

### **PART III. PARENT/STUDENT INFORMATION**

A. Admissions	p. 14
B. Academic Policies	p. 15
C. Financial Policies	P. 27
D. Attendance	p. 31
E. Textbooks	p. 36

F. Discipline	p. 37
G. School Uniform	p. 54
H. Student Health Services	p. 57
I. Student Activities	p. 60
J. Graduation	p. 65
K. Miscellaneous Information	p. 67

**PART IV. DIOCESAN POLICIES** p. 71

## **PART I. GENERAL INFORMATION**

### **A. HISTORY AND BACKGROUND**

In January, 1876 the Dominican Sisters of the St. Cecilia Community in Nashville arrived in Chattanooga to begin plans to open a school in Chattanooga at the request of the Reverend Patrick Ryan, the pastor of Sts. Peter and Paul Church. They were informed that it would be necessary to carry on a school for non-Catholic girls in addition to a parochial school which was already in existence and located in the basement of the old church on "A" Street, the present site of the convent building. Teachers at the parochial school included several lay people in the parish. The sisters opened Notre Dame de Lourdes Academy for girls in the autumn of 1876. This building which eventually burned was on the corner of 8th and Lindsay Streets. In 1878 both schools were closed temporarily because of a yellow fever epidemic and used as a hospital. After reopening, the school experienced a period of prosperity with enrollment increasing so rapidly that a larger building was erected in 1886.

In 1898, Notre Dame Academy became a co-educational parochial school and the name was unofficially changed to Notre Dame School. In 1926 Monsignor Francis T. Sullivan, pastor of Sts. Peter and Paul Church, readied another school for occupancy. In 1931 Notre Dame High School was accredited by the Southern Association of Secondary Schools and Colleges and by the State of Tennessee and has maintained its accreditation ever since that time.

In 1954 Notre Dame became inter-parochial under the direction of a priest Principal, Reverend James Driscoll. This change was in keeping with the policy of the Diocese of Nashville to establish combined high schools in cities where there were two or more parishes. In 1963 another milestone was reached when Notre Dame became the first school in the Chattanooga area to voluntarily become racially integrated. In September 1965 increased enrollment again necessitated more spacious accommodations and Notre Dame High School moved to a new building on Vermont Avenue. The Reverend William Bevington, newly appointed Principal, began the process of resettlement. Dedicated in 1966, the new campus consisted of a classroom wing, library, and science labs. Art, typing and home economics rooms were equipped for each subject area.

In 1967 Reverend Lawrence A. Maxwell became the Principal and served for three years followed by Reverend J. Patrick Conner in 1970. Father Conner served as Principal for four years during which time enrollment increased over one hundred students. In 1974 Notre Dame came under the direction of James D. Phifer, the first layman to be Principal. Under his leadership, Notre Dame maintained a vibrant student body as it faced the demands of the 1970's and 1980's. During his tenure a new stadium and auditorium were constructed. In 1997 the school's gymnasium was rededicated and named in honor of Mr. Phifer.

From 1993 until 1996, Gilbert L. Saenz served as Principal. Under his direction Notre Dame experienced a period focused on academic excellence with the expansion of services for students with learning disabilities. Two computer labs were added to the facilities.

In 1996 Perry L. Storey assumed the position of Principal. Since that time major curriculum improvements have been made to enhance the academic quality of the school. In 2000, the school completed a \$5 million capital campaign and a \$3 million campus improvement project which includes the expansion of the parking area, new closed-circuit security systems, campus landscaping and a 12,500 square foot state-of-the-art Library/Multi-Media Center. In the spring of 2009, the John Varallo Athletic Center and Classroom Annex opened. The new facility occupies a prominent section of the NDHS campus and includes a 6,628 square-foot auxiliary gymnasium, a new weight room, new men's and women's locker rooms, a new art studio and dark room, four academic classrooms, new offices and training facilities and flexible use space for dance, cheerleading and yoga, an indoor wellness track, a 5,218 square-foot wrestling and training center and 4,636 square-feet of multi-use space for student, alumni and community programs.

In 2010, the fourth Bishop of Knoxville, Richard F. Stika, arranged for the return of four Dominican Sisters from the St. Cecilia Congregation in Nashville, Tennessee. With the help of many benefactors, a house on Glenwood Avenue was completely renovated for use as a convent. The Notre Dame Convent was blessed and dedicated in January 2011. In 2012 the Notre Dame Chapel was completely renovated and rededicated. Also, the school was named one of the Top 50 Catholic schools by the National Catholic High School Honor Roll for the second consecutive award cycle.

In 2013, Mr. George Valadie, an alumnus from the Class of 1971, a former faculty member and Director of Alumni and Development, was appointed as the school's first President.

## **B. MISSION STATEMENT**

The mission of Notre Dame is to share the Catholic faith in an environment which fosters spiritual growth and academic excellence and embraces religious, academic, cultural, and economic diversity.

## **C. SCHOOL LOCATION**

Notre Dame High School is located on Vermont Avenue off 3rd Street several miles from downtown Chattanooga at the foot of historic Missionary Ridge. The school's office is open between 7:30 A.M. and 3:30 P.M. The school office number is (423) 624-4618, the FAX number is (423) 624-4621 and the incoming text line is (423) 415-4789. The school's official website is [www.myndhs.com](http://www.myndhs.com).

## **D. SCHOOL ORGANIZATION**

The **Bishop of Knoxville** is the chief representative of the church's teaching authority and the head of the Diocesan School System. He is responsible for the educational policies of the Diocese. He delegates the administration of the school to the Diocesan Superintendent of Schools.

The **Superintendent of Schools** is the administrative arm of the office of the Bishop which administers the system of schools. In this capacity, the superintendent is responsible for the system's adherence to the various policies and regulations prescribed by the diocese of Knoxville, the School Board, the various accrediting agencies, and the Bishop of the Diocese.

The **President** is the chief administrator of the school and, in this position, administers policies set by the Diocesan School Office, the School Board, and the accrediting agencies. Duties also include the supervision of faculty and staff, instruction, curriculum development, and professional development.

The **Notre Dame School Board** is advisory in its capacity and is responsible for oversight of all aspects of the school. The Board assures implementation of the policies of the Diocesan School Office and the school's accrediting agencies. It also establishes additional policies to meet school needs.

The **Chaplain/Spiritual Director** is appointed by the Bishop to lead the school's religious life, including the organization of school Masses, penance services, and counseling services.

The **Dean of Academic Affairs** is responsible for the supervision of academic activities. These duties include the supervision of academic departments, curriculum development, hiring and assignment of teachers, ensuring compliance with accreditation guidelines for teachers, substitute teacher assignments, and the development and publication of staff and student handbooks. The Academic Dean will be the lead person responsible for the accrediting self-study process. The Dean of Academics assumes the responsibility for the school in the absence of the President.

The **Dean of Student Affairs** is responsible for the management of student related activities including safety, security, discipline, attendance and maintenance.

The **Director of Admissions** reports to the President and directs the admissions process from point of inquiry through enrollment. Duties include presenting the school to prospective students and parents; handling of applications and communication with applicants and their parents; interviews with candidates and their parents; scheduling and administration of admissions testing; securing of necessary student credentials; and communicating final decisions to applicants. The Director of Admissions also coordinates outreach activities including visitation days and visits to local parishes.

The **Director of Advancement & Alumni Affairs** reports to the President and oversees the fundraising and alumni activities of the school. The Director is responsible for planning and coordinating activities and special events that support the mission of Notre Dame and cultivate relationships with alumni, donors, businesses, parents and other members of the community. In addition, the Director oversees the Notre Dame Alumni Council and manages all alumni communications, publications and events.

The **Director of Athletics** is the coordinator of all athletic events at Notre Dame. The AD has the responsibility of working with the President in planning the athletic program of the school. The Athletics Director will



direct and administer the business affairs of the athletic program, including the preparation of the athletic budget. He/she recommends the employment of coaches to the President; makes periodic reports on the operation of the athletic department; is in charge of general management, care and security of athletic facilities and gymnasium; assists in the evaluation of policies in athletics and makes recommendations of changes to the President; and develops and places into operation rules and regulations for the athletic program.

The **Director of Communications** reports to the President and is responsible for all public relations functions including serving as school spokesperson. Duties include managing the school's website, producing external communication and development of marketing material and print publications. The Director of Communications also assists students and parents with Renweb, Schoolcast and other online communication systems.

The **Director of Guidance & Counseling** reports to the President and represents the department to the administration, faculty, students, parents and the community. The Guidance Director oversees all functions of the Guidance department and is primarily responsible for the daily activities of the department including College/Career Guidance and Personal/Social Counseling.

The **Department Chairs** are responsible for the supervision of their respective departments, including the supervision of teachers, reviewing curricular goals, lesson plans, and monitoring of instructional progress of students within their department. The Academic Dean will announce department heads at the beginning of each school year.

**Teachers** are responsible for the spiritual welfare of students, academic instruction, the evaluation and grading of scholastic achievement, the maintenance and promotion of discipline, and the development of other qualities under the guidance of the President and in accordance with the requirements of the school's accrediting agencies, the Diocesan School Superintendent's office, and the policies of Notre Dame.

The **Alumni Council** is under the leadership of the Director of Alumni & Development. The Council is comprised of approximately 20 members who

are former students. They are responsible for coordinating all alumni events, reunions, and communication. Officers of the Council are elected by its members.

The **Notre Dame Home and School Association** is an organization of parents to assist teachers, the President, and the School Board in the accomplishment of projects relative to the building of the parent community on campus. Its major purpose is the development of events which will lead toward interaction with and the forming of a positive parent-school community.

The **Band Boosters** is a group of parents of students enrolled in the band program. First organized in 1975, the Band Boosters assist and encourage the development of the band program. The Band Boosters meet periodically and engage in fund raising activities for the purchase of uniforms and band instruments. They also assist with the preparation for band camp.

## **E. The House System**

The House system is a division of students and adults into 4 stable, multi-grade, mixed gender communities. The four houses bear scriptural titles of Christ: Fons Vitae (Font of Life), Fortis Bellator (Mighty Warrior), Lux Vera (True Light), and Rex Gloriam (King of Glory). Each house is subdivided into single-gender advisories, which meet together at the beginning of each school day. Throughout the school year, house members – both students and adults - provide social and spiritual support for one another. Each house competes against the others for excellence. Excellence is tracked by a point system.

### **House Leadership**

With the exception of the President, spiritual director, academic dean, and dean of students, all adults at NDHS belong to a house, either as a head of house, advisor, or associate.

In addition to attending monthly house meetings, students in each house may participate in leadership by applying for the following offices: captain (senior boy and girl), prefect (senior, junior, and sophomore boy and girl),

treasurer/secretary, chaplain, historian, social director, and games master. Officers from each house meet together to plan events. Each house appoints a senior, junior, and sophomore representative to serve on the honor council.

### **House Activities**

Each house will be responsible for planning and managing events (e.g., dances, weekly all school Masses, pep rallies, charity drives) throughout the year. Once a semester, houses compete against one another in game days.

### **The Point System**

A point system tracks the actions of house members. Actions are given specific point values, and only designated adults may report points. The point totals for each house are posted weekly in a central location. Awards are given to the house that leads in points each month and each year. Areas tracked by the point system are as follows: Community Service, long-term participation in Activities, attendance and participation in some scheduled events, academic achievement, House activities, and behavior among others.

## **F. SCHOOL CALENDAR**

Notre Dame follows a yearly school calendar set by the Diocese of Knoxville. Anyone wishing to add events to the school calendar must complete a Notre Dame "Activity Form." Once the event has been approved, it is then placed on the calendar. No event may be held on the school campus without permission. Parents are directed to the school's official website ([www.myndhs.com](http://www.myndhs.com)) for calendar updates.

## **PART II. SPIRITUAL LIFE**

As Notre Dame operates under the auspices of the Roman Catholic Church and the Diocese of Knoxville, the school maintains the threefold purpose of Christian education- to teach doctrine, to build community, and to serve. Students enter Notre Dame from both the Catholic and non-Catholic communities without regard to religious origin. While the school considers the needs of each student, the beliefs, values, and traditions of Catholic Christianity underlie academic instruction and religious formation. All students are required to take a religion course each year they attend Notre

Dame.

**Retreats** are held each year. Retreats offer a day for reflection, prayer, and class unity.

**Counseling** is offered to students to assist them in their growth in their faith in God, as well as to help them apply faith in their daily lives.

**Mass:** The Eucharist is the source and summit of Christian life. Mass is celebrated at 7:30 four days per week in the Chapel and on occasion as part of the students' Religion classes. An All-School Mass is held every Thursday during A block. All students and faculty are required to attend Mass on Thursdays and on Holy Days of Obligation. Students are always invited to attend any 7:30 a.m. Mass.

**Music Ministry** is a group of students who furnish the music for special occasions including Mass or other religious events. It is a combined group of singers and musicians.

**Sacrament of Penance** is offered with the Spiritual Director by appointment. Special Penance services are scheduled during the season of Advent and Lent. We are very fortunate to have Priests from surrounding parishes come to NDHS to help facilitate this sacrament.

**SEARCH for Christian Maturity** is a retreat program for juniors and seniors designed to "give participants the desire and tools to see and bring Christ into their own environment and share Him with everyone around them." SEARCH is a full weekend that begins immediately after school on Friday and ends on Sunday evening. Traditionally, there are four SEARCH weekends: two in the fall and two in the spring.

**Special Activities:** All students are encouraged to participate in the Annual March for Life trip to Washington, D.C. On occasion, mission trips are also offered during one of the Student Breaks and/or during the summer months.

## **COMMUNITY SERVICE**

The Notre Dame High School Community Service Program offers students the opportunity to perform the corporal and spiritual works of mercy, “by which we come to the aid of our neighbor in his spiritual and bodily necessities” (CCC 2447).

## GENERAL GUIDELINES

>> Our primary intent is to carry out the Gospel message we are called to live by helping people and agencies that need us – it’s that simple.

>> We want our students, faculty and staff to help the people that they want to help. But we also recognize that some need us more than others. And there are even those who need us, but they can’t even tell us. And often, that’s the hard kind of service for us to give. ***We hope our students will recognize that too.***

>> Students may complete your service points in either of two ways:

(a) “community service” – in which a student volunteers to assist a group or agency in need without really working with individuals in pressing need (think about the Food Bank, your church, our school, SEARCH leader, etc); or

(b) “personal service” – in which a student volunteers to help individuals who they themselves have a pressing need (think about the elderly lady who can’t cut her grass; the sick in the hospital; the lonely in the nursing home; the hungry at the soup kitchen; the single mom who needs a baby-sitter, Special Olympics, tutoring, etc.)

As one would expect, in either case, no money can be accepted for these efforts.

>> “Community service” earns a student one point for every hour volunteered; “personal service” earns a student 2 points for every hour volunteered. (No, it’s not easy visiting the sick, the elderly or those who struggle with remembering who and where they are, but their need is exceptional. Some cannot ask; some don’t want to. We thank all our students for strongly considering this sort of service.)

>> Our Service Room offers a wealth of opportunities for which one can sign up. But remember some key things – (a) students always represent their

families and Notre Dame; (b) if you sign up to help somewhere, but suddenly cannot, these agencies will still count on you so find a replacement; (c) if a student cannot find a replacement, they should contact the agency to make them aware – the sooner the better.

>> All students are required to turn in a ‘Service Verification Form’ on which someone (not a parent) has been willing to sign-off with dates and times of each time you volunteer. Any summer service hours must be turned in by September 1. Half of the required points must be completed each semester. Blank forms are available in Room 14, the Main Office, on RenWeb or on the school website.

>> Annual required points are as follows – Seniors and Juniors (30); Sophomores (20); Freshmen (10).

>> Any “Personal Service” counts double.

>> Students’ Religion teachers will be informed of their status. Should a student fall short, individual semester Religion grades will be impacted.

>> No money can be accepted for a student’s efforts to count as service. It is also not service if a student sells or works for a team or club fundraiser.

>> Volunteering time at a “for-profit” company does not qualify as service.

>> Visiting a sick relative or helping a friend move does not qualify as service. Likewise, sports team responsibilities are simply part of being on a team though team managers have a unique role and may count their “managing hours” for one-half of their service points for the year.

Questions can be referred to our Program Director, Ms. Tiffany Booker.

*Here at Notre Dame, we have been blessed in so many ways, but not all in this community have been blessed equally. They need us. Please reach out to them. Please pray for them. Thank you!*

## **PART III. PARENT/STUDENT INFORMATION**

### **A. ADMISSIONS**

Notre Dame's tradition of excellence attracts a high quality and diverse student body. The Admissions Office works to develop and promote the value and image of Notre Dame and the advancement of its mission for all prospective students. Students and parents who are interested in learning more about Notre Dame may contact the Admissions Office at (423) 624-4618 ext. 1004 or on our school website ([www.myndhs.com](http://www.myndhs.com)).

#### **Non-Discrimination Policy:**

Notre Dame High School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Notre Dame High School does not discriminate on the basis of race, color or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or other school administered programs.

The following items should be submitted to the Admissions Office for a student to be considered for admission to Notre Dame:

- (1) Completed application and payment of the admission fee
- (2) Placement testing at Notre Dame for all rising 9<sup>th</sup> graders
- (3) Three letters of recommendation
- (4) An official school transcript
- (5) Tennessee immunization health form
- (6) For students with special needs, psychological and/or testing reports are required

#### **New Students**

New Student Enrollment will be based upon the following priorities:

- (1) Catholic students who have attended Catholic schools for three years or more
- (2) Non-Catholic students who have attended Catholic schools for three years or more
- (3) Catholic students who have not attended Catholic school
- (4) All other applicants

If it is determined that, during the admission process, a student and/or parent withheld or omitted material information, or misrepresented fact, the student may be subject to termination of enrollment and the tuition provider will then be immediately responsible for the full amount of all remaining tuition payments and fees.

**Foreign Exchange Students**

All international exchange students seeking graduation from Notre Dame must have a pre-approved course of study prior to the first day of class.

**Enrollment of Students with Special Needs**

Due to limitations of the Special Services Program, enrollment for students with special needs (Learning Disabilities) may be limited and will be based upon the same criteria required for new students.

**B. ACADEMIC POLICIES AND PROCEDURES**

As prescribed by the Southern Association of Colleges and Schools and the Tennessee Department of Education, Notre Dame offers a balanced curriculum of Religion, English, Math, Science, Social Studies, Foreign Language, Physical Education, and Fine Arts. The curriculum includes instruction in the beliefs, traditions, and doctrines of the Catholic Church and guidance in moral values.

**Student Academic Support Services Program:  
The Learning Center**

**Mission Statement:**

To provide services and assistance to students who are experiencing academic difficulties due to specific learning disabilities, motivational issues and other academic challenges.

The Notre Dame High School Learning Center encompasses two distinct programs:

**Student Support Services Program** – This inclusive program serves and assists students with mild learning disabilities, attention deficit, Asperger,



and other learning and social issues. According to Diocesan Policy, students who are served in this program must have the following:

- A current psychological evaluation (3 yrs)
- Previously received services
- Submission of all testing with application
- Pre-admission interview with Director of Student Academic Services
- Annual Student Support Plan (SSP) meetings

Other services:

- College counseling
- ACT special testing accommodations
- Educational & Psychological testing
- Alternative testing environment
- Computer-aided learning

**Accreditation** and school evaluation have as a common purpose the development and continuous improvement of an educational program designed to meet the needs and talents of all students. Notre Dame High School is fully accredited by the Tennessee Department of Education and the Southern Association of Colleges and Schools. The quality of education is enhanced through relationship with and/or membership in the Tennessee Catholic Conference of Bishops (TCCB), the United States Catholic Conference of Bishops (USCCB) and the National Catholic Educational Association (NCEA).

**Grade Point Average** is computed on a standard un-weighted 4.0 scale (A=4, B=3, C=2, D=1).

**Class Rank:** Except to determine valedictorian and salutatorian, Notre Dame High School does not rank students. Quality schools are increasingly abandoning a ranking system that encourages the type of competition among students that fosters a detrimental and selfish rather cooperative and supportive climate. Such systems either encourage students to take courses for wrong reasons or discourage students from taking more challenging courses over concern about damage to class rank. Quartile groupings will be made available to colleges along with both weighted and unweighted GPAs. This will provide information about a student's academic status and relative place in class without accentuating the negative aspects of the ranking

system.

To determine valedictorian and salutatorian, rank is computed using total weighted quality points (5.0 scale – honors and dual enrollment courses are given an additional .5 point and AP courses are given an additional 1.0 point), weighted GPA and unweighted numeric average. **To ensure that no transferring student gains an unfair advantage over established NDHS students, no student can transfer more credits than the maximum credits earned by those established students.** Refer to the Credits section for details about transferring credits.

**Computer Use** is encouraged throughout the school day in both the classrooms and the library. Students who are assigned to lab classes may use the labs for educational purposes only during their assigned times. The labs are not available for individual use or for non-educational purposes. Students are responsible for being aware of the rules established for the use of computers while on campus in accordance with the Computer/Online Services Acceptable Use Policy.

## **Acceptable Use Policy**

### **Introduction**

Notre Dame High School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup>-century technology and communication skills.

To that end, we provide access to technologies for student and staff use on campus via a filtered protected network. We do not provide access to our network for students' personal devices.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Notre Dame network is intended for educational purposes only.
- All activity over the network or use of technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- Users of the school network or other technologies are expected to alert IT staff or teachers immediately of any concerns for safety or security.
  
- **Technologies Covered**
  - We may provide Internet access, desktop computers, mobile computers or devices, online collaboration capabilities, email, and more.
  - As new technologies emerge, we will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.
- **Usage Policies:** All technologies provided are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.
- **Web Access**
  - Notre Dame provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.
  - Users are expected to respect that the web filter is a safety precaution and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert an IT staff member or submit the site for review.
- **Email**
  - Notre Dame provides users with email accounts for the purpose of school-related communication. Availability and use is restricted based on school policies.

- Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.
- **Social/Web 2.0 / Collaborative Content**
  - Recognizing the benefits collaboration brings to education, we may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.
  - Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.
- **Personally-Owned Devices Policy:** Students should keep personally-owned devices (including laptops, tablets, cell phones) turned off and put away during classroom hours—unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. (They are allowed during Breaks and at Lunch.)
- **Downloads:** Users should not download or attempt to download or run .exe programs over the school network. Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites and only for education purposes.
- **Netiquette**
  - Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
  - Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
  - Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways never intended.
- **Plagiarism:** Users should not plagiarize (or use as their own, without citing the original creator) content, including words or

images, from the Internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

- **Personal Safety:** Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- **Cyber bullying** will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, tricking, excluding, and cyberstalking are all examples of cyber bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Remember that your activities are monitored and retained.

**Parent/student social networking accounts** (including but not limited to Facebook) are not endorsed or encouraged by Notre Dame High School. As part of our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents or students at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name and/or school logo in establishing such groups, is not permitted.

**Course Levels:** Notre Dame's goal is to assist students in maximizing their greatest academic potential. To assist in this goal, the school has established minimum criteria for placement of students in one of its designed course levels. Students can be placed at various levels depending on their performance in a specific subject area. All course levels are not offered in all grade levels or in every subject area. Different level placements are not offered in every subject area. Please see the most current course guide for specific offerings.

**Course Placement:** Incoming students (9<sup>th</sup> grade and others): All incoming students will be placed based on predetermined multiple criteria, including teacher recommendations, grades and standardized test scores. Placement will be made by the Academic Dean in cooperation with the admissions team and academic departments.

Returning students (10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup>): Pre-registration will begin in March of the current school year. All returning upper level students will be placed by departments in core classes based on their prior years' academic performance and must meet the minimum subject areas' grade requirements. Students will be evaluated at the end of the 3<sup>rd</sup> nine weeks of the academic year for initial placement for the next school year. Students will also sign up for electives classes during pre-registration. Elective choices will be accommodated whenever possible. Final core class placements will be made when grades are finalized at the end of the academic year.

**Traditional:** Designed for students who can retain materials and readily use them without constant drill and practice, can handle some outside projects during the semester, possess excellent critical thinking skills but may need some direction, can work independently and can cover material at a faster pace. These classes meet all state college preparatory curriculum requirements. Student placement will be based on class rank and performance in the subject area.

**Honors:** Designed for students who are self-directed and self-motivated, can handle several outside projects and more outside reading, can handle frequent demands of higher level critical thinking, can handle a faster pace for mastering required elements in courses and can handle material at a more detailed level. Testing, grading and homework should reflect this level. Students must maintain a 3.0 average to continue taking Honors classes.

**Advanced Placement:** Designed for students who are more responsible for their own academic achievement/progress, are concerned with knowledge as much as grades, are mature and highly motivated, can grasp basic concepts through primarily independent study and are able to synthesize understanding of content with new and varied approaches. Advanced Placement classes are sophomore university level classes and must adhere to standards prescribed by the National Advanced Placement Board. To earn college credit for these courses, students must pass rigorous national tests that are designed by the National Board and administered in May of each school year. The subject area grade range for students placed in this level will be 90 and above.

**Dual College Credit Enrollment:** Designed for students who meet admission requirements for Chattanooga State and are pursuing college credits in the courses for which they are enrolled. Students must have at least a 19 ACT score in the subject area that they are pursuing. Students are responsible for their own learning and must be willing to meet the rigor and demands of college work. Students may earn up to fifteen hours of college credit per semester by successfully completing the requirements for their classes.

**Class Scheduling:** Student schedules will be finalized over the summer and mailed to each student prior to the start of the school year. Course placement will be based on criteria listed above as well as graduation requirements. Elective courses will be scheduled and filled based on priority and staffing. Consequently, students must have indicated alternate elective choices. If no alternative has been listed, the student will be placed in the best available open elective. No student schedule will be processed until clearance is received from the business office.

**Schedule Changes:** Students will receive their schedule during the month of July. Students who want their schedules to be evaluated for consideration for possible course changes must complete a change consideration request form and send it to the school. Parents must sign all requests. The change request will be reviewed by the teacher and department chairperson and they will make a recommendation to the Academic Dean. Requests for changes in electives will also be evaluated by the Academic Dean. Requested schedule changes will be processed prior to the start of the semester. At the four week point of the first quarter, teachers may request level changes for their students based on their evaluation of student ability. After this date, schedule changes will only be made at the semester break.

**CREDITS:** To earn a Notre Dame diploma, a student must attend four years of high school. Also, students must take eight classes per semester unless otherwise advised. Over a four-year period students can earn a total of 33 credits, which includes one credit for service. Credits must be earned in the following distribution:

# CREDITS      SUBJECT

4.0	Religion (or 1 unit for each year at Notre Dame)
4.0	Math
4.0	English
4.0	Science (advised as senior elective)
3.0	World Languages
1.0	U.S. History
1.0	World History
1.5	Health & Wellness
.5	U.S. Government/Civics
.5	Economics
.5	Personal Finance
.5	Geography (advised as Social Studies Elective)
1.0	Fine Arts
1.0	Computers/ IT
5.5	Academic Electives

Failure of courses required for graduation must be made up in a summer school program before the student is allowed to enroll for the fall semester, or, in the case of graduating seniors, before a diploma is awarded. To gain credit for a one-semester course, a student must pass the course with a grade of 70 or higher; to gain credit for a two-semester course, a student must have a year-end average of 70 or higher. Students who fail Religion must make up the course in a summer program.

Any classes taken outside the normal school structure must be approved in advance by the Academic Dean. Approved classes (correspondence, summer school, etc.) will be awarded a Pass (P) or Fail (F) credit. This credit will not be calculated into GPA or class rank. The only exception to this will be for transferring students who need required credits to come into alignment with NDHS semester requirements (i.e., transferring from block schedule to NDHS semester classes).

Students who transfer into NDHS will have their transferring credits evaluated to ensure that they are aligned with Notre Dame's college preparatory curriculum. Credit may not be awarded for certain classes that are determined not to be college preparation level courses. All transfer credits will be awarded on transcripts sent to colleges and universities and



will be calculated in transcript grade point averages, numeric averages, and cumulative credits awarded.

**RenWeb/Communication of Student Progress:** NDHS uses RenWeb, a web-based program to keep parents and students up-to-date on academic progress. Parents and students can access information including current grades and homework assignments posted by teachers weekly. If parents have questions or concerns, they can communicate with teachers by phone or e-mail.

**Report Cards and Progress Reports:** Quarterly progress reports can be accessed online through Renweb. A printed report card will be mailed to each family at the end of each semester. Semester and final grades will also be posted online.

Students who have an excused absence may receive an (I) incomplete grade which must be made up in a timely manner. If missing assignments are not made up, the incomplete grade will be recorded as a zero.

**Conferences** regarding a student's academic progress, personal development or discipline may be called at any time as deemed necessary by the school administration.

**Grading Scale:** A = 93-100  
B = 85-92  
C = 75-84  
D = 70-74

**Homework** is assigned to provide practice and learning not available during class. All homework assignments are expected on the due date. Any student who has a valid reason, such as an unexpected emergency, for not turning in assignments on the due date may request additional time from the teacher concerned. The teacher may require proof of the emergency. The decision of the teacher is final. All homework assignments should be posted on RenWeb for the convenience of the students.

**Honor Roll:** In order to be named to the quarterly "A" Honor Roll, a student

must have no grade lower than a 93. In order to be named to the "B" Honor Roll, a student must have no grade lower than an 85.

**Standardized Testing Program:** Each Student seeking admission to Notre Dame will be given the Notre Dame Admissions and Placement Test. Scores from these tests, previous grades, and teachers' recommendations will assist the Academic Dean in placing the student in the level of classes best suited to the individual. While at Notre Dame, students will be tested yearly.

**9th grade & 10th grade** – Freshmen and sophomores take a preliminary ACT in the form of ASPIRE 9 and ASPIRE 10 which tests in the areas of English, Math, Reading and Science Reasoning.

**11th grade** - The PSAT in English, math and writing skills is given in the junior year to help students practice taking the SAT and to determine National Merit Scholarship and the National Achievement Scholarship Program for Outstanding African American students. Juniors must take the SAT and/or ACT in the winter or spring of their junior year as part of the preliminary process for college selection and admission.

**12th grade** - Seniors must take the ACT and/or SAT tests during the senior year. Registration forms are available online at [www.act.org](http://www.act.org) or [www.collegeboard.com](http://www.collegeboard.com).

**Wellness** is a required course offered beginning in the freshman year which includes an emphasis on lifetime fitness. Wellness students are required to participate daily. If the student is sick or injured, the parent is required to write a note to the Wellness teacher explaining the illness and any restrictions in activity that is required. If the student cannot participate, then a written assignment will be given. This assignment will be due at the end of the class period.

### **C. FINANCIAL POLICIES**

**The Cost of Education** at Notre Dame High School is set by the Notre Dame School Board and approved by the Bishop of Knoxville. The Cost of Education includes the tuition cost and school fees except senior fee and athletic fee. The senior fee, junior fee, and athletic fee will be collected individually for these specific groups. Once the down payment, enrollment

contract and all other paperwork is received, a slot is reserved for the student.

**Tuition** is paid either annually or over a ten-month period.

**Annual tuition** is payable in full with a two percent discount by July 1st. The \$115 graduation fee for seniors and the \$38 ACT fee for juniors is due with the annual payment.

**Monthly tuition** payers will enter into an agreement with FACTS, the tuition management system used by Notre Dame to ensure the timely receipt of tuition funds. FACTS will establish a monthly bank draft or draft to a credit card. These are the only options for monthly payment. For any payment changes, notify FACTS at least 7 business days prior to your withdrawal date. School families, who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. A second attempt will be made 15 days following a missed payment. Notification of the second attempt will be made via email. Do not send missed payments to the school. If on the second attempt an insufficient fund occurs, FACTS will charge another \$30 missed payment fee and notify the family via email. The school will also notify the family that either they contact the school within 10 days or ensure funds are available to make the payments. If neither is done, then the student will be sent home until the issue is resolved per Board policy.

**Tuition Replacement Fee Program** - For families who pay tuition in full, a "tuition replacement fee" is optional. **If annual payers do not choose it, there is no refund for student withdrawal during the school year no matter the reason.** For families who choose the FACTS monthly payment option, the "replacement fee" will be a requirement and will be included in the cost of education. Parents are responsible for the portion of the annual tuition not covered by the tuition fee. Student transcripts will be held pending payment of the account balance. If payment is not made 60 days after withdrawal, the account will be turned over to a collection agency for processing.

**Late Registrations** - Students who start school after the school year begins or those students who enter at mid-year are required to pay the enrollment payment with the enrollment contract. Tuition will be pro-rated based on the number of days the student will attend school. Students enrolled after July 1<sup>st</sup> will be allowed to pay annually with the two percent discount if payment is received within 10 business days from acceptance to the school.

**Non-Admission of Students Due to Tuition Delinquency** - Families failing to pay tuition according to the agreement which they have made with the school or those who have been unwilling to make suitable alternative arrangements will be informed that their child/children will not be readmitted to our school.

All families must be current in their payment of tuition:

**By August 1st:**

If not, students will not be admitted on the first day of school.

**By December 1st :**

If not, students will not be readmitted on the first day of class in January.

**By May 18th:**

If not, permanent records will be held by the school administration.

**Delinquent Tuition from Previous Year(s)** - All previously unpaid tuition must be paid to the school by June 1<sup>st</sup>. Families will be notified by May 15<sup>th</sup> of any outstanding balance. If payment is not received by June 1<sup>st</sup>, the family will be required to sign up for the FACTS Management Plan to pay the balance in monthly installments. Refusal or non-compliance to set up this agreement will prevent the student from being readmitted.

**NDHS Tuition Refund Policy** - There will be **no refund of fees or tuition**. Families are responsible for the remainder of tuition payments in full regardless of the reason for leaving Notre Dame High School.

**Delinquent Student Accounts** - Accounts of seniors must be paid in full before the student is allowed to participate in graduation exercises, receive a

diploma, or receive a copy of the official transcript. The account of all other students must be current for the student to register for classes or review a copy of the official transcript. The Business Manager may recommend to the President exceptions to this policy in the event of unusual circumstances.

**TSSAA Delinquent Tuition Policy** - Accounts must remain current for students to participate in school athletic programs per the Tennessee Secondary Schools Athletic Association (TSSAA) requirements.

**Student Accident Insurance** is provided for each student upon payment of student fees. Coverage is in effect for accidents which occur in school sponsored and supervised activities including the official play and practice of interscholastic sports. This coverage is only for medical bills resulting from accidents. An accident is defined as an unexpected, sudden and definable event which is the direct cause of bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in an activity do not necessarily constitute accidents. Illness, diseases, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident, are not covered.

In this plan, coverage is only in excess of any family or employer group coverage or plan. It will not duplicate benefits. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability. This plan is only responsible for medical charges that would have been payable had the proper procedures been followed and the proper vendors used.

Treatment by a licensed practitioner of medicine must begin within 60 days of the accident. Only expenses incurred within 52 weeks of the date of the original accident are considered. All bills and insurance information must be submitted within 15 months of the date of the original accident. Benefits are determined by **reasonable and necessary** charges for the geographic region. If, after insurance company benefits have been decided, there remains a balance for the family, the school cannot be responsible for any unpaid balances.

Exclusions include, but are not limited to, sickness, disease or hernia in any form, non-prescription drugs, fighting, the use of electric bio-mechanical

devices, and orthotics not prescribed for rehabilitation (e.g. playing brace, mouth guard), suicide, riding in a vehicle or device for aerial navigation, loss covered by other valid and collectible insurance or plan, and **off season physical conditioning for interscholastic sports**. The “official season” for each specific covered sport is the period within the dates determined by the TSSAA for the practice and play of that sport. Accidents must be reported to the school within 20 days. Claim forms should be submitted to Student Athletic Protection, Inc., within 90 days after treatment ends, but never later than 15 months after the date of the accident. Questions regarding claims should be directed to Student Athletic Protection, Inc., P.O. Box 20237, Kalamazoo, MI 49009 or call 1-800-232-1579. Student Athletic Protection, Inc., administers the coverage which is underwritten by Guarantee Trust Life Ins. Co. To file a claim, complete the appropriate claim form; attach all itemized bills for medical expenses; include all worksheets from your primary carrier. If no coverage is provided by your employer, a letter of verification from your employer stating that no coverage is provided must be submitted. Mail all forms within 90 days of the accident.

**Fund Raising** activities by clubs, classes and organizations (student and parent) must have the approval of the President. The Fund Raiser Form must be completed and returned to the President’s Administrative Assistant/Front Office and the date cleared on the calendar. Each group will be allowed one fund-raiser on campus per semester. Events that would conflict with academic instruction or other fund raising efforts may not be scheduled.

**All money collected through the school for any purpose must be deposited through the business office. This includes money collected by all student clubs, Athletic Boosters, Band Boosters, Home and School Association, School Board, Advancement Office, and any other group for the purpose of benefiting Notre Dame High School, its faculty, students, clubs and/or activities. Check payments returned because of insufficient funds will have an added charge of \$25.00 and only cash or money orders will be accepted from the family for any payments thereafter.** In addition, all fund raisers using the name Notre Dame as part of the solicitation must deposit all funds generated through such solicitation, as per regulations set by the Internal Revenue Service for Non-Profit Organizations.

## D. ATTENDANCE POLICY

The Tennessee state law and Diocesan Policy #1050 requires the attendance of each student on all days and hours that school is in session. Attendance at Notre Dame High School will be documented by class period. **In the opinion of the NDHS Administration and Faculty, more than 5 days absent in a class per semester impedes the student's ability to succeed in that class. Therefore, on the sixth and all subsequent class sessions missed per semester for any given class, the individual class teacher will deduct 2 points from the student's ongoing quarter grade with no limit to the amount of point deductions a student may incur.**

If any point deductions have been accrued by the end of the first or third quarter, those deductions will be taken at that time. If additional point deductions are earned during the second or fourth quarters, those deductions will be taken at that time.

**Example:** A student with a 94 for his 3rd quarter average for a given class, who has missed 6 days of class, will receive a 92 quarter average. If he has missed 7 days, he will receive a 90, 8 days, an 88, etc. The same student will continue to accrue 2 point deductions for additional absences accrued during 4th quarter.

The administration may review this policy in cases of excessive absence due to emergency circumstances. Students who have emergency circumstances are expected to initiate contact with the Attendance Officer or Administration regarding the situation within one week of the absence to register a petition to receive "extenuating circumstance" status. NDHS Administration is anxious to work with families with true extenuating circumstances. Petitions for excused absences due to extenuating circumstances can be picked up from the Attendance Officer.

It is the responsibility of each individual parent and student to keep track of absences. Parents and students should check RenWeb for absences and possible point deductions. Teacher grade book records will serve as parent notification of absences. Absences incurred due to events sponsored by NDHS (i.e. participation in sporting events or field trips) do not count against the student.

Bereavement absences incurred due to the loss of a parent, sibling, or grandparent are not included in the 5-day rule but must be documented by the Attendance Office upon the student's return to school.

**NOTIFICATION OF ABSENCES:** In the case of an absence, tardy or early dismissal, the parent must notify the Attendance Office before 8:30 a.m. This may be done one of three ways:

- >> Call (423) 624-4618, push 2 and leave a message
- >> Send a text message to (423) 415-4789.
- >> Send an email to [attendance@myndhs.com](mailto:attendance@myndhs.com)
  1. For planned absences/late arrivals/early dismissals, send a note to be left at the attendance desk.

At 7:45 a.m. each morning the Attendance Officer will be available to receive notes, calls and emails.

In accordance with expectations outlined via course guidelines, it is the responsibility of the student to contact the teacher in advance of a foreseen absence concerning all work that will be missed, and to make arrangements for completing the work. Failure to comply with this standard in its entirety will forfeit the opportunity to make up all work missed during the absence. Any illness or accident, which will keep a student out of school for an extended period of time, should be reported to the Attendance Officer as early as possible.

**APPOINTMENTS DURING THE SCHOOL DAY:** Parents are asked to make every effort to schedule appointments outside of school hours and to make use of the additional time provided by early dismissal time on Wednesdays. Missing class due to an appointment does count as an absence if the student misses more than 30 minutes of that class. Absences due to appointments do count toward the five allowed absences for the class but students are allowed to make up missed work. Grade point deductions are taken after five absences. (See first paragraph of Student Attendance policy.)

**EARLY DISMISSAL:** If the student needs to be excused before the end of the school day, a note, phone call or email to that effect should be presented to the Attendance Officer by 8:30 a.m. the morning of the early dismissal.



Early dismissal notes may be turned in as early as one month in advance. The student's name will be added to the Early Dismissal portion of the Daily Absentee list. It is the student's responsibility to report to the office at his or her early dismissal time. Calls will NOT be made to the classroom as to not disrupt classroom instruction. The office will verify appointments as it deems necessary. Failure to comply with early dismissal standards will forfeit the opportunity to make up any missed work for credit

**ILLNESS:** If a student is feeling ill, the teacher may send that student to the front office. Upon determining the seriousness of the illness, the front office staff may call the parent in order to arrange for the student's dismissal. Students will wait in the front office for their parents. In case of early dismissal during regular school hours due to unforeseen illness, the President, Academic Dean, Dean of Students, or Attendance Officer must speak with the parent by phone or in person for the student to be dismissed early. **NOTE:** Students who become ill at school must use the office phone to contact parents.

**CHECKING OUT:** ALL STUDENTS LEAVING CAMPUS AT ANY TIME must report to the Attendance Office, check out when leaving, and check in upon returning. After arriving on campus, students are not to be excused from class or to leave the school building/grounds for any activity without permission from the Attendance Officer. This includes going to the parking lot to retrieve forgotten items from one's vehicle.

**COLLEGE VISIT DAYS:** In addition to the five absences per class, per semester, Juniors and Seniors only are allowed 2 properly documented college visit days per year. In order for absences due to college visits to be considered, students must:

1. Notify the Attendance Officer and the classroom teacher at least one day in advance of the visit
2. Submit to the Attendance Officer "Proof of Visit" documentation from the Admissions department of the college on the day the student returns to school
3. Take college visit days before May 1st.

Students who do not follow these guidelines will NOT be granted College Visit status for absences.

**CUTTING CLASS:** A student who “cuts” or “skips” any portion of a class may not be allowed to make up any work missed that day for credit. The student will receive zeros for any work missed, and discipline points and detentions will be issued.

**TARDY POLICY:** Very rarely is there sufficient reason for repeated tardiness to school. The term “tardy” is used exclusively to refer to a student who is late to school for any reason. The term “late to class” is used to refer to a student who has already arrived at school for at least one class, but did not arrive to class on time.

Students who arrive more than 30 minutes late in any class are marked as absent. Therefore, a student who checks in at 8:40 am is counted “absent” for his 8:10 am A-block class, rather than “tardy.”

EVERY STUDENT WHO IS TARDY TO SCHOOL must check in at the Attendance Office before reporting to class. No student is admitted to class (no matter what Block of the day) without a tardy slip from the Attendance Office. The teacher uses the slip to ensure the student has checked in with the Attendance Officer.

Each student is allowed eight (8) tardies per semester before disciplinary referrals are written. Tardies accumulate regardless of whether they are for valid or invalid reasons. Upon the 7<sup>th</sup> tardy, the Dean of Students will be notified. For each tardy thereafter, the Attendance Officer will refer the student to the Dean of Students who will assign discipline points and/or detention. Detentions must be served within one week of date issued.

The Administration reserves the right to waive all student responsibilities in the case of tardies resulting from an unusual amount of inclement weather, a major traffic problem, etc., that unexpectedly delays/halts normal travel.

**LATE TO CLASS:** Four (4) “late to class” incidents in a single class total one absence and count toward the five-day absence total for that specific class. Individual classroom teachers are responsible for keeping an accurate tally of “late to class” incidents and may, at their discretion, refer the student to the Dean of Students who will assign discipline points and/or detention.

**LATE TO OR ABSENT FROM WEEKLY ALL-SCHOOL MASS:** Mass is an important part of a student’s spiritual journey. Students are allowed five (5) absences per semester from their academic classes before grade deductions ensue. We wish to place significant weight on student attendance at weekly all-school Mass as well. Students who are late to or absent from weekly all-school Mass will total one absence which counts toward the five-day allotted absence total for Mass. Upon the sixth (6<sup>th</sup>) and each subsequent “late to” or “absent from” Mass, students will accrue one (1) additional absence from EACH of their other eight (8) academic classes.

**Example:** Johnny has missed three English classes during the fall semester. Then, he misses a sixth Mass. Therefore, all of Johnny’s teachers will be notified to add an additional absence to their count. Johnny would then have four (4) absences from English. With two more absences from English, Johnny would lose two points on his semester average.

**SCHOOL-SPONSORED OUTINGS:** When going off campus as a member of a school group, the student must return a permission form signed by a parent or guardian. Students who do not return signed permission forms will not be allowed to participate in the off-campus activity.

**SENIOR FINAL EXAM EXEMPTION:** Senior Exam exemptions are considered to be a “Senior Privilege” granted to those seniors who meet certain academic and behavioral criteria.

These specific exemptions are reserved for second semester and are awarded for a combination of two things: (a) hard work; and (b) good fortune.

Grades are hard work; not getting sick is good luck. Both are required for this privilege.

Seniors can earn exam exemptions if they have (a) 3 or fewer absences (regardless of excused or unexcused); (b) 3 or fewer ‘late to class’; and (c) a 90 average in the course. This does not apply to Advanced Placement or Dual Enrollment college classes in which students cannot be exempt.

Each senior teacher also has the option to add additional criteria that students have to meet to earn an exemption, i.e., homework, behavior, etc. (Absences when representing the school are not counted against the student.)

**SCHOOL CLOSING DUE TO INCLEMENT WEATHER:** *In the event of inclement weather or other emergency, the President of Notre Dame High School will make the decision whether to close or delay the start of school. We will NOT automatically follow Hamilton County.* The administration will consider the safety of students and staff when making a decision to close. Any decision to close school will be announced on select TV and radio stations, as well as notification through the SchoolCast “Rapid Notification” System.

**TRANSFERS:** When a student transfers to another school, the Director of Admissions should be notified one week before the transfer is to take place. Student accounts must be settled before a transfer is completed. All textbooks and library books should be returned before the student leaves. At the time of departure, the student will receive his/her most recent RenWeb report and a notice of transfer from the school. The student's cumulative record of grades will be sent to the new school upon request from that school, provided that the parent or guardian has signed a release form authorizing the school to send copies of the student's complete records to the new school and all financial obligations have been settled.

## **E. TEXTBOOK INFORMATION**

Notre Dame stocks all required textbooks, except college texts used in Joint Enrollment classes which must be purchased at Chattanooga State Community College unless otherwise designated by Notre Dame. (Some classes require additional paperback volumes that are not provided.)

**Rental Policy:** Student textbooks are rented annually. The rental fee is included in the student fee charges. If a student loses a book, he/she must notify the Director of Business Operations that the book has been lost and must pay the replacement price in order to receive another book. The rental fee will also include all workbooks. It is the student's responsibility to care for and keep up with all books which are issued by the school. Each student should place his/her name and student ID number in ink in each book on the inside front cover. Classes may use supplemental books (paperbacks) that must be purchased by the student.

**Returning Books:** At the end of the school year all rented textbooks, including hardback and paper back textbooks, must be returned to Notre Dame in good condition or in the same condition as when rented. If a book is not returned, the student or parent must pay the cost of replacing the book (new price). If the book is returned damaged, a damage fee will be assessed. Parents will be billed during the summer for lost and damaged books. All damaged and lost book fees must be paid for before a student can graduate or receive books the following year.

**Withdrawals:** If a student withdraws from Notre Dame for any reason during the school year, the student must return all rented textbooks to Notre Dame. Book rental fees are not refundable.

**Student Planners:** All freshman students will be provided a student planner (and are available to upperclass students who wish to have one at no charge.) This planner will include study guides and daily class planning sections. We recommend this planner be used on a daily basis in each class to list assignments and serve as a tracking system and hall pass for students. If a student loses their planner, they must purchase a new one in the front office.

## **F. DISCIPLINE POLICY**

The Purpose of the Code of Student Conduct is to assist students, parents, teachers and school administrators in the achievement and maintenance of an environment which will facilitate effective and efficient teaching and a learning environment which is free from disruptions and distractions which interfere with the educational process. Students' responsibilities include:

1. Attending all classes, daily and on time;
2. Being prepared for each class with appropriate materials and assignments;
3. Wearing neat and appropriate clothing according to school policy;
4. Exhibiting an attitude of respect toward others;
5. Conducting themselves in a responsible manner;
6. Refraining from violations of the Code of Student Conduct;
7. Using appropriate channels in a responsible manner to seek change.
8. Taking pride in Notre Dame by assuming responsibility for the appearance of the buildings and grounds.

## **SCHOOL RULES AND REGULATIONS:**

1. It is a privilege to attend Notre Dame High School and student conduct should reflect this privilege at all times on and off campus. All students are expected to conduct themselves in a Christian manner by being considerate to others both in and out of school. The reputation of a school is often determined by the behavior of its students outside of the classroom. It is therefore expected that all Notre Dame students will display behavior patterns that will bring the highest regard for the school and its student body. The greatest courtesy and respect shall be manifested toward the faculty, other personnel and fellow students of the school.

2. Students are to take pride in their school and assume responsibility for the grounds, classroom, and campus. Acts of vandalism should be reported to the administration as soon as they are detected. Students will assume responsibility for the repair or replacement of school equipment marred or damaged by their actions. Should a student fail to assume such responsibility, the parents will be held responsible for the actions of their child and be required to repair and/or replace the damaged equipment.

3. After arriving on the school campus, students are not allowed to leave campus without permission.

4. Food and/or beverage may be consumed **ONLY** in the cafeteria.

5. Chewing gum is ***not*** allowed on campus.

6. Electronic games, laser pointers and other similar items or “toys” are prohibited in the school building and on campus. Such items are subject to confiscation and will not be returned.

7. Students and parents should manifest the highest type of sportsmanship at all athletic contests.

8. Standards and types of education of a school are often judged by the behavior of its students outside school; therefore, each student should be courteous upon entering, leaving and in transit to school. There should never be any shoving, unbecoming language, or other inappropriate behavior.

9. Respect for the privacy of the families in the Glenwood neighborhood demands that students avoid loitering in the vicinity of the school and maintain safe speeds when driving.

**ID cards:** Each student will be provided an IDENTIFICATION CARD. A student must be able to produce their I.D. at any time as requested by an administrator, teacher or staff member. The I.D must be used for lunch service unless they are using cash. No lunch service for non-cash

transactions will be provided without an I.D. A replacement I.D. will cost \$5.00. I.D. cards may also be required to gain admission to specific events.

**Cell Phones and Other Electronic Devices:** Unless allowed for by a classroom teacher, cell phones can only be used before and after school hours as well as during official breaks and at lunch time. Students have been instructed that disruptive cell phone use at school will be regarded as a discipline issue. Violation of this policy will result in the following:

**First Offense** – Phone held for 24 hours by the Dean of Students, parents notified, cell phone privileges suspended for five days (student must leave the phone in their car or at home), discipline points, detention/campus clean up. If the offense occurs on a Friday, the phone will be held over the weekend until Monday.

**Second Offense** – Loss of cell phone privileges for the remainder of the year, parent notification, additional discipline points, detention/campus clean up. Further violations may lead to suspension or dismissal from school.

**Hall Passes:** Students should not leave the classroom for any reason without a hall pass from the teacher. Students are expected to take the most direct route to and from their destination.

**Public Display of Affection:** The school administration understands that dating and social relations occur among students who attend Notre Dame High School. However, overt public displays of affection cannot be tolerated because they detract from the cohesiveness of the learning environment and can make other people uncomfortable. Instances of inappropriate public affection will be discussed with the students involved and, if necessary, be addressed by the administration.

#### **DISCIPLINE POINT SYSTEM:**

**Discipline Points:** Discipline Points are earned as a result of inappropriate behavior. A student who earns discipline points will be required to attend after school campus cleanup duty. Students accumulating twenty (20) discipline points within one academic year will be suspended for three school days and placed on probation. For each month a student receives no discipline referrals, a discipline point will be dropped. Students accumulating thirty (30) discipline points within one academic school year

will be expelled or asked to leave Notre Dame High School. If a student has a major violation that brings the total points to 30, the student will be expelled regardless of the offense.

**Discipline Records:** The Dean of Students' office will track the discipline records of each student and will keep them informed of any difficulties. The following method will be used to inform the students and their parents.

**Points Accumulated      Action Taken**

- 6-7 ... Dean of Students will meet with the student
- 10-12 ... Dean of Students will call the student's parents
- 15 ... Dean of Students will meet with the student and parents
- 20 ... Administrative meeting with the student's parents
- 25 ... Administrative meeting with the student's parents
- 30 ... Expulsion

**Discipline: In-School Suspension (ISS):** A student may be given ISS for a defined period of time. Notre Dame reserves the right to charge a fee of \$30.00 per day to hire a supervising teacher. **Out of School Suspension:** Separation of the student from Notre Dame High School for a prescribed period of time. **Expulsion:** Separation of the student from Notre Dame High School whereby the student is not eligible for readmission.

**Contract Student:** The student and parent agree to written conditions set forth by the school and signed by all parties.

**Discipline Referrals:** A teacher who believes a student has behaved inappropriately will submit a discipline referral form to the Dean of Students' office. The Dean of Students will review the referral, assign the discipline points and designate the required punishment.

**Guidelines for Specific Infractions:** The Dean of Students is given complete discretion in assigning consequences for improper behavior. The following list provides some general guidelines that are considered when making such decisions, but the Dean of Students may deviate from the guidelines based on individual circumstances and history of the individual in question.

**Classroom Violations: 5 to 7 Points each:** Conduct that disrupts the learning process, unnecessary talking and socializing, rudeness, inappropriate language, unkindness, sleeping in class, and argumentative behavior.



**General Discipline Violations: 2 Points each:** Dress code violations, consuming food or drink in an undesignated area, chewing gum and tardy to class. If a student is not prepared for class, the Dean of Students should be notified. The number of points issued will increase with each subsequent infraction of the same type.

<u>Major Discipline Violations</u>	<u>Consequences</u>
Skipping a class	7 Points, possible
Leaving school without permission	10-15 Points and suspension
Absent from school without permission	10-15 Points and suspension
Harassment or Mean Behavior toward a fellow student	10-15 Points and possible suspension
Reckless Driving	10 Points and loss of driving privileges
Stealing	20 Points, suspension or expulsion
Threats to other students	15+ Points, suspension or expulsion
Defacing school property	15 Points, suspension or expulsion
Fighting with or striking a fellow student	10-20 Points, suspension or expulsion
Serious insubordination, verbal or physical abuse toward a staff member	20 Points, suspension and possible expulsion
Possession or use of tobacco products	15-30 Points, suspension
Possession or use of alcohol or controlled	20 Points, To be dealt with according to substance
Possession of a weapon	30 Points and expulsion
Selling, possession or distribution of alcohol / drugs	30 Points and expulsion

## **KEEPING KIDS SAFE**

The Diocese of Knoxville has adopted and implemented the “Keeping Kids Safe” environment program for children. This program provides families with good information about how to take steps to foster a safe environment for their children. Our belief is that parents should communicate to their children ways to stay safe in our world today. For our parents, the Keeping Kids Safe Program has 11 safe points to be discussed with your high school student. Please take time to discuss the following points:

### **What to Say to High School Youth**

- Contracts signed by minors are not legally binding without parental consent.
- You must get our permission before you accept a job from anyone.

- Walk with confidence and purpose in public. Be alert and aware of your surroundings and who is in the vicinity.
- Dating should be a fun experience and you should never allow yourself to be coerced into doing anything that you know is wrong.
- It is okay to be rude to someone who is trying to get you to do something that is wrong.
- “Date rape” accounts for the vast majority of teenage rapes. Just because you are on a date does not mean that you cannot say, “NO”. When you say “NO”, that response should be respected.
- Never leave an opened can of soda some place where you can’t see it. Get your own drink so you know exactly what is in it. If you start to feel sick or dizzy, tell a friend to call us immediately and we will come and get you, no questions asked.
- Perpetrators rely on our tendency to avoid making scenes in public; it is okay to make a scene to stop someone from taking advantage of you.
- If you are ever in an uncomfortable situation and need a ride home, call us and we will pick you up – and you will not get in trouble.
- Never do anything with your peers that you would not do if we were present, or if you were alone. “Group think” is usually not wiser than an individual’s independent thinking.
- Never give personal information over the Internet. Never agree to meet anyone you have met through the Internet.
- 

**SUBSTANCE ABUSE FREE ENVIRONMENT (SAFE)  
INTERVENTION PROGRAM**

Notre Dame High School has established a proactive program to keep our school safe and to assist students in making healthy choices. The NDHS intervention program is not just one program but also a network of programs that create the foundation for a Substance Abuse Free Environment (SAFE). The goal of our SAFE program is threefold: to provide a safe learning environment free from chemical, tobacco and alcohol use or possession; to provide pro-active educational opportunities regarding such use or dependency; and to impose actions that are fair and fitting the gospel mission of our school for any student who chooses to engage in chemical, tobacco or alcohol use at any level. The SAFE program operated by NDHS is as follows:

## **POLICY**

Notre Dame High School operates under the direction of the Bishop of Knoxville and under the supervision of the Superintendent of Schools for the Diocese of Knoxville. The school is bound by the policies of the Diocese of Knoxville. Substance abuse policies under the Diocese are as follows:

**Substance Use, Abuse, or Possession:** To provide for the health, safety, and welfare of our students:

A student shall not possess and shall not receive, buy, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, crack, alcoholic beverage, controlled substance, any illegal substance, mind-altering substance, inhalant, or intoxicant of any kind.

A student shall not possess and shall not receive, buy, use, transmit, sell, or be under the influence of any *counterfeit controlled substance*. A *counterfeit controlled substance* is any substance that is made to look like a controlled substance or that a student believes to be a controlled substance.

A student shall not buy, sell, transfer, or use any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance:

- on the school grounds during and immediately before or after school hours.
- on the school grounds at any other time when the school is being used by any school or non-school group.
- off the school grounds at a school-related activity, function, or event.
- in vehicles when students are being transported to or from a school-related function, activity, or event.

**Students in violation of this policy shall be subject to suspension and/or expulsion.**

**EVENTS MANAGEMENT:** Notre Dame strives to provide conscientious supervision for its students attending school-sponsored activities. With this in mind, students will not be allowed to leave certain events earlier than 15-30 minutes before the posted activity end time. In cases where this is in

question, a phone call will be made for parental permission to release early. For special events with posted starting times such as dances, concerts, etc. students will not be admitted to the function any later than 30 minutes after the posted start time. Parents will be notified if a student is turned away at the gate.

**ALCOHOL USE PREVENTION:** Alcohol use by NDHS students will continue to be dealt with by direct intervention and education programs. All campus events will be closely monitored by students, parents and school staff. The school may use a “breathalyzer” device to screen students as they enter events. This device is the same item used by police departments when checking for DUIs and will indicate if alcohol is sensed on the clothing or breath. If alcohol use is verified, the student’s parents will be contacted and the school will follow the guidelines for a violation as outlined in our intervention program.

**DRUG USE IDENTIFICATION:** In order to assist students who may have illegal substance use/abuse issues, every student will be tested for drug use throughout the school year. The random-order testing will begin 14 days after the start of the school year and will conclude on the last day of the school year. The hair follicle test will show drug use traces for 90 days will be used. The collection of a hair sample is very simple and will be sent to a third party lab for independent verification.

Students who show no trace of illegal substance use will have their name placed back into the pool and are subject to another random-order test if their name is generated in the testing pool again.

The following actions will be taken for students who show traces of illegal substance use:

- >> All actions will be confidential to protect the identity of the student and no information will be released or discussed outside the office of the President, parents and student.

- >> A parent and student conference with the school administration to discuss the findings. Parents can request a retest at their own expense if they feel it is necessary. The President must approve any retesting.

>> A professional substance use assessment is recommended in certain cases to discern a course of action to deal with these issues.

>> Parent and student will sign a substance use letter acknowledging receipt of information.

>> After 100 days, the student will be retested at the parent's expense. This will establish that the student is substance free. If after the initial 100 days the student again tests positive for illegal substances at any time during his/her enrollment at NDHS, he/she will be dismissed from school.

>> If a student who has tested positive for illegal substances fails a future test, he/she will be dismissed from school.

**Note:** Any student who refuses to be tested will be in violation of the requirements agreed to in their contract. Parents will be notified of the insubordination/refusal to comply with the testing requirements. The student will have 24 hours to comply or be dismissed from school.

### **SUBSTANCE USE INTERVENTION PROGRAMS: For Violation of Diocesan Policy #3090 on School Grounds or School Events:**

In 1998, NDHS adopted an intervention and prevention program to address violations of Diocesan Policy #3090 for the use and possession of illegal substances on school grounds or at school functions. This substance abuse intervention and prevention program is as follows:

- **Possession of illegal substances for resale:** Any student who is determined to be in possession of a substance for resale may be reported to the Chattanooga Police Department and will be immediately dismissed from school.
- **Students under the influence:** Students who are found to be under the influence of alcohol or other substances may be turned over to the Chattanooga Police for processing. Disciplinary consequences will follow.
- **Early intervention and prevention programs:** It is the goal of Notre Dame High School's Early Intervention and Prevention Program to provide a safe learning environment free from chemical, tobacco and alcohol use or possession; provide proactive educational opportunities regarding such use or dependency; and to

impose disciplinary action and consequences that are fair and fitting the gospel mission of our school for any student who chooses to engage in chemical, tobacco or alcohol use at any level. Based upon review by the Diocese, Notre Dame's Intervention Program is as follows:

### **ALCOHOL VIOLATION**

For any student found using, in possession of, or under the influence of alcohol products on school grounds or at school related functions:

>> The student may serve five school days in out-of-school suspension and/or five school days of in-school suspension. During the first ten-day period the student and the family may be required participate in an assessment of the student's use and dependency level. This assessment will be performed by a school-approved agency.

>> Further, the student may be required to participate in an approved counseling and intervention program. Failure to complete the program will result in additional suspension days until the program is completed. All counseling information will be certified by individuals delivering the intervention program and shared with the school.

>> After completion of the ten days out-of-school process, the student may be assigned five days of an in-school suspension. A \$30 per day fee to pay for a supervising teacher of ISS will be paid by the student/family. The student will be given an adequate amount of time to make up all missed assignments. Failure of the student to adhere to the agreed time frames for making up missed work will result in his/her receiving zeroes for work not completed.

>> In all cases of alcohol policy violation, the student will be placed on permanent probation relating to alcohol use and will be subject to a random alcohol/drug-testing program by a school-approved agency. If the student tests positive for alcohol use or has a second alcohol violation while attending Notre Dame, he/she will be asked to leave.

>> All costs for intervention programs and testing will be paid by the family.

### **DRUG USE/POSSESSION VIOLATION**

For any student found using, or in possession of, drugs or drug products on school grounds or at school related functions will be automatically expelled.

## **TOBACCO VIOLATION**

For any student found using, or in possession of, tobacco, vaping, dipping, etc., products on school grounds or at school related functions:

>> The student may serve three school days of out-of-school suspension and/or three school days of an in-school suspension. A \$30 per day fee to pay for a supervising teacher of ISS will be paid by the student/family.

>> The student may be required to participate in an approved counseling and intervention program. Failure to complete the program will result in additional suspension days until the program is completed.

>> Beginning with the first day of suspension, the student will be placed on automatic disciplinary probation at which time they will not be allowed to participate in any extra-curricular or sport activities.

>> The student will be on permanent probation relating to tobacco. If a student has a second violation at Notre Dame, they will be referred to the administrative team. The team will review the violation and make a recommendation to the President regarding possible suspension or expulsion.

>> All costs for intervention programs and testing will be paid by the family.

**Dishonor to School:** Diocesan Policy #3020 was established to ensure that students set a Christian example in deportment while in attendance at school, extracurricular, and non-school-related events or activities. The policy states “Students in Catholic schools should be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for dismissal from school.”

To this end, NDHS has established the following guidelines which will ensure that students, parents, student leaders and student athletes behave as positive role models for the school.

Students and/or their families will be in violation of Diocesan policy #3020 if they sponsor, condone or allow a party or other event in which NDHS students may consume alcohol or drugs.

Further, students who are involved in or cited for illegal activities such as drinking under age, possession of a fire arm, assault, harassment or other activities will be considered in violation of Diocesan policy #3020.

Students/families in violation of this policy will be contacted by the school's administrative committee for a meeting to discuss the activities in question. The committee will recommend to the President action to be taken which may include students/families being placed in a probationary status, required evaluation/assessment by a school approved agency or dismissal from school.

Students who hold leadership positions (house captains, prefects, honor council representatives, student ambassadors) in the school will forfeit those positions as a result of their actions. The student may continue with the organization as a member if the organization sponsor and its guidelines allow for such.

Students involved in sports activities will be placed on probation, and subject to other actions to be determined by the Head Coach as outlined in their team guidelines.

**Threats By Students:** Diocesan Policy # 3105 states any threat or misrepresentation by words or actions which may be construed as a "threat" to another (person or group of persons), or may be perceived to be cause for harm to anyone in the educational setting shall be reason for suspension from school. The President shall judge the level of severity of the threat be it expressed in words or actions.

**Hazing and Harassment:** In keeping with our policy of fostering a faith community characterized by the Gospel message of mutual respect, the following are considered to be serious violations: physical fighting, hazing and personal harassment where doubt exists as to the responsible aggressor, all of those involved will receive the same penalty. **Initiations:** Initiations are considered a form of hazing and will not be tolerated. **Sexual Harassment:** Sexual harassment is a form of discrimination that violates the mission of the school and will not be tolerated.

**Weapons:** No student shall possess, handle, or transmit any object(s) that can be considered a weapon or other dangerous object at school, on school grounds during or immediately before or after school hours, on school grounds at any other time when school is being used by a school or non-school group, off the school grounds at a school-related function, activity, or event, in vehicles when students are being transported to or from a school-related function, activity, or event. Students in violation of this policy shall be subject to suspension and/or expulsion.



**Personal Integrity Code:** The community of Notre Dame High School, in light of the teachings of Jesus Christ and in accordance with the school mission statement, expects all students to display the highest standards of personal integrity at all times. Lying, cheating or any other activity that conflicts with these standards and undermines the integrity of the community cannot be tolerated. Actions that violate the Personal Integrity Code will result in serious consequences, including possible expulsion.

Two major components of the Notre Dame Personal Integrity Code include:

**LYING** – Includes any intentional misrepresentation of facts in order to deceive or obscure the truth in any school related situation.

**CHEATING** – Includes using or taking credit for the work of another person, whether the material is used directly or superficially disguised {plagiarism}. Cheating also includes the divulgence of any information without the expressed consent of the teacher regarding the contents of an assignment, homework or test.

The intent of the Personal Integrity Code is to reinforce a sense of moral responsibility within each of our students. It is the expectation of Notre Dame High School that each member of the school community assumes responsibility for his or her own actions and continues to develop intrinsic values of personal integrity. Students who witness a violation of the code are expected to report immediately such violations to a teacher or administrator. Failure to do so can be considered a violation of the code.

### **Consequences for violations of the Personal Integrity Code**

#### **First Offense**

- >> The student receives no credit for the assignment.
- >> The teacher informs the President.
- >> The teacher informs the parents.

#### **Second Offense**

- >> The student receives no credit for the assignment.

>> The teacher informs the President where additional consequences may be applied.

>> The teacher informs the parents.

### **Third Offense**

>> A third violation of the PIC is subject to possible expulsion.

## **G. SCHOOL UNIFORM REQUIREMENTS**

The purpose of a school uniform at Notre Dame High School is to promote a positive self-image and demonstrate a concern for professionalism and respect for others. The uniform is an integral part of life at Notre Dame and must be followed at all times when school is in session. The uniform requirements may be altered for special occasions by the Dean of Students under the direction of the President.

**The Student Uniform:** Students and parents make a commitment to all regulations regarding the wearing and purpose of the uniform at the time of enrollment. All students are therefore required to wear the prescribed school uniform. Failure to do so may lead to dismissal. The purpose of the uniform is to maintain an attractive appearance by the student body, prevent style competition and limit the cost of clothing. Students are required to be in complete uniform upon arriving on campus and remain so until leaving the campus. Students who are on campus after school must remain in uniform unless required to change for a sport or other supervised activity. All changing of clothing is to be made in the school's dressing areas.

All school uniforms will be purchased and imprinted with logos through our designated uniform company, Educational Outfitters (see information below). As our authorized uniform company, they will carry all uniform items including the pants, belts, skirts, shirts, ties, shoes, jackets, sweatshirts, and sweaters and P.E. uniforms. Spirit clothing items sold at the uniform company (i.e. hooded sweatshirts) are not part of the uniform and may not be worn during the school day.

**Educational Outfitters, L.L.C.**  
2271 Gunbarrel Road  
Chattanooga, TN 37421

Phone -(423) 894-1222  
fax – (423)894-9222  
e-mail – [www.educationaloutfitters.com](http://www.educationaloutfitters.com)

Purchases may be made in-store, on-line, by phone, by fax, or by mail. For online purchases the ND school code is TN05  
Regular store hours are: Mon – Fri 10am-6pm, Sat – 10am-3pm  
August Summer Hours: Mon – Fri 10am-7pm, Sat 10am-3pm, Sun 1pm-6pm

**Pants.** The approved uniform pants with logo must be worn at the waist and may not be worn at or below the hips. All pants must be in good repair and may not be oversized resulting in a baggy appearance. The pants may not have open or ripped seams or frayed hems.

**Belts.** Plain black or brown belts with no design and of the proper length must be worn. Belt buckles must be of a generic nature, no logos, emblems, or advertisements are acceptable. A belt must be worn with the uniform pants.

**Skorts** All female students are required to wear the approved skort or the approved slacks. **Skort length is to be no more than 3 inches above the middle of the knee cap.** A Skort Checker card should be used to ensure compliance with this standard. Students who fail to comply will be required to wear the uniform pants.

**Shirts.** The approved uniform shirt with logo must be the correct size, buttoned and neatly tucked in at all times. Girls' shirts should be buttoned to the first button from the collar; boy's shirts will be buttoned at the collar. No garment that is exposed at the collar or cuffs will be worn under the uniform shirt. Short sleeve T-shirts may be worn under the uniform shirt as long as the T-shirt is white with no design and does not show at the cuffs or collar. **No long sleeve shirts may be worn under the short sleeve uniform shirt.**

**Outerwear.** Only approved outerwear may be worn during the school day. All other outerwear must be placed in lockers at the beginning of the school day and left there until the end of the school day. No outerwear may be worn around the waist. Male students must wear regular uniform shirt and tie under the approved outerwear.

**Tie:** Male students are required to wear the ties. All ties must be worn adjusted to the top button at the collar. The bottom of the tie should be worn at or within two inches of the belt buckle.

**Shoes:** Uniform shoes must be those from the approved uniform list (“dirty bucks,” penny loafers, Merrell “Jungle” mocs; Speery; Wallabees). No other style shoes are permitted. No marking on shoes is allowed and shoes must be in good repair. If a student has to be out of uniform for shoes, they must report to the Dean of Students at the start of the day. The Dean of Students will evaluate the need for the student to be out of uniform and will issue a pass as needed. The student must wear solid black or solid white tennis shoes unless otherwise prescribed by a doctor or school trainer. If a student has been evaluated by an orthopedic doctor and it is determined that they cannot wear the official school shoes, the student may wear another black or brown dress shoe that has been approved by the Dean of Students.

**Socks:** Female students must wear solid white socks (no stripes, logos, or designs) with the skirt. Socks worn with pants (male and female) must completely cover the ankle and be solid black, navy or white.

**Grooming:** All uniform clothes must be clean and in good repair. Damaged or faded uniforms are not allowed. Students who wear such are considered to be out-of-uniform and will be subject to disciplinary action.

**Hair:** All students must keep their hair clean and well groomed. Male students must wear their natural hair color and no unusual hair color will be allowed by any student. Male students' hair should be cut above the collar, eyebrows, and the bottom of the ear lobe and be neatly groomed at all times. Hair is not to be excessively thick, slicked down, or sides shaven. Male students may not wear ponytails. The face must be clean shaven. Sideburns should be trimmed to the middle of the ear. At the first violation of the hair policy the student will be assigned to after school campus clean up and the hair must be cut. For subsequent violations, the student may not attend class until the hair is within regulation.

**Hats:** Hats are not allowed indoors at any time during regular school hours on school property, unless pre-approved as part of an incentive program or student activity.

**Jewelry:** Simple jewelry is acceptable. Any excessive jewelry that distracts other students is not permitted. Male students will not wear earrings at any time in the school building or at any school function. Students may not wear facial jewelry or gages.

**Tattoos:** Student's may not have any visible tattoos while wearing their school uniform, on campus or off campus, or during any school function including athletic events, dances, service, etc.

**Friday Uniform:** Students may wear “Notre Dame” spirit wear shirts while wearing their uniform pants or skirt. Shirt design must be approved by administration. There will be occasional designated days for other types of shirts to be worn.

**Out of Uniform:** On special occasions, students will be allowed to come out of uniform. These days will be designated in advance and students must always wear clothing that is respectable and presentable. Cut off shorts, tank tops, halter tops, and any top that reveals the mid-section are never allowed. Shorts must be the appropriate length, which is no more than 3 inches from the middle of the knee. No clothing item will have writing or graphics that are inappropriate or offensive. Students who violate the out of uniform dress code will be subject to disciplinary action and loss of out of uniform privileges.

## **H. STUDENT HEALTH SERVICES**

**Health Services:** A student that becomes ill while at school should report to the front office with a pass from the teacher. Students are permitted to remain in the office or other designated area for up to 1 class period. If their condition improves, the student will be allowed to return to the classroom. If the student remains ill and unable to return to class, a parent will be notified.

**Students will not be permitted to leave the school campus at any time without the written permission of the parent or other person listed on the emergency form.** Without written permission, the student must be signed out by a parent or other person listed on the emergency form. Written permission to leave school may be sent via fax or email. If a student is injured during the day the parents will be notified. If the parents cannot be reached and the injury is serious, the student will be taken to Memorial Hospital.

**Emergency Information:** A form for medical and emergency information is provided prior to the beginning of the school year and **must be completed and returned before a schedule can be issued.** In case of illness or accident, medical information plays an important role in the care of your child. It is also important that we have alternate phone numbers for the parents, and alternate persons to communicate with in case we are unable to

contact a parent, in the event of an emergency involving your child. You should notify the office of any changes in address or phone numbers during the school year.

**Medication Policy:** Notre Dame High School (NDHS) has established the following procedures for student self-administration of medications while attending school:

1. NDHS will designate individual(s) who will monitor students' self-administration of medicine. This individual(s) will be trained annually by a contracted registered nurse. Designated personnel will be the Front Office Administrative Assistants, the President and the Dean of Students. These individuals will observe the self-administration of medicine by students.
2. No over-the-counter or prescription medication will be self-administered unless there is a signed consent form on file with the school which has been completed and signed by a parent or guardian.
3. All prescription drugs must be registered with a signed consent form which will include documentation from a "licensed prescriber on an individual basis as determined by the child's health status." Prescription medication must be brought to school in the original, pharmacy-labeled container.
  - a. The container shall display:
    - Child's name
    - Prescription number
    - Medication name and dosage
    - Administration route or other directions
    - Date
    - Licensed prescriber and name
    - Pharmacy name, address and phone number
4. All prescriptions for long-term medications should be renewed annually.
5. Parents or guardians will be contacted if any problems with administration of the medication should occur.

6. When medication is self-administered, as observed by the designed school personnel, the student will sign a log listing the medication taken, the dose and the time the medicine was taken. The student will sign the log. The log will be monitored for each school year.
7. All medication must be stored in a secure, separate, locked drawer or cabinet. Medications requiring refrigeration will be refrigerated in a secured area.
8. The parents of students who have medical conditions such as allergies, asthma, diabetes or other conditions that can be life-threatening must notify the school. These special conditions must be listed with a signature from a parent or guardian.

If the identified condition is life-threatening, emergency medication to assist in potential medical situations must be provided by the student's parents or guardians and must be accessible to the student at all times as prescribed by a licensed medical professional. The student can possess the medication. Examples of these medications include but are not limited to: asthma inhalers, epipens, glucose tablets, glucagon injections, Benadryl and others.

Teachers, staff and cafeteria personnel and others will be notified of allergies and conditions in order to assist students as needed during possible adverse reactions or medical emergencies.

9. It is the parents/guardians' responsibility to notify the school of any changes in a student's medical conditions or medications by submitting a revised consent form.

**Injury Sustained during School Activities:** All injuries sustained during school activities must be reported to student health services as soon as possible. NDHS maintains a **secondary** medical insurance policy to supplement costs incurred by students who have sustained injuries during school activities. Initial paperwork must be filed within 30 days of the

sustained injury for claims to be honored.

## I. STUDENT ACTIVITIES

**Athletic Information:** Notre Dame is a member of the Tennessee Secondary School Athletic Association (TSSAA). Eligibility in all sports is governed by the TSSAA. Students wishing to participate in any extra-curricular activity shall maintain acceptable academic standards as stipulated by TSSAA.

**Under the guidelines established by the Tennessee Secondary Athletic Association and Notre Dame High School's participation in Division 1 sports, no student who participates in a varsity sport can receive need-based tuition assistance. Under this definition varsity sports does not include swimming and cheerleading.**

**Participation:** A student becomes a member of a team if he/she practices one practice beginning with the first day of official practice. Any player who quits a team must receive a release from the coach in order to participate in any other sport. This will be in effect until the sport in which the student has quit is completed. If a player is not granted a release, he/she will be unable to participate in any other sport until the original sport is completed, including playoffs and championship games.

**Physical Examination:** Each student interested in participating in a sport must have the approved Notre Dame High School physical assessment form completed and on file in the student health office prior to any practice or participation. Only the approved form will be accepted. The form also included an emergency permission to treat; insurance information and the travel form. Forms may be obtained in the Student Health office.

**Athletic Fee:** Each student athlete will pay a \$200 athletic fee. The fee is an annual payment regardless of the number of sports in which the athlete participates. The fee will be collected by the coach of the sport and under the supervision of the Athletic Director. As the fees are collected, they will be placed in a Designated Athletic Fee Fund and will only be used for the needs of the athletic department.



**Conduct:** In accordance with TSSAA sportsmanship initiatives, we require and expect all of our players, coaches, parents and spectators to exhibit good sportsmanship at all athletic events. Anyone cited for behaving in a profane, abusive or disrespectful manner towards officials, coaches, players or other spectators, can be suspended from attending Notre Dame athletic events. The length of any such suspension would be at the discretion of the President.

**Personal Appearance:** Notre Dame athletes are required and expected to have an appropriate and professional personal appearance when representing Notre Dame High School. This includes before, during and after games. Notre Dame Athletes are also required to have no visible tattoos or body piercings.

**Awards:** Both Senior and Underclass “Awards Nights” are held annually to announce scholastic as well as outside special award winners.

Underclass Awards have included:

**Girls' and Boys' State** representatives; **American Citizenship Awards;** Awards from the following colleges and universities: **St. Michael’s College; Wofford College; University of Rochester; Furman University; High Point University; Converse College; Centre Fellows Program; the Rensselaer Medal;** the **Bill Chepul Memorial Scholarship; Departmental Awards;** and the **Top 5 Student Service Awards.**

Among those Senior awards have been the following:

**Cassidy Moore-Green and Gold Ambassador Memorial Scholarship; Mary Kate McGuire Memorial Scholarship; David Harr Memorial Scholarship; Tina Harr Memorial Scholarship; Serra Club of Chattanooga Scholarship; D.A.R. Good Citizen Scholarship;** as well as **Individual Class Awards;** and **Top 5 Student Service Awards.**

In addition, special senior awards are announced at graduation. These awards are made with the approval of the President. The following have been presented at Commencement:

**The Scholar Athlete Award** is awarded at graduation to a senior student who demonstrates high academic accomplishment and a diversified interscholastic athletic achievement. The senior is selected by the faculty

from a slate of nominees presented by the Athletic Department.

**Bishop Niedergeses Award** is awarded at graduation to senior students who are Catholic and outstanding in generosity and service in the community. Award winners are chosen by the Religion Department.

**Bubber Byrne Award** is awarded at graduation to a senior who demonstrates proficiency in sportsmanship, accomplishment, leadership and inter-scholastic athletics. The recipient is chosen by the Athletic Department.

**Christian Living Award** is awarded at graduation to two Christian students who have applied religious principles and ideals in daily life. The recipients are chosen by the faculty.

**James D. Phifer Award** is given each year at graduation to a female and a male senior who represent the "Spirit of Notre Dame" as it relates to the school, the community, and the church. The Home and School Association sponsors the award.

**Perry Storey Legacy Leadership Award** is given each year to a student in high academic standing who demonstrates visionary leadership, upholds our Catholic identity, exhibits genuine school pride and displays a passion to serve.

**General Excellence Award** is considered NDHS's highest award and is given to a student chosen from among those with a cumulative 3.80 GPA, who represents the ideals and mission of our school, exemplifies proficiency in classwork, participates in extra-curricular activities and models exemplary conduct and character.

**Band: Notre Dame Band and Percussion Ensemble:** The Notre Dame Band is one of the premiere performing groups on campus. Band members that play brass or woodwinds take band class. Percussionists take percussion class. Both groups are combined for Notre Dame Band performances. During football season emphasis is placed on pep band. Pep band is not a marching band and requires no after school rehearsals. The band performs at all football games. Concert literature will be performed throughout the year and become more of a focus after football season. The performances include but are not limited to football games, semester concerts, and pep rallies. Attendance at these events outside of class is required. Students are required to attend summer band camp which is the last Monday thru Thursday in July. Formal instrumental music training, previous band experience or director's approval is required

**Notre Dame Jazz Band** is a class as well as an extra-curricular ensemble which meets during club period. It is a traditional big band that includes performances of classic swing as well as modern idioms. The jazz band performs at semester concerts in addition to off campus performances. Band director's approval is required.

**Cheerleading** is an extracurricular after school activity. There are multiple squads. The number of cheerleaders on each squad is determined by the cheerleading coach and the number of participants in the tryout clinic. In early spring tryouts for varsity squads are held. Students must have teacher approval to participate in the tryout clinic. Students are judged on skill, enthusiasm, and attitude. Cheerleaders must follow the cheerleader guidelines in order to remain on the squad.

**Clubs:** It is part of the Notre Dame philosophy that we must learn to give back to the community in which we live; therefore, each student is encouraged to belong to one or more clubs or organizations. Clubs meet weekly on a rotating basis during E Block. There are a number of clubs and organizations available including two academic competition teams and three honor societies. Students interested in forming any other clubs are encouraged to present a proposal to the Club Coordinators.

**Dance Team** is an extracurricular after school activity. Traditionally, there have been multiple squads. The number of dancers on each squad is determined by the coach and the number of participants in the tryout clinic. In early spring tryouts for varsity squads are held. Students must have teacher approval to participate in the tryout clinic. Students are judged on skill, enthusiasm, and attitude. Dancers must follow the team guidelines in order to remain on the squad.

**Dances:** On special occasions Notre Dame Clubs, organizations or Houses may sponsor a dance. All dances must be approved through the "Activity Form" procedure and placed on the school calendar. Students may not leave the designated dance area and then return to the dance. Admission of all persons who are not Notre Dame students will be governed by the Outside Date Policy. Parents are responsible for their students before and after the dance. School dances are chaperoned, held on campus, and end by midnight.

Junior Senior Prom is held each Spring under the leadership of the Director of Student Activities. Freshmen may not attend Prom. All school rules and regulations apply to any activity whether on or off campus.

**Outside Date Policy:** For school-sponsored activities, a student is allowed to bring a guest who is not a student at Notre Dame on completion of an "Outside Date" form. All outside dates must be approved by the administration. An approved list is to be posted before the activity.

**Drama:** A theatrical organization of students through the drama classes as well as any other interested students to produce plays, skits, musicals, and other theatrical endeavors. Auditions are held periodically throughout the school year for all major productions.

**Green & Gold Ambassadors** are a select group of students who assist the Admissions Office with events for prospective students and families. Student Ambassadors represent the school in instances where role models of a Notre Dame High School student are needed. Students apply for Green & Gold membership annually. Members from previous years must reapply each year in order to remain active in the program. Positive academic and discipline records, as well as teacher recommendations, are required of applicants.

**Homecoming King and Queen Court:** Senior girls and boys who are in good academic standing, have no honor violations, and whose discipline record has been reviewed by the Dean of Students are eligible to be on the court. The senior class selects 5 senior girls and 5 boys as candidates (a tie in the voting may increase this number) and the Student Body elects the King and Queen from the court. The Court is presented and the King and Queen are crowned during the half-time activities of the Homecoming football game in the fall.

**Honor Council:** Under revision.

**Mr. and Miss Notre Dame:** Candidates are elected by the seniors in the spring. To be eligible, a senior must be in the top two quartiles, have been a student at Notre Dame for two years and be active in school service. The senior class will nominate five boys and five girls. Those with the most votes are selected as the court. Previous winners of the Homecoming Queen

and Coming Home King election are ineligible for the court. From the list of nominees on the court, the Student Body elects one female and one male to be Mr. and Miss Notre Dame. The boy and girl receiving the most votes wins. All ten candidates are presented at the Junior-Senior Prom where the identity of Mr. and Miss Notre Dame is revealed.

**Mu Alpha Theta Math Honor Society** is an honor society for students who have excelled in their math courses. Students are first selected during the second semester of their junior year and must have a 90 average (without rounding) in five semesters of math including Algebra 1, Geometry, and the first semester of Algebra 2. Other opportunities for membership may follow in subsequent semesters.

**National Spanish Honor Society** – Being formed this year.

**National French Honor Society** – Being formed this year.

**National Honor Society** is a national honor society of junior and senior students who have demonstrated outstanding qualities of scholarship, character, leadership, and service. All four qualities are weighted equally in determining membership by a faculty committee. Students must have at least a 3.5 weighted grade point average to qualify for membership.

**House Leadership Council** - The House Leadership Council (HLC) of Notre Dame High School serves as a representative body for the students of NDHS and acts as a communication liaison between students and the faculty and administration of the school.

## **J. GRADUATION**

In order to graduate from Notre Dame High School, a student must have completed the required number of credits. Any senior student lacking two or fewer credits towards graduation will be allowed to participate in graduation ceremonies but will not receive a diploma until the requirements are completed. Any student lacking more than two credits will not be allowed to participate in the graduation ceremonies.

Students will not be allowed to graduate prior to the end of the academic school year. In order to be recognized as Valedictorian or Salutatorian

(students ranking number one and number two, respectively) of the graduating class, a student must have completed the entire junior and senior years at Notre Dame High School.

**Note:** All information concerning graduation will be distributed to seniors and emailed to parents as graduation nears.

**Graduation Day:** Graduation is traditionally held on the third Sunday in May at 2:00 pm at Memorial Auditorium. Seniors wear caps and gowns, girls in white and boys in green.

After the graduation ceremony, a reception is held at the school for the graduates, their family and friends. The students will receive their actual diplomas at this time if all financial obligations concerning books, tuition, athletic fees and uniforms have been met. Final transcripts will not be released until all financial obligations have been met.

**Baccalaureate:** The Senior Baccalaureate Mass is traditionally held at Sts. Peter and Paul Catholic Church on 8th Street on the Saturday evening prior to Graduation at 7:30pm. The Baccalaureate Mass is mandatory for all seniors. Parents and friends are cordially invited to attend. Seniors march in the same order as graduation and wear their caps and gowns. This is a formal Mass led by the seniors.

**Graduation related Information:**

Each fall, the Balfour Company will present information concerning graduation announcements and caps & gowns. Orders will be taken a week later and full payment must accompany the order. The students will be measured for their cap and gown during this time. The graduation fee paid at the beginning of the year includes the fee for the cap and gown. Each student will be asked to complete a diploma form showing their full legal name which will be printed on the diploma. This list will be posted on the website for the parents to confirm the correct spelling.

Announcements and other graduation items will be distributed upon arrival.

Traditionally, graduation announcements should be mailed three to four weeks prior to graduation.

All financial obligations must be met before the student will receive his/her cap and gown. The college that the student will be attending and

information for scholarships that the student is accepting must be turned in by May 1<sup>st</sup> in order for the information to appear in the graduation program. Final transcript requests must be turned in to the office of the Registrar by the same date for them to be mailed out as soon as final grades are recorded. All scholarship awards need to be given to the Registrar regardless of whether they are being accepted.

**Senior exams** are held (for those students who are not exempt) the week before graduation. Seniors who have a 90 or better second semester average in a class, three or fewer absences in that class, *and* have no major discipline infractions are exempt from the second semester exam in that class. All absences count except school related field trips, college visits or an out of town funeral for someone in the immediate family.

## **K. MISCELLANEOUS INFORMATION**

**After School Supervision:** Parents should see that their children are picked up immediately after school. Twenty minutes after the scheduled dismissal time students who remain at school and are not under adult supervision are to report to the designated study area. Parents should see that their children who are participating in after-school activities or meetings are taken home immediately after the activity.

**Before School Supervision:** All students that arrive before 7:50 a.m. must report to the cafeteria. The cafeteria will be open each morning at 7:00 a.m. for early arrival. **Students should not arrive to school prior to 7:00 a.m.**

**AHERA:** On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA), which required the Environmental Protection Agency (EPA) to promulgate the final rules for asbestos management by October 17, 1987. The final rules required that all public and private schools develop a new asbestos management plan and submit it to the State Governor, or his designee, by May 9, 1989.

Notre Dame High School has complied with all aspects of this regulation. The management plan, which includes previous asbestos abatement projects, six months surveillance reports, the location and condition of the remaining

asbestos containing materials in our buildings, as well as the response action chosen for each, is available for your review at the following location:

Notre Dame High School  
2701 Vermont Avenue  
Chattanooga, TN 37404

This written annual notification is required by the new AHERA regulation. If you have any questions, don't hesitate to call the President.

**Bell Schedule:** Notre Dame has a seven hour day starting at 8:10 a.m. with a 3:10 p.m. dismissal each day except for Wednesdays when we dismiss at 2:20 p.m. A complete bell and meeting schedule will be distributed at the beginning of the school year.

**Change of Address and/or Telephone Number:** Address and telephone number changes should be made as soon as they are known. Contact the business office to make changes.

**Fire Drills:** Fire drills are held in accordance with the regulations of the local Fire Department and in cooperation with the state organization for fire prevention. The drills are precautionary measures for the safety of the students. At the signal, pupils will rise and pass in a rapid and orderly manner out of the room, without instructions from anyone, leaving all books, hats, or jackets. They should refrain from talking or pushing. Teachers and students must remember to close all doors before leaving the building.

**School Safety Drills:** Notre Dame High School has crisis management plans in place that ensure the safety of students. School safety drills will include drills for intruders, severe weather and other events that threaten student's safety.

**Library:** The school library is open each school day from 7:30am until 3:30pm with after care from 3:30 – 5:00pm. The library operates on a flexible schedule with teachers scheduling classes as needed in addition to being open for students to drop-in. The library houses a computer lab for supervised student use.



**Lockers:** At the beginning of school each student will be issued a locker with a combination lock. Students are responsible for the condition of their lockers. Tampering with lockers is a major discipline infraction. Students are responsible for paying for damage to lockers. Since lockers are the property of Notre Dame, the Administration reserves the right to inspect lockers. At the end of each semester, a locker clean out is recommended and inspection check may be held.

**Food Service:** The school cafeteria is operated by Sodexo, a food service company. An a la carte lunch will be offered with multiple selections daily. No charges are allowed. Students may enroll in our new food service program called **IRISH BUCKS** by depositing money with the Cafeteria Manager into their student account. The ID card is then used as a debit card.

**Placing Outside Lunch Orders:** Students **may not** have food delivered to school from any off campus business. Food or drinks may not be taken out of the cafeteria.

**Messages for Students:** Students who receive messages from a parent/guardian or teacher/coach will have their names put on the printed lunch announcements so they can come to the front office to pick up the message. Only in extreme cases and emergencies will messages be delivered during the class period. Any such emergency message delivered during an academic class will be given to the teacher to give to the student. Students may not leave messages for other students.

**Parking Privileges:** Approximately 300 parking spaces will be reserved for students. Notre Dame will also provide security for cars parked in the reserved parking areas. To ensure a secure, safe and orderly parking environment the following rules and regulations will be followed by all students.

- Reserved parking is \$35.00 for the school year. Parking spots purchased during the second semester are \$25.00.
- Only students who receive a reserved parking spot will be allowed to drive a car to campus.
- Only one (1) reserved parking spot will be allocated per family. Special circumstances will be addressed as needed.
- No student will be allowed to transfer or sell their reserved parking spot.

- A reserved parking spot not used for a 30 day period will be deemed not in use and will be reallocated to a student on the parking waiting list.
- There will be no overflow parking allowed on city streets, driveways, sidewalks or intersections. Cars parked in restricted areas will be towed at the owner's expense.
- Security is provided only on the school campus in reserved parking areas.
- A student may have his/her driving privilege revoked at any time by the administration if it is felt that he/she has driven in an unsafe manner.
- Reserved parking spots will be allocated in the following manner: All spots will be allocated prior to the beginning of the year as part of orientation. Once all spots are allocated, no additional cars will be allowed in the campus area.

Order of assignment:

1. Parking application forms are mailed with schedules and other information pertinent to the opening of the school year.
  2. A due date is noted within the form and accompanying letter.
  3. Following that date, parking places are assigned to Seniors then Juniors that have returned their forms.
  4. All other requests received after the due date will be assigned as they are received with no priority given for the grade of the student.
  5. Applications will be accepted during orientation but will not be processed that day and will be available for distribution on the first day of school. Sophomores may apply during orientation.
- When a student is registered in a reserved parking spot they will be issued a reserved parking decal to be placed on the right rear bumper or the right rear window of their car. If a student has more than the one car which might be driven on campus an additional decal must be purchased for \$5.00. **All cars parked on campus must display a parking decal.**
  - **NDHS reserves the right to have parents verify that their child has completed a driver safety program prior to receiving a parking permit.**

**Pregnancy:** The administration, faculty, and staff of Notre Dame High School strive to work with parents to foster the development of virtue in the lives of students. Chastity and commitment to the sanctity of life are positively promoted. If a female student is pregnant or a male student

fathers a child, the parents/guardians or the involved student(s) must contact the administration to inform the school of the situation. As circumstances widely differ, the administration, parents and student(s) will meet to determine what course of action will best respect the life of the unborn child, the good of the mother and father, and the mission of the school.

**Parties at School:** Student parties are prohibited during the time that school is in session. Students or classes who wish to honor such occasions as birthdays of students or teachers, or any other occasion, may use the facilities in the cafeteria during lunch or after school. No class time shall at any time be used for parties. Students may not take food or drinks out of the cafeteria.

**Telephones:** Students may use the school phones only in emergencies and with permission before and after school or during lunch. Phones may not be used by students during class periods. Cell phones may be used prior to 8:10 a.m. and after the final bell of the afternoon and at Break or Lunch. At all other times, cell phones should be muted or turned off and placed out of sight. Infraction of cell phone use may result in forfeiture of phone.

**Visitors:** All visitors must report to the front office and wear an official "VISITOR" name tag. Students are not allowed to host unauthorized guests on campus at any time. If a student wishes to bring other students to school for a visit, arrangements must be cleared in advance by the Director of Admissions.

#### **IV. DIOCESAN SCHOOL POLICIES (subject to Diocesan revision)**

#1050 School attendance is required by state law; therefore, schools must keep accurate and complete attendance records on each student. In the event a student has been absent more than one-third (1/3) of a grading period, the President in consultation with the teacher may determine whether or not a grade is assigned for that grading period.

#1090 "No school official shall permit a change in the physical custody of a child at such official's school or day care center unless:1) the Person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court placing custody of such child

- in such person; and 2)The Person seeking custody gives the school official reasonable advance notice of such person's intent to take custody of such child at such official's school or day care center." (T.C.A. 36-6-105)
- #1130 Records may not be opened to persons for educational research.
- #1190 An assessment shall be paid by each parish with students enrolled in a diocesan high school.
- #1210 All parents have access to the Diocesan Policy Manual. (Tennessee Law, Canon Law, and Diocesan Policies are on file in the President's office.)
- #1270 All schools shall develop an Admission Policy which shall be on file in the Diocesan Schools Office.
- #1300 Each school shall have a Family Life Education curriculum. The curriculum shall be in keeping with church teaching and approved by the Superintendent. The National Catholic Education Association (NCEA) HIV/AIDS program shall be a part of the Family Life Education Curriculum.
- #1310 All school organizations desiring to engage in fund-raising must receive the permission of the Pastor and President in accordance with local Parish Council and School Board policy.
- #1320 All schools are required to use the guidelines for system wide reporting of grades in the Diocese of Knoxville.
- #1350 Presidents shall keep on file a copy of the local county health department regulations concerning students and employees.
- #1370 Each school shall have on file a procedure for the efficient communication of its emergency school closings to teachers, parents and news media.
- #1380 All religious instruction in Catholic Schools shall be consistent with the teachings of the Church.
- #1390 School personnel shall not administer medication to students except when prescribed by a doctor and provided by the parent.
- #1400 Catholic Schools in the Diocese of Knoxville exist primarily for Catholic students. Students of any race, sex, creed, color, religion or national origin may apply for admission.
- #1440 Information contained in the school records gathered by the school and/or a non-school agency, e.g., report card, cumulative record, social worker's report, psychological report, and/or other records of a sensitive nature shall be released in accordance with diocesan procedure.
- #1460 No records shall be released from school without written permission.

- #1470 No child may be released from school without written permission.
- #1480 All students shall participate in the regular religion curriculum established in the school and refrain from spoken or written word that is critical of the official teachings of the Catholic Church.
- #1490 The determination of a student's retention is made by the President.
- #1500 No school or school-sponsored organization shall sponsor door-to-door solicitation for goods and/or services.
- #1510 No faculty or staff member shall use his or her position to influence parents, students or other school personnel to purchase goods or services.
- #1540 All schools shall provide to parents a handbook containing school policies, rules and procedures.
- #1560 Students must be supervised while at school and/or school-sponsored activities.
- #1620 Tuition is an important source of revenue for maintaining and supporting Catholic schools.
- #1630 All schools shall enter into a contractual agreement with parents/guardians for educational services.
- #1650 All visitors shall report to the school office upon arrival at the school. This procedure shall be clearly communicated and prominently posted. "Visitors": Defined as anyone not employed or enrolled by the school.
- #2150 Each school shall develop its own Observation/Evaluation Procedure.
- #2260 Qualified Catholics shall be actively recruited for administrative and teaching positions.
- #3000 All student athletes must have insurance coverage in order to be eligible to participate in sports/extracurricular activities.
- #3020 Students in Catholic Schools should be models of mature, responsible, Christian behavior. Conduct unbecoming a Christian student, whether inside or outside of school, may be reason for dismissal from school.
- #3030 Each school within the Diocese will develop its own Dress Code. Students must follow the dress code and grooming guidelines for the school.
- #3040 The President shall determine whether a student will be expelled. The President shall consult with the Superintendent prior to the expulsion.
- #3050 Presidents shall keep on file a copy of the local county health department regulations concerning students.
- #3060 The President in consultation with the Pastor and Superintendent

shall make the final judgment as to whether or not a married student should be enrolled or retained.

#3080 A student-mother and/or student-father shall not be arbitrarily excluded from the educational process.

#3090 A student shall not possess and shall not receive, buy, transmit, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, crack, alcoholic beverage, controlled or counterfeit, controlled substance, any illegal substance, mind-altering substance, inhalant or intoxicant of any kind on school grounds before, during and/or after school hours and/or off school grounds at a school related activity, function, or event.

#3105 Any threat or misrepresentation by words or actions which may be construed as a threat to another (person or group of persons), or may be perceived to be cause for harm to anyone in the educational setting shall be reason for suspension from school. The President shall judge the level of severity of the threat be it expressed in words or actions.

#3100 In secondary schools the President shall determine whether a student will be suspended. The President shall consult with the Superintendent prior to the expulsion.

#3110 No student shall possess, handle, or transmit any object(s) that can be considered a weapon or other dangerous object of no reasonable use to the student at school, on school grounds before, during and/or after school hours and/or off school grounds at a school-related activity, function, or event.