



# **STUDENT AND PARENT HANDBOOK**

## **2025 - 2026**

*Educating students in mind, body and soul with the love of Jesus, the discipline of Joseph, and the faith of Mary since 1967*

Approved by  
Louisiana State Board of Education  
Diocese of Lafayette

Accredited by  
Southern Association of Colleges and Schools

910 North Eastern Avenue  
Crowley, Louisiana 70526 |  
337-783-3519  
[ndpios.com](http://ndpios.com)

Member of  
National Catholic Educational Association  
Louisiana High School Athletic Association

Notre Dame High School of Acadia Parish admits male and female students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national or ethnic basis in administration of the school's educational policies, scholarship and financial aid programs, athletics, or any other school-administered program.

The Notre Dame High School administration, with the approval of the chancellor and the advisory council, reserves the right to amend this handbook for a cause that, in good judgment, is just. The most current version of the handbook is available on our website

*Notre Dame High School of Acadia Parish is an Equal-Opportunity Employer*

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## HISTORY of NOTRE DAME HIGH SCHOOL

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Notre Dame High School of Acadia Parish began its operation as a Catholic, co-educational school for students in grades 9 through 12 in September of 1967. It was formed by consolidating the three Catholic high schools in Acadia Parish: St. Michael of Crowley, St. Joseph of Rayne, and St. Francis of Iota. At the time of consolidation it was decided that the facilities of St. Michael be used until Notre Dame could build its own facility or make some other arrangements. On January 31, 1977, the Notre Dame Advisory Council of Directors and eight church parishes purchased proportionate shares of Notre Dame from St. Michael Parish thus giving Notre Dame a permanent home in its present location.

During the spring preceding the consolidation, committees composed of faculty members and students from all three schools met and selected uniforms, school colors, mascots and emblems. A school philosophy was written to guide the new school. Curriculum and faculty began to take shape.

## CREST

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Notre Dame's shield symbolizes the three principal Catholic ethnic groups which originally settled the area of Acadia. The German people are symbolized by the HERALDIC EAGLE, displayed with wings and outstretched legs. The CEDAR TREE of Lebanon is the chosen symbol of the Syrian nations. And the FLEUR DE LIS (or white lily), a religious symbol, is the national symbol of France. On the base of the school shield is the Christian Cross, surmounting the Greek letter CHI, which is the first letter of the word XPITOS, meaning Christ. The crest of the shield bears the torch of education denoting the high educational goals of Notre Dame.

## PATRON

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The words NOTRE DAME mean OUR LADY. Our Lady is perhaps the most extraordinary and prominent title given to the Mother of Jesus Christ. She is the Patroness of our school and her statue in the center of our campus is a constant reminder of our reason for existing.

## ALMA MATER

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High on a hill, where all dreams grow,  
We found a place to blend the old.  
The things we love and cherish dear  
Remind us of this place so near.

When we've gone away, our hearts will stay,  
For your fond memories have shown the way!  
But we'll miss you most of all, Notre Dame,  
When years have come and gone.

The school we love is Notre Dame,  
Her banners high echo her fame.  
Our spirits bold have cheered her on,  
Scarlet and navy to her belong.

## MASCOT

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Notre Dame's mascot is the pioneer. The old frontier pioneer with his coonskin cap represents those men who pushed back the frontiers of this country. A pioneer further symbolizes leadership, a trait which Notre Dame attempts to foster in its students as future Christian leaders. The school colors of navy blue and scarlet red depict the colors of our country and its rich heritage of liberty and justice.

## OWNER PARISHES

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The Catholic church parishes actively participating in the governance of the school are:

*Immaculate Conception, Morse*

*St. Joseph's Catholic Church, Iota*

*Immaculate Heart of Mary, Crowley*

*St. Lawrence Catholic Church, Mowata*

*Our Lady of the Sacred Heart, Church Point*

*St. Leo IV Catholic Church, Roberts Cove*

*St. John the Evangelist, Mermentau*

*St. Michael's Catholic Church, Crowley*

*St. Joseph's Catholic Church, Rayne*

Each church parish provides leadership in the government of the school and each financially subsidizes the school based on the number of students who attend the school from the parish. Advisory Council members are appointed in accordance with the council's bylaws and consist of representatives from each parish. The council resides under the leadership of a Chancellor, appointed by the Bishop to represent the pastors of each church parish.

## STATEMENT OF PHILOSOPHY

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The philosophy of Notre Dame High School is stated in terms of Vatican II's decree on education:

*"A true education aims at the formation of the person in the pursuit of his ultimate end and of the good of society of which he is a member and in whose obligations, as an adult, he will share."*

Keeping in mind that every Christian has been entrusted with Jesus' mission of spreading the Good News of the gospel, and that each person spreads the gospel as much by his actions as with his words, we believe that as a Catholic high school, our formation of the total person must encompass not only a fostering of intellectual development, but also a sincere appreciation for the innate goodness of and respect for all persons and all creation, a sense of responsible stewardship for our community and our world, and strong moral values by which to make the choices that determine one's overall way of life.

## MISSION

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The MISSION of Notre Dame High School is to educate its students in mind, body and soul with the *love* of **Jesus**, the *discipline* of **Joseph**, and the *faith* of **Mary**.

## BELIEFS

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*We believe. . .*

- Notre Dame High School, in order to promote student learning and religious formation (which are our chief priorities), will provide experiences which lead all students to a relationship with Christ manifesting itself in justice, mercy, and peace.
- Notre Dame High School exists to provide a quality Catholic education in a well-rounded program of challenging academics and extracurricular activities that promote the development of students who emulate the characteristics of the Holy Family.
- Notre Dame High School will provide a safe and comfortable learning environment and an atmosphere of mutual respect among teachers, students, and staff to foster a positive relationship and self-esteem.
- Notre Dame High School will maintain a challenging curriculum which recognizes each student as a valued individual with unique physical, emotional, social, spiritual, and intellectual needs.
- Notre Dame High School will provide a variety of instructional approaches to accommodate the students' various learning styles as well as multiple assessment opportunities in which to demonstrate their mastery of skills and information.
- Notre Dame High School will actively involve students in the learning process and constantly improve in all areas in order to promote confident, self-directed learning.
- Notre Dame High School will promote cooperation among students, faculty, parents, and the community at large to develop a sense of family and ownership in the school so that everyone shares the responsibility of advancing the school's mission.

## RELIGIOUS FORMATION

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The Religious Formation Program of Notre Dame is twofold in nature:

- to pass on the public revelation of God, found in Scripture, Tradition, and fully in the Person of Jesus Christ, as it has been entrusted to the One, Holy, Catholic, and Apostolic Church.
- to form missionary disciples that are prepared to go out into the world to live the Great Commission of Jesus Christ to make disciples of all nations.

It is with this twofold mission in mind that Notre Dame approaches the Religious Formation of its students and faculty. Romans 10:14-15 says:

*But how are men to call upon him in whom they have not believed? And how are they to believe in him of whom they have never heard? And how are they to hear without a preacher? And how can men preach unless they are sent?*

Understanding that personal salvation comes from knowing and believing in Jesus Christ and that the salvation of others can depend upon the sharing of the Gospel message with them, the religious formation of Notre Dame is aimed at proclaiming the saving message of Jesus Christ to bring about conversion and to form intentional disciples who will, in turn, go out and share the Gospel message with others.

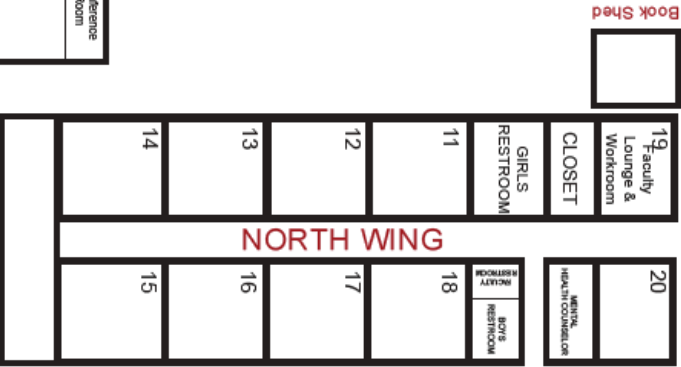
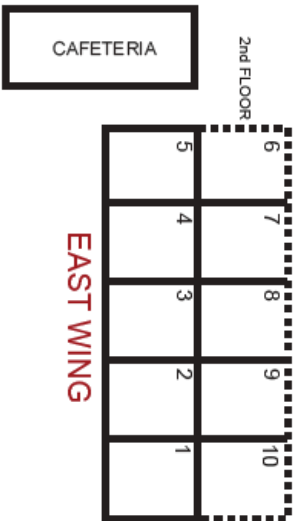
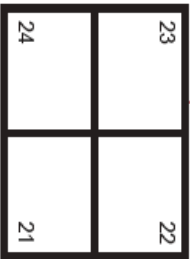
The integration of faith and beliefs into one's daily life, becoming an authentic disciple and follower of Jesus Christ, is what guides Notre Dame's curriculum and lesson plans. This religious formation will be both spiritually and academically rigorous, including lectures, class discussions, film projects, prayer services, guest speakers, retreats, liturgies, and more.

# NOTRE DAME HIGH SCHOOL CAMPUS MAP



Recycling  
Shed

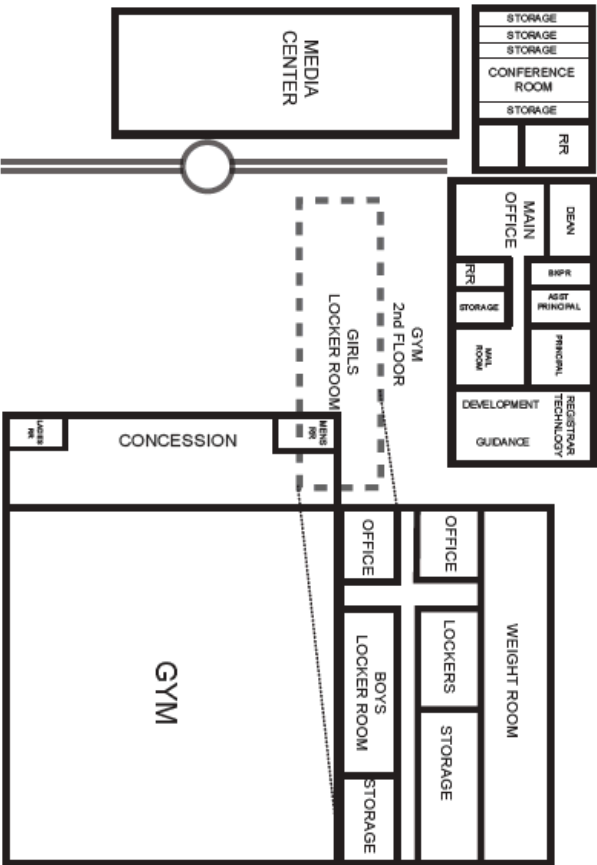
## ENGLISH QUAD



TO CHAPEL

VISITOR PARKING

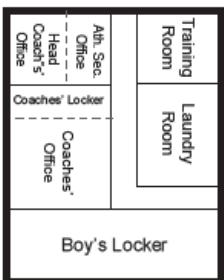
910 N. EASTERN AVENUE



VISITOR PARKING



FIELD  
HOUSE  
PARKING





## ***SCHOOL CONTACTS***

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| <b>Name</b>                  | <b>Title/Department</b>                       | <b>Email</b>                                                       | <b>Phone</b>   |
|------------------------------|-----------------------------------------------|--------------------------------------------------------------------|----------------|
| Very Rev. Brent L. Smith, VF | Chancellor                                    | <a href="mailto:BSmith@diolaf.org">BSmith@diolaf.org</a>           | (337) 334-2193 |
| Mr. Wendell Prudhomme        | Principal                                     | <a href="mailto:principal@ndpios.com">principal@ndpios.com</a>     | (337) 783-3519 |
| Mrs. Kristina Lavergne ('97) | Assistant Principal,<br>Curriculum & Religion | <a href="mailto:klavergne@ndpios.com">klavergne@ndpios.com</a>     | (337) 783-3519 |
| Mrs. Kelly Thompson ('04)    | Dean of Students                              | <a href="mailto:dos@ndpios.com">dos@ndpios.com</a>                 | (337) 783-3519 |
| Mrs. Kayla Link ('93)        | Director of Advancement                       | <a href="mailto:klink@ndpios.com">klink@ndpios.com</a>             | (337) 783-3519 |
| Coach Lewis Cook, Jr.        | Athletic Director                             | <a href="mailto:lcook@ndpios.com">lcook@ndpios.com</a>             | (337) 783-8776 |
| Coach Chris Stevens          | Assistant Athletic Director                   | <a href="mailto:cstevens@ndpios.com">cstevens@ndpios.com</a>       | (337) 783-8776 |
| Coach Lew Cook, III ('00)    | Assistant Athletic Director                   | <a href="mailto:lcook3@ndpios.com">lcook3@ndpios.com</a>           | (337) 783-8776 |
| Mrs. Mary Baronet            | Athletic Secretary                            | <a href="mailto:athletics@ndpios.com">athletics@ndpios.com</a>     | (337) 783-8776 |
| Mrs. Karen Schexneider       | Cafeteria Manager                             | <a href="mailto:notredame@fns-dol.org">notredame@fns-dol.org</a>   | (337) 783-3719 |
| Mrs. Emily Hensgens ('99)    | Front Office Coordinator                      | <a href="mailto:ehensgens@ndpios.com">ehensgens@ndpios.com</a>     | (337) 783-3519 |
| Mrs. Juli Elfert             | Fiscal Officer                                | <a href="mailto:bookkeeper@ndpios.com">bookkeeper@ndpios.com</a>   | (337) 783-3519 |
| Mrs. Courtney Richard        | Career & Testing Counselor                    | <a href="mailto:counselor@ndpios.com">counselor@ndpios.com</a>     | (337) 783-7143 |
| Mrs. Jami Prevost ('05)      | Mental Health Counselor                       | <a href="mailto:mhcounselor@ndpios.com">mhcounselor@ndpios.com</a> | (337) 783-3519 |
| Mrs. Joan Mouton ('79)       | Registrar                                     | <a href="mailto:jmouton@ndpios.com">jmouton@ndpios.com</a>         | (337) 783-7143 |
| Mr. John Braham              | Campus Minister                               | <a href="mailto:jbraham@ndpios.com">jbraham@ndpios.com</a>         | (337) 783-3849 |
| Mrs. Sheila Rothermel        | Technology Coordinator                        | <a href="mailto:sdrothermel@ndpios.com">sdrothermel@ndpios.com</a> | (337) 783-7143 |
| Fr. Michael Vidrine          | Chaplain                                      | <a href="mailto:MCVidrine@diolaf.org">MCVidrine@diolaf.org</a>     | (337) 684-5494 |

## ADVISORY COUNCIL

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The Advisory Council is to provide expertise and advice to the chancellor in accordance with the Canon Law of the Roman Catholic Church, the Synodal Law of the Diocese of Lafayette and the Regulations and Policies for Catholic Schools of the Diocese of Lafayette.

The primary functions of the Advisory Council are to develop a budget to provide for the school's financial and physical well-being and growth; to implement a development program incorporating a long-range plan and including active, positive public relations and marketing of the school; and to formulate broad policies for the school.

### Board of Pastors

*Chancellor* : Very Reverend Brent L. Smith, VF – St. Joseph, Rayne

Reverend Andrew Killeen -- *St. Joseph, Iota*

Reverend Brian Harrington – *Our Lady of Sacred Heart, Church Point*

Reverend – St. John the Evangelist, *Mermentau*

Reverend Arockia Doss Palthasar, HGN -- *Immaculate Conception, Morse St. John the Baptist, Lyons Point*

Reverend Jonathan Janise -- *Immaculate Heart of Mary, Crowley*

Reverend Singarayar Arockiam -- *St. Leo IV, Roberts Cove*

Reverend Mark Miley -- *St. Michael, Crowley*

Reverend -- *St. Lawrence, Mowata*

### Advisory Council Representatives

Mrs. Angie Trahan *St. Joseph, Rayne*

Mrs. Tessa Himel *St. Joseph, Rayne*

Mrs. Kylie Bearb *St. Joseph, Rayne*

Mrs. Crystal Hebert *St. Leo IV, Robert's Cove*

Mr. David Smith *Our Lady of the Sacred Heart, Church Point*

Mrs. Kellie Duhon

*St. Michael, Crowley*

*St. Michael, Crowley*

Mrs. Valerie Keaton

*St. Michael, Crowley*

Mr. Bo Oestreicher

*Immaculate Heart, Crowley*

## FACULTY

---

| Name                        | Contact                                                              | Course                                           |
|-----------------------------|----------------------------------------------------------------------|--------------------------------------------------|
| Ms. Brenda Banowetz         | <a href="mailto:bbanowetz@ndpios.com">bbanowetz@ndpios.com</a>       | FACS<br>Food and Nutrition<br>Fine Arts          |
| Mr. John Braham             | <a href="mailto:jbraham@ndpios.com">jbraham@ndpios.com</a>           | Religion IV                                      |
| Dr. Diana Broussard ('90)   | <a href="mailto:dbroussard@ndpios.com">dbroussard@ndpios.com</a>     | Biology I HCB<br>Chemistry                       |
| Mrs. Heather Clemente       | <a href="mailto:hclemente@ndpios.com">hclemente@ndpios.com</a>       | French I, II                                     |
| Mr. Lewis Cook, III ('00)   | <a href="mailto:lcook3@ndpios.com">lcook3@ndpios.com</a>             | Health and PE                                    |
| Mr. Trey Cormier, III ('11) | <a href="mailto:tcormier@ndpios.com">tcormier@ndpios.com</a>         | Adv Math Statistics<br>Adv Math Trig<br>Calculus |
| Mrs. Cristina Doucet        | <a href="mailto:cdoucet@ndpios.com">cdoucet@ndpios.com</a>           | Spanish I, II                                    |
| Mrs. Donna Fruge' (68)      | <a href="mailto:dfruge@ndpios.com">dfruge@ndpios.com</a>             | Library Science                                  |
| Ms. Linda Gibson            | <a href="mailto:lgibson@ndpios.com">lgibson@ndpios.com</a>           | Physical Science<br>Physics                      |
| Ms. Victoria Hebert         | <a href="mailto:vhebert@ndpios.com">vhebert@ndpios.com</a>           | English IV + DE<br>Psychology                    |
| Mr. Mark Jones              | <a href="mailto:mjones@ndpios.com">mjones@ndpios.com</a>             | Environmental Science<br>Financial Literacy      |
| Ms. Mina Juneau             | <a href="mailto:mjuneau@ndpios.com">mjuneau@ndpios.com</a>           | English II<br>Theatre I                          |
| Mr. Hayden McCleary ('17)   | <a href="mailto:hmcclary@ndpios.com">hmcclary@ndpios.com</a>         | World Geography<br>Health and PE                 |
| Mr. James McCleary          | <a href="mailto:jmcclary@ndpios.com">jmcclary@ndpios.com</a>         | Algebra II CB<br>Health and PE                   |
| Dr. Pat Melek               | <a href="mailto:pmelek@ndpios.com">pmelek@ndpios.com</a>             | Biology II HCB                                   |
| Mrs. Rachel Meyer           | <a href="mailto:rmeyer@ndpios.com">rmeyer@ndpios.com</a>             | Religion I<br>Health and PE                      |
| Mr. Jake Molbert ('10)      | <a href="mailto:jmolbert@ndpios.com">jmolbert@ndpios.com</a>         | Health and PE                                    |
| Mr. Robert Price            | <a href="mailto:rprice@ndpios.com">rprice@ndpios.com</a>             | AG I, II, III                                    |
| Mr. Randy Schexnayder       | <a href="mailto:rschexnayder@ndpios.com">rschexnayder@ndpios.com</a> | Algebra I, II HCB                                |

|                                      |                                                                    |                                                      |
|--------------------------------------|--------------------------------------------------------------------|------------------------------------------------------|
| <b>Mr. Chris Stevens</b>             | <a href="mailto:cstevens@ndpios.com">cstevens@ndpios.com</a>       | Civics<br>Health and PE                              |
| <b>Ms. MacKenzi Thibodeaux ('15)</b> | <a href="mailto:mthibodeaux@ndpios.com">mthibodeaux@ndpios.com</a> | Religion III                                         |
| <b>Mrs. Yolanda Thibodeaux</b>       | <a href="mailto:ythibodeaux@ndpios.com">ythibodeaux@ndpios.com</a> | English I<br>Religion II                             |
| <b>Mrs. O'Sanna Vidrine</b>          | <a href="mailto:ovidrine@ndpios.com">ovidrine@ndpios.com</a>       | English III<br>Publications I, II                    |
| <b>Mr. Lynn Vincent</b>              | <a href="mailto:lvincent@ndpios.com">lvincent@ndpios.com</a>       | Algebra I CB<br>Algebra III                          |
| <b>Mrs. Meagan Villejoin ('02)</b>   | <a href="mailto:mvillejoin@ndpios.com">mvillejoin@ndpios.com</a>   | Geometry<br>Art I                                    |
| <b>Ms. Tara Young</b>                | <a href="mailto:tyoung@ndpios.com">tyoung@ndpios.com</a>           | Biology I CB<br>US History CB<br>US History HCB + DE |

| Regular Schedule  |                 |
|-------------------|-----------------|
| 50-minute periods | 45-minute lunch |
| 7:45              | Opening Bell    |
| 7:50              | Tardy Bell      |
| 7:50 - 7:55       | Homeroom        |
| 7:55 - 8:45       | Period 1        |
| 8:50 - 9:40       | Period 2        |
| 9:45 - 10:35      | Period 3        |
| 10:40 - 11:30     | Period 4        |
| 11:30 - 12:15     | LUNCH           |
| 12:20 - 1:10      | Period 5        |
| 1:15 - 2:05       | Period 6        |
| 2:10 - 3:00       | Period 7        |

| Early Dismissal Schedule |                 |
|--------------------------|-----------------|
| 25-minute periods        | 20-minute lunch |
| 7:45                     | Opening Bell    |
| 7:50                     | Tardy Bell      |
| 7:50 - 8:15              | Period 1        |
| 8:20 - 8:45              | Period 2        |
| 8:50 - 9:15              | Period 3        |
| 9:20 - 9:45              | Period 4        |
| 9:50 - 10:15             | Period 5        |
| 10:15 - 10:35            | LUNCH           |
| 10:40 - 11:05            | Period 6        |
| 11:10 - 11:30            | Period 7        |

## ***BELL SCHEDULES***

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| Liturgy Schedule  |                 |
|-------------------|-----------------|
| 40-minute periods | 50-minute lunch |
| 7:45              | Opening Bell    |
| 7:50              | Tardy Bell      |
| 7:50-7:55         | Homeroom        |
| 7:55 - 8:35       | Period 1        |
| 8:40 - 9:20       | Period 2        |
| 9:25 - 10:15      | Liturgy         |
| 10:25 - 11:10     | Period 3        |
| 11:15 - 11:55     | Period 4        |
| 11:55 - 12:45     | LUNCH           |
| 12:50 - 1:30      | Period 5        |
| 1:35 - 2:15       | Period 6        |
| 2:20 - 3:00       | Period 7        |

| Pep Rally Schedule |                 |
|--------------------|-----------------|
| 45-minute periods  | 45-minute lunch |
| 7:45               | Opening Bell    |
| 7:50               | Tardy Bell      |
| 7:50-7:55          | Homeroom        |
| 7:55 - 8:40        | Period 1        |
| 8:45 - 9:30        | Period 2        |
| 9:35 - 10:20       | Period 3        |
| 10:25 - 11:10      | Period 4        |
| 11:10 - 11:55      | LUNCH           |
| 12:00 -12:45       | Period 5        |
| 12:50 - 1:35       | Period 6        |
| 1:40 - 2:25        | Period 7        |
| 2:30 - 3:00        | Pep Rally       |

### ADMISSIONS POLICY

Notre Dame High School of Acadia Parish is an open admission Catholic school and is in compliance with Title IX of the Civil Rights Act of 1964. This Act allows male and female students of any race, color, national or ethnic origin to all the rights, privileges, and programs available to students at the school. It does not discriminate on any national, ethnic, or religious basis in administration of the school's education policies, financial assistance programs, athletics, or any other school administered program.

Admission will be denied to applicants only when their needs cannot be properly served at Notre Dame High School. This may occur when class size does not allow for proper placement of a student, when there is need for specialized counseling and curriculum, or when a student's discipline record indicates a disruptive pattern. Students expelled from another school will not be admitted to Notre Dame High School. Other refusals will be at the discretion of the administration.

Students must follow the academic and discipline policies of the school. Serious disregard for the various policies will result in probationary status for the student and/or possible expulsion. Notre Dame High School pledges to work closely with our students and their parents in the enforcement of school regulations, and students and parents are urged to review these policies carefully. Students and parents are required to abide by all policies in the school handbook. Students expelled from another school will not be admitted to Notre Dame High School. Other refusals will be at the discretion of the administration.

Further detailed information about the order of admissions, is available upon request. All inquiries regarding admission to Notre Dame High School should be directed to the Director of Advancement for further information and on site tours.

### NONCUSTODIAL PARENT

Notre Dame High School abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Notre Dame High School will provide the non-custodial parent with access to the academic records and to other school related information regarding the student. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### UNWED PREGNANCIES

Catholic Church teaching does not approve of unwed pregnancies; however, when an unwed pregnancy does occur among the student population, the Principal and/or Chancellor will counsel those involved in a Christ-like manner. Jesus always showed love and concern for everyone, and never did He send anyone away from Himself. Therefore, the persons who become involved in this situation, with the advice of the physician, are to be allowed to make the decision of when to withdraw from on-campus instruction. (Diocesan Policy #1022) ***It is recommended, as a matter of health and safety, that the parent/guardian notifies the administration of all medical conditions.***

### MARRIED STUDENTS

Individuals who are married may not enroll in or attend Catholic schools in the Diocese of Lafayette. Students who have been covered under the provisions of DP 1022, Unwed Pregnancies, may however marry and continue as a student if they remain married and agree in writing to submit to and abide by all school rules and regulations. (DP #1023)

### TUITION and FEES

- The enrollment of a student indicates that parents understand that all school expenses and commitments are made with the assumption that the student will remain in the school for the entire year.
- The Notre Dame Advisory Council sets tuition rates, and reserves the right to adjust tuition if deemed necessary. Parents will be given adequate notice if such an adjustment is required.
- **A Registration fee of \$300, per student, is to be paid during the enrollment process. After the enrollment deadline the fee increases to \$375 per student.**
- There is a set rate for students who are Catholic, and another rate for those students who are not.
- Subsidy is requested from the Catholic support and non-support parishes. If for any reason the parish chooses not to pay this subsidy then it becomes the obligation of the parents. A family's membership in a church parish will be determined by the pastor of the parish.
- Families experiencing financial difficulty may apply for reduction in tuition by submitting the online form prior to the deadline. Tuition assistance is given on an annual basis and awarded in the summer.
- Notre Dame students who are receiving tuition assistance are obliged to follow and adhere to the rules, regulations and policies of Notre Dame High School and are expected to make satisfactory academic progress. Any such student causing serious or persistent disciplinary problems will lose the tuition assistance allocation for the school year in question. This determination rests with the administration of Notre Dame High School following review by the Notre Dame Advisory Council.
- Tuition **MUST** be current prior to Midterms and Finals. Students will **NOT** be allowed to test if all financial obligations have not been met. (Diocesan Policy # 5009)
- In the event of a natural disaster, disease outbreak or any other circumstance deemed unsafe by the school administration, school shall resume as soon as possible via distance learning and/or any other methods developed by the school administration and faculty. Due to continuing financial obligations there shall be no suspension, reduction or refund of tuition and/or applicable fees.

### PAYMENTS

- Regardless of payment methods, all families are required to sign up for the FACTS Payment Plan after the completion of the online enrollment process.
- Families will be required to enter banking information (checking/savings/credit card) to be stored for tuition and incidental billing charges. You may log into FACTS at any time and update the banking information associated with your account.
- Credit card payments through FACTS will include an additional 2.75% processing fee.
- There will be a \$30.00 charge through FACTS for all NSF payments.
- Student tuition and fees will be paid using FACTS beginning June, 2025 through May, 2026. Parents may select from the following FACTS options:
  - **Pay in Full** - The ENTIRE TUITION balance will be paid no later than June 15, 2025 for a 3% discount. *(Note: If this option is selected, the FULL amount will be drafted from your account on June 16th.*
  - **Semester Payment** - 2 equal payments to be withdrawn June 15th and December 15th
  - **Monthly Payments** – 12 equal payments beginning June 2025 and ending May 2026 (Parents may choose their desired withdrawal date set in FACTS).

**If you would prefer to pay in person or have any questions, please contact our bookkeeper [Juli Elfert](#).**

**DELIQUINCY POLICY**

- In the event that a payment is past 30 days, the parents will be notified and their FACTS account will be disabled until payment is received.
- After 60 days with an overdue account, the following actions will be taken:
  - Parents must contact the school in order to discuss financial difficulties and potential payment options for the delinquent amount.
- At the time of Midterms and Finals, any student with unpaid tuition or fees will not be allowed to take exams until payment is received.
- If an outstanding balance exists at the end of the academic year, parents will not be allowed to register their child/children until all balances are paid.
- Any family experiencing financial difficulty should contact the principal to discuss payment and/or a delayed tuition payment schedule. Any good faith or good attempt to pay delinquent amounts will be taken into consideration. The school will make every effort to work with parents experiencing unforeseen financial hardships.

**WITHDRAWAL POLICY**

Parents wishing to withdraw their child after completing an enrollment contract should make the request through the Registrar to initiate the withdrawal process. In the best interest of the child, every effort will be made by Notre Dame High School to resolve the problems or conflicts which may have precipitated the request. If the withdrawal is pursued, the Registrar will provide direction as to the formal process. This process will take place after all outstanding balances or debts are cleared. Records will be withheld until tuition and fees have been cleared.

**REFUND POLICY**

Tuition is refunded on a quarterly basis, however, June and July payments with all other fees are non-refundable. Student programs and hired faculty are planned and contracted for the year based on enrollment.

It is understood that if a family transfers or makes a genuine move out of the area served by Notre Dame High School, they will not be expected to complete the year's tuition payments. However, registration fees will not be refunded.

No refund will be given until official withdrawal papers have been completed and accepted by the Administration.



## ACADEMIC INFORMATION

Notre Dame High School's academic program reflects a Catholic philosophy of education and adheres to the standards set by the Louisiana State Department of Education, the Diocese of Lafayette, and the Louisiana Board of Regents. The school's graduation requirements exceed the state's minimum guidelines to ensure a rigorous and enriching educational experience.

Students must enroll in seven courses per academic year and complete a minimum of 27 credits according to the school's designated plan of study. Eligible students may also take advantage of dual enrollment opportunities, allowing them to enroll in college-level courses while still attending Notre Dame. These courses may count toward both high school and college credit, offering students an accelerated path toward post-secondary academic achievement.

**Notre Dame High School currently provides two course tracks. Requirements are as followed:**

| Four Year <b>COLLEGE BOUND</b> Track of Studies                                                         |                                                                                                   |                                                                                                           |                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Freshman                                                                                                | Sophomore                                                                                         | Junior                                                                                                    | Senior                                                                                                                                                                                                                                                 |
| Religion I<br>English I<br>Algebra I<br>Physical Science<br>Health & PE<br>World Geography<br>Fine Arts | Religion II<br>English II<br>Geometry<br>Foreign Language I<br>Biology<br>Health & PE<br>Elective | Religion III<br>English III<br>Algebra II<br>Foreign Language II<br>Chemistry<br>U.S. History<br>Elective | Religion IV<br>English IV<br>Advanced Math Statistics<br>Civics<br>Physics or Science Elective<br>Elective<br>Elective<br>*Beginning with class of 2028,<br>Financial Literacy will be required for<br>TOPS eligibility & will replace an<br>elective. |

| Four Year <b>HONORS</b> Track of Studies                                                                                |                                                                                                                                  |                                                                                                                                       |                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Freshman                                                                                                                | Sophomore                                                                                                                        | Junior                                                                                                                                | Senior                                                                                                                                        |
| Religion I<br>English I HCB<br>Algebra I HCB<br>Physical Science HCB<br>Health & PE<br>World Geography HCB<br>Fine Arts | Religion II<br>English II HCB<br>Geometry HCB<br>Algebra II HCB/elective<br>Foreign Language I HCB<br>Biology HCB<br>Health & PE | Religion III<br>English III HCB<br>Advanced Math Trig HCB<br>Foreign Language II HCB<br>Chemistry HCB<br>U.S. History HCB<br>Elective | Religion IV<br>English IV HCB<br>Calculus HCB<br>Civics HCB<br>Physics HCB<br>Elective**<br>Elective<br>**Biology II HCB/Psychology Suggested |

### THE HONORS COLLEGE BOUND TRACK

*This track is offered to those students whose achievement in previous courses is of high quality and whose test scores indicate such potential. A student is expected to meet the curriculum designs of each course with a determination to excel beyond what is required of non-honors courses. Honors courses demand more in-depth independent study quality work. Enrollment in an honors course is a one year commitment, and a student will not be permitted to switch to a college bound course during the school year. Students **MUST** earn a **75%** average for the final grade in an honors class to continue the following year.*

**The final admission decision into the Notre Dame Honors Program, will be determined by the school's Administration. Requirements and behavioral expectations needed for readmission into the Honors track for the following year, will be discussed during the advising process**

## RELIGION REQUIREMENTS

### Theology Obligations

- To be eligible for graduation from Notre Dame High School, each student must successfully complete one credit of Religious studies for every year of attendance. Students transferring in at mid-year must successfully complete the second semester of the Religious studies course for the appropriate grade level entered.
- Students who fail a religion class will be required to successfully complete the appropriate packet and services, which may involve attendance in the summer. A fee will be charged for this service.

### Retreat Attendance

- Retreats and service projects are a vital part of the spiritual growth at Notre Dame High School. All students **MUST** participate in a Notre Dame High School retreat program or approved equivalent to successfully complete the theology course for the year.

### Service Hours

- The purpose of the Notre Dame High School Service Program is to instill in our students the concept of living as Jesus did in a life of service to others. Our goal is to help our students realize the joy and peace that comes from giving of themselves to others in need. It is our hope that the experience of service through this program will carry on into their adult lives.
- Specific requirements and details will be given to each student in his/her religion class. Questions can be directed to the Religion Department Head.

## CLASS SCHEDULING

The following guidelines apply to those students wishing to make changes to their 2025-2026 class schedules. Requests for schedule changes will be considered under the following guidelines:

- Students wishing to fulfill the requirements of the Louisiana State Department of Education and NDHS graduation requirements will be considered. Strong emphasis is placed on mandated courses of study relative to receiving a Notre Dame High School diploma.
- Schedule changes will be considered for those students requesting a course in an effort to complete TOPS core curriculum requirements. Those students with academic seniority will be given first consideration with regard to course selection.
- Students requesting specific courses will also be considered based on NDHS course requirements, academic seniority, and classroom seating availability.
- Students must bring their issued schedules with them when requesting a schedule change as these schedules have been carefully reviewed and determined to meet all NDHS diploma and/or TOPS eligibility requirements. **No student will be allowed to request any changes without their schedules.**
- Students will be allowed to receive changes to any elective course not initially requested. Changes to any requested course will require a fee along with parent approval. Changes to core subjects will require administrative approval.
- Requests for schedule changes will not be considered after the conclusion of the first full week of the academic year.

**All students and/or parents interested in discussing any schedule related issues should contact the guidance department. If you are unable to make your request within the designated time period, you are required to contact the counselor in the Guidance Department before the last day of school at 783-7143.**

## GRADING SCALE

Students are graded in each subject area by the letter and the percentage system. Therefore, an academic report will carry a letter grade and a percentile score. Below represents the grading scale for both College Bound and Honors track.

| Letter Grade | Numerical Average | Quality Points |
|--------------|-------------------|----------------|
| A            | 90-100            | 4              |
| B            | 80-89             | 3              |
| C            | 70-79             | 2              |
| D            | 60-69             | 1              |
| F            | 59 or Below       | 0              |

| THE FINAL COURSE GRADE COMPUTING                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>The sum of:</i><br>First Nine Weeks Percentage x 2<br>Second Nine Weeks Percentage x 2<br>Midterm Percentage<br>Third Nine Weeks Percentage x 2<br>Fourth Nine Weeks Percentage x 2<br>Final Percentage<br><br><i>Divide the sum by 10.</i> |

## HOMEWORK POLICY

Homework assignments are given at the discretion of each teacher. Its purpose is to aid in the learning process and assists students in the development of self-discipline and time management. Compliance is mandatory for all student assignments. It is the responsibility of the student to obtain assignments when absent either by checking Google Classroom, contacting the teacher, or calling fellow students.

## EXAMS

If a student is absent for an exam for any reason, he/she will receive a "0" until it is completed in the time frame determined by the makeup policy. Requests for early midterm and final exams will be submitted to the Curriculum Administrator one week prior to exam week. Permission to miss exams is granted only for extenuating circumstances deemed by the Administration..

## GRADE REPORTING

*Notre Dame High School utilizes FACTS SIS as its student information system. Parents and students should check the Family Portal regularly for homework, test scores, teacher comments, and course averages.*

### Progress Reports

- At the midpoint of each quarter, Academic Progress will be available online and parents will be notified of these reports via email. Checking student academic progress can serve as a warning of concern on the part of the teacher about the student's work and/or behavior.

### Report Card:

- Report cards are issued via email within five working days after the end of a given nine week period.

## ACADEMIC ASSISTANCE

Whenever a student begins to experience academic difficulty in a specific course, he/she should contact his/her teacher immediately to request extra help. Teachers may also request, with a 24 hours notice, that certain students report to the teacher for extra help either before school, at lunch, or after school. Such a request takes precedence over all other activities. At times, the guidance counselor may also contact a student concerning a need for extra help.

## FAILURES

ALL FAILURES MUST MEET WITH THE GUIDANCE COUNSELOR IMMEDIATELY AFTER THE FINAL GRADING PERIOD. Students who fail to successfully complete a required course of study MMST ATTEND SUMMER SCHOOL or equivalent to complete the required course. In accordance with Bulletin 741, please note the following:

*"Students may earn a maximum of seven credit recovery units applied towards diploma graduation requirements and no more than two Carnegie units annually."*

Students in need of summer remediation, to complete a course, will meet with the Guidance Counselor to discuss individual academic plan. All coursework will be completed online through Educere not including MAJOR ASSESSMENTS, which will be monitored in person on Notre Dame's campus.

Diplomas or schedule advancements will not be given or finalized until a certificate of completion is obtained through Educere and has been approved by the Guidance Counselor.

## ATTENDANCE

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The State of Louisiana requires that all accredited schools enforce state school attendance laws. Notre Dame students are allowed 15 absences for a full year course. Course absences beyond 18 may result in loss of credit for the course, regardless of the grade the student has earned. This policy applies to individual classes. Records of class absences are kept by the individual teacher and can be accessed by the Receptionist and by the Registrar. The school reserves the right to judge the acceptability of parental requests concerning a student's absence during the day. Exceptions are made only for documented major illness, surgery or death in the immediate family.

Students must be on campus for a minimum of three classes or four hours of clock time to participate in athletic events, practice or extracurricular activities on that day. On a regular school day students cannot check in after 10:30 AM or out before 11:30 AM to participate.

(All days with special bell schedules will require the student to attend three 3 class periods.)

## TARDIES

Good attendance and punctuality has an effect on higher achievement and success in life and careers. Students are considered tardy after the 7:50 AM tardy bell rings. A morning tardy will be recorded only until 8:00 AM, after which time it counts as an absence. Students are expected to be on time to every class daily. Students who are tardy for the first hour of the day will be sent to the office to get an admit slip and the tardy will be entered into FACTS by the office clerk. If a student is tardy to any other class, they should be entered as such in the FACTS system by the teacher and given a minor violation.

**\*\*Please note - tardies will only be excused with a valid doctor's excuse. All other tardies (due to weather, traffic, personal issues, etc.) will go toward the student's total count. Parents do not need to contact the front office if their child will be tardy\*\***

## **ABSENCES**

If a student will be absent because of illness, the parent must contact the school no later than 8:30am in one of the following ways:

- Complete the student [Absentee Form](#) - We encourage parents/guardians to utilize this method for absences. This allows more documentation to be collected and recorded.
- Call the front office 337-783-3519

## **CLARIFICATION OF STUDENT ABSENCES**

There are three common classifications of student absences:

### **EXCUSED ABSENCES**

- These DO COUNT TOWARD A STUDENT'S ABSENCE TOTAL.
- Result of a sickness, doctor/dental appointment, visits to colleges/scholarships, spring testing days, or any verified absence approved by the administration
- Students are responsible for any material covered or missed assignments during an excused absence and MUST be made up upon return.
- It is the students responsibility to communicate with the teacher or a fellow classmate to collect missing work.

### **UNEXCUSED ABSENCES**

- These DO COUNT TOWARD A STUDENT'S ABSENCE TOTAL.
- The student is absent without a pre-approved reason or simply as a matter of convenience (i.e. work, senior pictures, finishing an assignment, etc.).
- Schoolwork missed from an excused absence MUST be made up by the student. The student is responsible for any assignments and material discussed while absent. If a student's unexcused absence is due to skipping class/school, they will not be allowed to receive credit for assignments during the absence but are responsible for the content discussed during the absence that may be included on future assignments.

### **SCHOOL ACTIVITY**

- These DO NOT COUNT TOWARD A STUDENT'S ABSENCE TOTAL.
- The student is participating in a Notre Dame activity (campus ministry retreats, class field trip/activity, athletic competition, school play, or other activities approved by a member of the Administration).
- Schoolwork missed from a school activity absence MUST be made up by the student. The student is responsible for any assignments and material discussed while absent. Please see the Makeup Work policy in the Academic section.

### **EXTENDED MEDICAL ABSENCES**

- Students with serious medical/psychological conditions or injuries resulting in extended absences, must provide proof of diagnosis and treatment to the Office Coordinator. Depending on the nature of the condition, this information may be shared with the Dean of Students, Guidance Counselor, and or the student's teachers. The resulting absences may then be considered as extended medical absences and will not count toward the maximum allowed absence total of 15.
- Students who will be absent for extended time, may be asked to go on homebound status, at the discretion of the Assistant Principal and the Guidance Department. Homebound students may be provided educational materials by the local public school system, which may or may not coordinate with the student's classes at Notre Dame High School.

### **REQUIRED ATTENDANCE**

- Students are required to attend scheduled retreats conducted for their grade level. Should a student be absent from any of these requirements, the Assistant Principal will require the student to participate in a comparable experience.
- **As a Catholic school, our weekly schedule is built around Liturgical celebrations, which are central to our faith and community life. All students are expected to attend scheduled School Masses,**

regardless of religious affiliation. Participation in these celebrations reflects our shared values and the spiritual foundation of our school.

- Students may only be excused from Mass attendance due to documented illness or a verified appointment. We ask for your support in reinforcing the importance of this tradition as part of your child's formation at Notre Dame.

#### **CHECKING IN LATE FOR SCHOOL**

- Students who check in before 8:00 AM will be considered tardy. Students who check in after 8:00 AM will be considered absent from the missed class.
- Additionally, the student checking in late must report to the front office to check in with the receptionist and get an admit slip.

#### **CHECKING-IN / CHECKING-OUT PROCEDURE**

- The faculty of Notre Dame High School cannot carry out its responsibility of educating students unless the student is in class. With this in mind, the following policy will be adhered to concerning students checking out of school:
  - No student will be allowed to check out of school at any time during the school day unless permission has been obtained by a parent/guardian
  - Parents/guardians must notify the school of the check in/check out via:
    - Complete the [Student Absence Form](#)
    - Call the front office (337-783-3519)
    - Please do not email the receptionist to notify the school of your student's absence.
  - Check outs before 2:15 PM will count as an absence for that class period
  - Students who check out and want to check back in must have one of the following in order to do so
    - A note on professional letterhead from a medical professional/therapist/counselor indicating the student was at a medical/counseling appointment
    - A newly issued permit or license indicating the student was at the DMV
    - PRIOR approval to check back in from a member of administration
    - The student's legal guardian

#### **IMPENDING ABSENCE**

- Any student who knows in advance of an absence due to a family related trip, personal reason, or school activity which requires the student to miss one or more days of school must complete an Impending Absence Form.. This form can be picked up from the receptionist in the front office.
- The completed form must be returned to the receptionist/Dean of Students no less than two (2) days in advance of the absence.
- Please be aware that all missed work MUST be completed, unless explicitly stated otherwise by the teacher.
- Depending on the length and nature of the absence, missed work may be required to be completed before or immediately following the absence. Failure to do so may result in a 0 for the work.
- If the school is not notified, the absence is unexcused.

**\*\*An excuse for an absence will not be taken after three days. \*\***

## ***BEHAVIOR AND EXPECTATIONS***

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## CONDUCT

Notre Dame High School strives to maintain a learning environment which provides a safe, secure setting for students, faculty members, and administrators. We are not only committed to academic excellence, but also to character development and virtuous behavior. We aim to provide a quality Catholic education for all students in an atmosphere conducive to learning and teaching. Our classroom behavior expectations are based on a cooperative approach to discipline. Grounded in the teachings of the Gospels, we demonstrate our faith through our behavior and we take responsibility for our actions and their consequences.

Students must remember that wherever they are they carry the reputation of the school with them. Students who may become involved in any grave violation of discipline and/or serious public misconduct that brings discredit to this school could be subject to disciplinary consequences including, but not limited to, suspension or expulsion. In the short term, accountability creates an environment conducive to learning by instilling values such as courtesy, honesty, reverence, helpfulness, cooperation, and respect for others. Over time, its ultimate goal is to guide students in developing their own self-discipline as they gradually take on greater responsibility for their actions and decisions.

The following expectations assist in setting guidelines for such accountability:

Student Expectations:

- Obey all school policies and the rules of each classroom.
- Maintain respect during disciplinary redirections and while serving consequences
- Respect all students, faculty, staff, administrators, and expect to be treated the same
- Hold yourself and others accountable in upholding all policies as we create an environment for higher learning.

Parent Expectation:

- Ensure your student arrives to school on time and in full uniform
- Familiarize yourself with all school and enrolled classroom policies to help your student better understand expectations.
- Cooperate with faculty and administration to correct discipline issues in a timely manner
- Communicate respectfully with faculty and administration and expect the same

## CLASSROOM EXPECTATIONS

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Each teacher will compose his or her own classroom rules and consequences that students must follow in accordance with school guidelines. At the start of each academic year, all classroom policies will be reviewed and approved by the Administration. **The teachers' discipline plans include clear guidelines for their expectations of student behavior and MINOR VIOLATIONS in the classroom. ALL MAJOR behavioral issues will be immediately redirected to the Dean of Students. Aside from each teacher's individual classroom management plan, the following infractions will be monitored on a regular basis. The consequences of such violations will be reset at the beginning of each quarter.**

## DISCIPLINE

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Academics and discipline work in tandem to create a well prepared student. Although it is not recorded as a subject, discipline serves as the foundation of the entire educational system. It plays a crucial role in fostering self-control, character development, and efficiency. Discipline encourages proper conduct and consideration for others in and out

of the classroom. Given the large number of students within a school setting, a clear discipline policy is essential to ensure that everyone can fully benefit from the learning experience.

Since there can be no character formation without training in discipline, students must conform to all the regulations and expectations which are devised for the welfare of the whole student body. ATTENDANCE AT NOTRE DAME HIGH SCHOOL OF ACADIA PARISH IMPLIES A WILLINGNESS TO COMPLY WITH ALL RULES AND EXPECTATIONS SET FORTH IN THIS HANDBOOK. (see parent cooperation statement)

Notre Dame High School upholds a learning environment built on respect and responsibility, and certain behavior violations will not be tolerated as they interfere with this standard. Any actions related to these violations will be addressed promptly in accordance with the consequences outlined in our policies. . These policies, developed by the administration and adopted by the advisory council, will be tracked using the card system. Notre Dame High School divides violations into MINOR and MAJOR which determine the severity of consequences.

**ONLY MINOR VIOLATIONS WILL BE TRACKED USING THE VIOLATION CARD, OUTLINED BELOW.**

| Summary of Disciplinary Action |                          |                                    |                   |                    |     |                         |
|--------------------------------|--------------------------|------------------------------------|-------------------|--------------------|-----|-------------------------|
| Number of Violations           | Violation Card Signature | Violation Card to Dean of Students | Morning Detention | Saturday Detention | OSS | Administration Referral |
| ONE                            | *                        |                                    |                   |                    |     |                         |
| TWO                            | *                        |                                    |                   |                    |     |                         |
| THREE                          | *                        |                                    |                   |                    |     |                         |
| FOUR                           | *                        | *                                  | *                 |                    |     |                         |
| FIVE                           | *                        | *                                  | *                 |                    |     |                         |
| SIX                            | *                        | *                                  | *                 |                    |     |                         |
| SEVEN                          | *                        | *                                  |                   | *                  |     |                         |
| EIGHT                          | *                        | *                                  |                   | *                  |     |                         |
| NINE                           | *                        | *                                  |                   | *                  |     |                         |
| TEN                            | *                        | *                                  |                   |                    | *   |                         |
| ELEVEN +                       | *                        | *                                  |                   |                    |     | *                       |

**\*\*Any student with an accumulation of three or more morning detentions for infractions in an academic year, at the discretion of the administration, will be retained at school during off campus co-curricular activities.\*\***

## **MINOR VIOLATIONS**

The following are examples of things considered MINOR VIOLATIONS. Minor violations that occur in and out of the classroom, are tracked using our VIOLATION CARD SYSTEM. The letters in parentheses denote the code corresponding with each behavior on the Violation Card. Each of the following infractions result in a Violation Card signature.

### **ASSEMBLIES, SCHOOL MASSES, and FUNCTIONS (AS)**

At all times, students must conduct themselves appropriately and in a manner of reverence and respect befitting Christian students. The following is exemplary, but not exclusive of such behavior:

- Being sensitive to the needs of others
- Being cooperative with those in authority and furthering the mission of Notre Dame High School.



## CAFETERIA (CF)

Students are expected to conduct themselves as Christian ladies and gentlemen and to help make the cafeteria a pleasant place by observing the following rules:

- **Students will not be served meals if they do not possess their student ID or temporary school ID.**
- Seniors will be granted SENIOR PRIVILEGE– meaning they will be served first for lunch.
- Underclassmen may NOT cut in the service line.
- When students are finished eating, they are to clear their table (as applicable), dispose of all litter, and return their trays/utensils.
- Students are to place chairs back into place after completing lunch.
- Only paper trays or bag lunches may be brought outside of the cafeteria and must be disposed of properly.
- Students eating outside may ONLY eat in designated areas and must refrain from crowding any walkways.

## DRESS CODE (DC)

Please note the Notre Dame High School Uniform requirements and policies in this handbook.

- Any uniform violation that is deemed to be disruptive to the learning environment will be handled with the discretion of the administration.

## ELECTRONICS and GAMES (ED)

Personal devices, including wearable devices, that can store or send/receive information, photos, or provide internet connectivity are not allowed on campus during the school day. Like cell phones, devices may be used before or after school but must remain in the student's locker or car, turned off, during school hours.

The following items are not allowed on campus (between 7:45am - 3:00pm):

- Radios
- Any type of electronic device
- Decks of cards or any gaming device
- Earbuds (wired or wireless) are permitted only when instructed by a teacher for use during instruction.

## FOOD, DRINKS, and GUM (FDG)

The following rules must be adhered to:

- Food or Drink, other than disposable water bottles (<16 ounces), are NOT allowed on campus.
- Permission must first be granted by the administration for class parties, celebrations, or anything involving food in the classroom.
- Absolutely no outside cups or beverages will be allowed on campus during the school day. This includes coffee, smoothies, etc.
- **Gum chewing and sunflower seeds are prohibited on campus during the school day.**

## HALL PASS (HP)

Students out of class anytime during the class period will be required to have in their possession a hall pass from the teacher whose class they are leaving.

## OFF LIMIT AREA (OL)

During school hours, students are strictly forbidden from the following areas without permission:

- The south side of the gym.
- The north side of the north wing.
- The east side of the two story building
- All parking lots.

Off limit areas during lunch time (in addition to the previously mentioned):

- Hallways and classrooms of the North Wing
- West side of the gym

- All classrooms, unless attended by a faculty member

### **LITTERING (LT)**

Students should respect the school campus at all times. This includes spitting, leaving trash during lunch, leaving books in halls, etc.

### **STUDENT IDENTIFICATION (SI)**

A student must visibly wear the official Notre Dame High School ID card at all times while on campus.

- The ID must be worn around the student's neck on the school issued lanyard.
- A student must surrender the ID on demand to any administrator, faculty, or staff member.
- A replacement ID is \$10.00.
- Misplaced/lost lanyard or ID holder must be replaced and can be purchased for \$2.00.
- **If the student obtains a Temporary ID before the beginning of the first period, the violation card will not be signed and the fee is \$2.00 fee. Any time after the fee increase to \$5.00**

### **TARDINESS (TD)**

A student must be on time for every class.

- Please see additional consequences of tardiness under the ATTENDANCE section in this handbook.

### **TECHNOLOGY (TC)**

Violations to the technology policy are divided into MINOR and MAJOR and consequences are based on the severity of the violation. The following violations are deemed minor infractions and would result in a signature on the Violation Card.

### **VIOLATION CARD (VC)**

- A student must have an official Notre Dame High School Violation Card (VC) on his/her person at all times while on campus.
- The VC card will be carried with the student's official ID card.
- A student must surrender the VC on demand to any administrator, faculty, or staff member.
- The administrator, teacher, or staff member will sign and date the student's VC every time a student commits a minor violation while on campus.
- 

**FAILURE TO SURRENDER VIOLATION CARD TO A FACULTY, STAFF, OR ADMINISTRATIVE MEMBER WILL RESULT IN AN IMMEDIATE ADMINISTRATIVE REFERRAL.**

**A student found to be in possession of their ID but not their Violation Card will be sent to the office of the Dean of Students immediately. If the student is able to produce the Violation Card on the next school day, the student will receive an automatic Morning Detention.**

- Using information networks for any purpose other than school related research or to fulfill school assignments
- Using the network for entertainment purposes such as games, chat rooms, or music unless instructed to do so by a teacher for educational purposes
- Changing the default settings on any school equipment (e.g. computer desktop settings, screensaver, internet homepage, etc.)
- Removing or defacing the assigned Chromebook tag (If a student is found in violation, a replacement tag will be issued at a cost of \$1 in addition to the violation card being signed.)

## DRESS CODE POLICIES

Taking pride in one's appearance is a defining characteristic of a Notre Dame High School student. As such, students are expected to uphold high standards of presentation and attire, reflecting respect and responsibility. In alignment with the school's mission to foster personal growth and success, a dress policy has been established to help promote the skills and routines needed to successfully enter into adult society. To ensure consistency in maintaining these standards, students will be subject to routine checks and consequences will be given for non-compliance.

### PLEASE NOTE

*Notre Dame High School will honor past crest and logos for uniform purposes until the Fall of 2029. At that point, only uniforms with the new logos will be allowed.*

| REQUIREMENTS FOR BOYS |               |                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                  | Color         | Type                                                                                                                                                                                                                                                                                                                                  | Notes                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Shirt</b>          | Light Blue    | Oxford/Knit Shirt/DriFit with ND Crest on Left Chest                                                                                                                                                                                                                                                                                  | Must be tucked into pants with a belt visible. Shirts with faded out crests, holes, or discoloration will not be allowed.                                                                                                                                                                                                                                                                   |
| <b>Undershirt</b>     | Solid White   | Short Sleeve                                                                                                                                                                                                                                                                                                                          | Undershirt is not required                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Long Pant</b>      | Solid Navy    | School Apparel Brands:<br>(A+) 7021 or 7000 or Tri-Blend DriFit<br>The NDHS logo must be located on the back right side between the side seam and center back seam, 1" below waist band.                                                                                                                                              | Must be hemmed; May not be rolled, cuffed, split or worn on the hips.<br>Any pants with visible rips, holes, or fading will not be allowed                                                                                                                                                                                                                                                  |
| <b>Walking Short</b>  | Solid Navy    | School Apparel Brand:<br>(A+) 7031 or 7320 or Tri-blend DriFit<br>The NDHS logo must be located on the back right side between the side seam and center back seam, 1" below waist band.                                                                                                                                               | No shorter than 4 inches above the floor when kneeling, no longer than 1 inch below the knee.<br>Must be hemmed and cannot be cuffed.                                                                                                                                                                                                                                                       |
| <b>Belt</b>           | Solid Brown   | 1 – 1 ½ inch Width                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Socks</b>          | Navy or White | Crew or Athletic                                                                                                                                                                                                                                                                                                                      | No show socks are NOT permitted                                                                                                                                                                                                                                                                                                                                                             |
| <b>Shoes</b>          | Brown         | Sperry Topsider*, Johnson and Murphy, or all brown Saddle Oxford<br><br><br><b>** Approved Sperry styles ONLY **</b><br>Billfish 3 Eye - Brown <a href="#">Click Here</a><br>Gold Cup Authentic Original - Medium Beige <a href="#">Click Here</a> | At any point in the school year, the purchase of new shoes will be required if the current pair has any of the following issues: <ul style="list-style-type: none"> <li>- Holes</li> <li>- Broken heels</li> <li>- Detachment of the upper from the sole.</li> <li>- Or any other issue administration</li> </ul> Shoestrings are required at all times, and replacements will be requested |
| <b>Sweatshirts</b>    | Navy or Gray  | Official Notre Dame crested sweatshirt<br>Official Notre Dame crested quarter-zip (Navy)                                                                                                                                                                                                                                              | Purchased through Rice City Designs and A+ Uniforms<br><b>** No hooded sweatshirts are to be worn</b>                                                                                                                                                                                                                                                                                       |
| <b>Sweaters</b>       | Navy          | Official Notre Dame Academic sweater                                                                                                                                                                                                                                                                                                  | Issued by NDHS to seniors only                                                                                                                                                                                                                                                                                                                                                              |
| <b>Jackets</b>        |               | Official Notre Dame Letterman jacket<br><b>**See outerwear policies for cold weather options**</b>                                                                                                                                                                                                                                    | Issued by NDHS to seniors only                                                                                                                                                                                                                                                                                                                                                              |
| <b>Mass Day</b>       |               | Official ND uniform shirt                                                                                                                                                                                                                                                                                                             | Long pants required                                                                                                                                                                                                                                                                                                                                                                         |

| REQUIREMENTS FOR GIRLS |                    |                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                |
|------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                   | Color              | Type                                                                                                                                                              | Notes                                                                                                                                                                                                                                                                                                                                          |
| Shirt                  | White              | Oxford/Knit Shirt/DriFit with ND Crest on Left Chest                                                                                                              | Must be tucked in at all times<br>Shirts with faded out crests, holes, or discoloration will not be allowed.                                                                                                                                                                                                                                   |
| Undershirt             | Solid White        | Short Sleeve                                                                                                                                                      | Undergarments must not be visible                                                                                                                                                                                                                                                                                                              |
| Skirt                  | ND Plaid           | Stitched-down box pleats                                                                                                                                          | Must be hemmed no shorter than 4 inches above the floor when kneeling                                                                                                                                                                                                                                                                          |
| Walking Shorts         | ND Plaid           | Belt loops are optional and can be removed.<br>Unstitch do not CUT loops off                                                                                      | No shorter than 4 inches above the floor when kneeling, no longer than 1 inch below the knee.<br>Must be hemmed and cannot be cuffed.                                                                                                                                                                                                          |
| Long Pant              | Navy               | School Apparel (A+) 7896 or Tri-Blend DriFit<br>NDHS logo must be located on the back right side between the side seam and center back seam, 1" below waist band. | Belts are not required. Pants must be hemmed and must not be rolled, cuffed, split, or worn on the hips. Pants are allowed year round, except on Mass Days.                                                                                                                                                                                    |
| Belt                   | Solid Brown        | 1 – 1 ½ inch Width<br>With brass or silver buckle                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                |
| Tights                 | Solid Navy or Gray | Must NOT be torn/with holes                                                                                                                                       | Socks DO NOT have to be worn with tights.                                                                                                                                                                                                                                                                                                      |
| Socks                  | Navy or White      | No overall pattern                                                                                                                                                | Crew Length or Knee high                                                                                                                                                                                                                                                                                                                       |
| Shoes                  | White and Navy     | Navy Saddle Oxford and Keds Brand Oxfords<br>                                 | At any point in the school year, the purchase of new shoes will be required if the current pair has any of the following issues: <ul style="list-style-type: none"> <li>- Holes</li> <li>- Broken heels</li> <li>- Detachment of the upper from the sole.</li> </ul> Shoestrings are required at all times, and replacements will be requested |
| Sweatshirts            | Navy or Gray       | Official Notre Dame crested sweatshirt<br>Official Notre Dame crested quarter-zip (Navy)                                                                          | Purchased through Rice City Designs and A+ Uniforms<br>No hooded sweatshirts are to be worn<br>Handmade, cut, or altered sweatshirts are not allowed and will be asked to remove.                                                                                                                                                              |
| Sweaters               | Red or Navy        | Official Notre Dame scarlet crested cardigan<br>Official Notre Dame Academic sweater (Issued to Seniors Only)                                                     | Purchase through A+ Uniforms                                                                                                                                                                                                                                                                                                                   |
| Jackets                |                    | Official Notre Dame Letterman jacket<br>*See outerwear policies for cold weather options*                                                                         | Purchased through Notre Dame Athletics                                                                                                                                                                                                                                                                                                         |
| Mass Day               |                    | Official ND uniform shirt                                                                                                                                         | Skirts are required unless Administrative permission has been given                                                                                                                                                                                                                                                                            |

## **UNIFORM PASS**

At any time during the school year a student sustains an injury or has other medically necessary cause to deviate from the regulation school uniform, he/she must meet with the Dean of Students to determine guidelines for daily dress.

## **OUTERWEAR**

During extremely cold weather, students will be permitted to wear a wider selection of appropriate outerwear. This includes any heavy coat meeting the following requirements and color options.

- Navy, grey, red, white, or green in color
- NO hood
- NO camouflage
- Minimal writing, design, or logo
- Administrative discretion will be used in determining if a coat is appropriate.
- Hats are NOT permitted during the school day.

**\*\*THE OFFICIAL SCHOOL UNIFORM SHIRT MUST BE WORN UNDER ALL OUTERWEAR. \*\***

***Any student not adhering to these guidelines must IMMEDIATELY remove the outerwear.***

***In addition, the student will be subject to the appropriate violations and consequences set forth by the student handbook.***

## **GROOMING**

### **REQUIREMENTS FOR BOYS**

#### **HAIR**

Student's hair must be of moderate length in the front, back, top, and sides. In addition, the following guidelines should be adhered to:

- Must not extend below the eyebrows.
- Must not extend below the top of the ears.
- May not touch the shirt collar in the back.
- Should never be held in place with the aid of the ears.
- The use of gel type substances to disguise hair length will not be allowed, and hair must not be styled in a manner that attempts to disguise length.
- Must be clean and neat at all times.
- **Must not flare out in the back creating wings or a ducktail**

*The following are not acceptable:*

- Shaving or carving into the natural hairline
- Excessively dyed, bleached, or tinted hair (unnatural colors are not permitted)
- Dreadlocks or weaves
- Mulletts
- Any hairstyle that might be considered extreme

### **FACIAL HAIR**

- Must be clean-shaven.
- Excessive styles of sideburns are prohibited.
- Sideburns will not exceed the earlobe.

### **REQUIREMENTS FOR GIRLS**

#### **HAIR**

Student's hair should be well groomed and off the face. Additionally, the following are not acceptable:

- Shaving or carving into the natural hairline
- Excessively dyed, bleached, or tinted hair (unnatural colors are not permitted)
- Dreadlocks or weaves
- Any hairstyle or color that might be considered extreme

## **JEWELRY and ACCESSORIES**

Jewelry must be worn in moderation and not pose as a distraction. Administration reserves the right to address any concerns regarding the use of jewelry.

- Girls may wear two sets of earrings at school and school functions. Both piercings must be in the lower LOBE and may not be connected to each other in any shape of form
- Boys are not allowed to wear earrings at school or any school functions, Band-Aids will not be allowed to cover up a piercing.
- Makeup in moderation is allowed for female students only.
- No makeup, earrings, nail polish are allowed for boys.
- Body piercings that are visible are not allowed (tongue, lip, eyebrow, nose, etc)
- Tattoos are not permitted. If a student has a tattoo, they must be completely covered at all times (during school and extracurricular activities).
- Hats and large accessories are not allowed

## **P.E. UNIFORM POLICIES**

The student's P.E. instructor will explain proper attire during the first week of class. The following guidelines must be adhered to:

- All students, male and female, must have on a shirt at all times (i.e. boys cannot be shirtless and girls cannot wear only a sports bra or tuck their shirts up under their sport bra; NO midribs are allowed to show)
- Shorts cannot be unreasonably short, especially to the point of the shirt completely covering up or going past the shorts

## **DRESS DAY POLICIES**

### **JEANS DAY**

A jeans day may be given as a reward for accomplishments, fundraising, or at the discretion of the administration.

- Any NDHS shirt, jeans, and any shoe (NO slippers, waders, hip boots, etc.) is acceptable. Outerwear cannot be hooded.
- All jeans must be BLUE, BLACK, WHITE, or KHAKI and free of holes and tears. Leggings are not permitted.

### **SWEATS DAY**

A sweats day is occasionally awarded when the weather becomes colder.

- On such days, an appropriate sweatshirt, sweatpant, wind pants (no pajama or flannel pants) and any school appropriate shoe is acceptable. Sweatshirts cannot be hooded and leggings are not permitted.

### **SPECIAL DRESS DAY**

*A special dress day is typically associated with a campus activity (HOCO Week, Pep Rallies, Senior Testing, etc.) when students are allowed to wear costumes or casual attire. During these events, students must maintain respect and modesty. The administration reserves the right to determine if the student meets the standards of the school and the themes of the events. If a student is not appropriately dressed, he or she will be sent home to change, and it will be considered an unexcused absence for the classes missed.*

## **RETREATS & FIELD TRIP POLICIES**

Students must follow the guidelines set forth by the teacher or administrator in charge of the event in which they are attending. Keeping in mind our standards of modesty and respectfully representing our school, all students will be held accountable for any non-compliance or disruptive behavior.

## MAJOR VIOLATIONS

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The following actions are examples considered MAJOR VIOLATIONS. A major violation, whether occurring in the classroom or around campus, will be immediately redirected to the Dean of Students. Depending on the severity of the violation, the consequences will follow our policy TIER system listed below. **For any Major Violation, the Administration reserves the right to turn over any matter to the local law enforcement agency.**

### CELL PHONES and WEARABLE TECHNOLOGY

The use of cell phones on campus, between the hours of 7:50 - 3:00 is prohibited. This policy is to help address the large amount of text messaging during class and increasing cheating incidents. All cellular phones and wearable technology must remain in the student's vehicle, backpack (IN THE OFF POSITION), locked in the student's locker, or kept in the school office.

Our school policy is in alignment with Act 313 which states:

*.... No students shall possess, on his person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.*

For school purposes, wearable technology is defined as any kind of electronic device with communication, tracking, wireless connection, and/or photographic abilities designed to be worn on the user's body. This includes but is not limited to Apple watches, Fitbits, etc. Electronics found in pockets or on your person will be confiscated and the appropriate consequences will be administered.

### VANDALISM and STEALING (Cumulative for tenure at Notre Dame)

A student is expected to use the buildings, furnishings and equipment only for the purpose intended. Any act of vandalism or theft against school property, the property of another school or the property of any member of the administration, faculty, staff or student body, either on or off campus is STRICTLY PROHIBITED.

Acts of vandalism or theft, perpetrated against the administration, faculty, and/or staff of NDHS do not reflect the respect and care in keeping with the School's mission, nor are they reflective of the proud history of Notre Dame High School of Acadia Parish. Students who are involved in, or are present at, said acts of vandalism will receive an ADMINISTRATIVE REFERRAL and no less than 1 day Out of School Suspension.

**Any vandalism or theft deemed accidental, by the administration, will result in the obligation of replacing/repairing the property in question.**

### DISHONESTY

Students who are found guilty of or involved in falsification of faculty, staff or parental signatures, transcripts, letters of recommendation, college/university applications, or school documents, and willful lying makes a student subject to corrective Administrative action.

### DISRESPECT, DISOBEDIENCE, and or DEFIANCE

Disobedience and/or disrespectful behavior towards any administrator, faculty, or staff member at Notre Dame High School will not be tolerated at any time.

- Any administrator, faculty, or staff member of Notre Dame High School has the authority to correct student misconduct at any time.
- Deliberate insubordination or insolence towards authority calls for immediate disciplinary action by the Dean of Students.
- Students, must at all times, uphold a respectful manner towards Administrators, teachers, staff, substitutes, and visitors of Notre Dame.

### **FIGHTING (Cumulative for tenure at Notre Dame)**

Fighting at Notre Dame High School is strictly prohibited and WILL NOT be tolerated. Fighting is defined as:

- Physical blows being given
- Hostility being displayed
- Use of a weapon

***If any fight results in serious physical harm or involves an object deemed to be used as a weapon, the administration reserves the right to involve local authorities and the student(s) may be asked to withdraw from or be expelled from Notre Dame.***

### **GAMBLING**

With the exception of school-authorized raffles, no forms of gambling or games of chance are allowed on campus. The appropriate penalties for violation of this policy are as follows:

### **HARASSMENT (Cumulative for tenure at Notre Dame)**

Notre Dame High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, teacher, or employee, is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt and thorough manner.

A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, acts of harassment will result in disciplinary action up to and including dismissal or expulsion.

**Students found to have made and/or filed false and frivolous charges will also be subject to ADMINISTRATIVE REFERRAL.**

Harassment occurs when an individual is subjected to treatment or to a school environment which is hostile or intimidating and may include the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

- Verbal/ Written Harassment
  - Derogatory comments and jokes
  - Threatening words spoken to another person
- Physical Harassment
  - Unwanted physical touching, contact, assault
  - Deliberate impeding or blocking movements
  - Any intimidating interference with normal work or movement
- Visual Harassment
  - Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, or gestures
- Sexual Harassment
  - Unwelcome sexual advances
  - Requests for sexual favors
  - Other verbal or physical conduct of a sexual nature or suggestion

### **LEAVING CAMPUS or CUTTING CLASS (Cumulative for tenure at Notre Dame)**

From the time students arrive until the end of the academic day, they must remain on campus. An ADMINISTRATOR is the only person who may give a student permission to leave campus. Cutting class (partial truancy) is missing class without the permission of the teacher or the administration and makes a student subject to corrective action. Please note that Mass, Pep Rallies, Lunch, and Assemblies are considered classes. The appropriate penalties for violations of these policies are as follows:



### **TOBACCO (Cumulative for tenure at Notre Dame)**

No person is allowed to consume, use, sell, distribute, or possess any form of tobacco product including vaping devices and/or products at Notre Dame High School or any school function on or off campus.

### **THREATS OF VIOLENCE (Cumulative for tenure at Notre Dame)**

Because safety in our school is of utmost importance and one of our top priorities, the Bishop has mandated the following policy.

***When informed of possible violence or even threats of violence, Notre Dame High School will take this information seriously and follow the procedures outlined by the Diocese of Lafayette (Diocesan Policy 1018) when addressing the issue. Notre Dame High School will have a no-tolerance policy for dealing with and addressing not only real threats of violence but also those which may be considered frivolous. Even frivolous threats can disrupt the operation of the school.***

The following actions will take place for and violation regarding threats of violence:

- The school administrator will contact the appropriate civil authorities immediately and follow their directives.
- If the threat or danger involves a student or students, parents/guardians will be contacted immediately.
- If the student is on campus, he or she will be detained according to the directives of the local law enforcement agency.
- If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.
- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

### **WEAPONS (Cumulative for tenure at Notre Dame)**

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. If a student is to be found in possession of a weapon, it will be immediately confiscated and the student will be removed from the campus.

### **VIOLATION CARD**

A student must surrender an ID and/or Violation Card on demand to any administrator, faculty, or staff member. If a student refuses to comply with a surrender request. If a student refuses to comply, it will be deemed a MAJOR VIOLATION in regards to the respect of an authoritative figure.

If a student is discovered to possess more than one Violation card, a DISHONESTY consequences will be given and considered a MAJOR VIOLATION

## **TECHNOLOGY POLICY**

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Notre Dame High School recognizes that computers and technology are used to support learning and to enhance instruction. All computers are to be used in a responsible, efficient, ethical and legal manner. In order to address issues which may occur, **IT IS IMPORTANT THAT STUDENTS AND PARENTS CAREFULLY READ AND UNDERSTAND THE FOLLOWING INFORMATION:**

- All NDHS Students have access to the school owned networked computers in the Media Center. These computers may be used for printing school documents; all other Internet work should be conducted on the student's personal school approved Chromebook (Chromebook Policy applies).
- There is no expectation of privacy when connected to Notre Dame's Internet.

- Virus protection software constantly scans all computers connected to the network. If any student receives a virus warning while using a computer, he or she is obligated to inform the technology director as soon as possible. While a firewall is utilized to prevent certain sites from being accessed in order to protect students and the school from inappropriate material, NO safeguards are 100% reliable. Students are responsible for immediately reporting any irregularities (e.g. if a “pop-up” or questionable site is inadvertently accessed, the student is responsible for **IMMEDIATELY** reporting this to the teacher/staff/adult in charge—traffic **CAN and WILL** be monitored by the webmaster/technology coordinator.)
- Violations to the technology policy are divided into MINOR and MAJOR and consequences are based on the severity of the violation.

## **CHEATING POLICY**

Promoting the pursuit of intellectual excellence and the development of moral integrity are primary goals of Notre Dame High School. Cheating is an obstacle to both of these goals. Please be aware that the storing and accessing of information in calculators, cell phones, external storage devices, AI programs, and the like are forms of cheating. With this in mind, the following consequences to academic dishonesty have been established for MAJOR ASSIGNMENTS (Examples: major tests, research papers, projects, etc.):

*For the graduating classes of 2026 and 2027, the following policies remain in effect for the duration of their high school career*

| <b>MAJOR ASSIGNMENTS</b> (Cumulative for tenure at Notre Dame)                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cheating Offense</b>                                                                         | <b>Consequence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 1st Offense                                                                                     | <ul style="list-style-type: none"> <li>● The Teacher will notify both the parents and administration</li> <li>● Student will receive a “0” on the assignment involved - Midterms and Finals included</li> <li>● One Saturday Detention will be issued</li> <li>● The Nine Weeks grade will not exceed 60%</li> <li>● Students will not be eligible for any Academic Honors at Notre Dame High School. This includes Graduation Honors, Academic Sweater, and membership in the Beta Club</li> </ul> |
| 2nd Offense                                                                                     | <ul style="list-style-type: none"> <li>● The administration will notify the parents</li> <li>● Student will receive a “0” on the assignment involved - Midterms and Finals included</li> <li>● TWO Saturday Detentions will be issued</li> <li>● The Nine Weeks grade will not exceed 60%</li> <li>● Student will not be eligible for any club or class office or for any leadership position or ambassadorship - those holding positions will be removed</li> </ul>                                |
| 3rd Offense                                                                                     | <ul style="list-style-type: none"> <li>● The administration will notify the parents</li> <li>● Students will receive a failure (F) in the course for the year.</li> <li>● Students will be assigned a 1-day Out of School Suspension</li> </ul>                                                                                                                                                                                                                                                     |
| <b>MINOR ASSIGNMENTS</b> (Cumulative for tenure at Notre Dame)                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 1st Offense                                                                                     | <ul style="list-style-type: none"> <li>● The administration and parents will be notified by the teacher</li> <li>● Student will receive a “0” on the assignment involved</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| On the 2nd Minor Offense, it will be treated as a MAJOR offense following the guidelines above. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

- Continued on to the next page -

Beginning with the graduating class of 2028, the following penalties for academic dishonesty will be implemented.

| <b>MAJOR ASSIGNMENTS</b> (Cumulative for tenure at Notre Dame)                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cheating Offense</b>                                                                         | <b>Consequence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1st Offense                                                                                     | <ul style="list-style-type: none"> <li>• The administration will notify the parents</li> <li>• Student will receive a "0" on the assignment involved - Midterms and Finals included</li> <li>• One Saturday Detention will be issued</li> <li>• Students and parents will meet with an administration to sign the Academic Dishonesty contract regarding the consequences of additional academic violations for the student's tenure at Notre Dame.</li> <li>• Beta Membership eligibility will be determined by the organizations bylaws</li> </ul>                                                                                                                                                                                                            |
| 2nd Offense                                                                                     | <ul style="list-style-type: none"> <li>• The administration will notify the parents</li> <li>• Student will receive a "0" on the assignment involved - Midterms and Finals included</li> <li>• TWO Saturday Detentions will be issued</li> <li>• Students will not be eligible for any Academic Honors at Notre Dame High School. This includes Graduation Honors, Academic Sweater, and membership in the Beta Club</li> <li>• Student will not be eligible for any club or class office or for any leadership position or ambassadorship - those holding positions will be removed</li> <li>• Student and parent will meet with an administration to discuss consequences of additional academic violations for the student's tenure at Notre Dame</li> </ul> |
| 3rd Offense                                                                                     | <ul style="list-style-type: none"> <li>• The administration will notify the parents</li> <li>• Students will receive a failure (F) in the course for the year.</li> <li>• Students will be assigned a 1-day Out of School Suspension</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>MINOR ASSIGNMENTS</b> (Cumulative for tenure at Notre Dame)                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 1st Offense                                                                                     | <ul style="list-style-type: none"> <li>• The administration and parents will be notified by the teacher</li> <li>• Student will receive a "0" on the assignment involved</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| On the 2nd Minor Offense, it will be treated as a MAJOR offense following the guidelines above. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## **DRUG and ALCOHOL**

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The following policies are in effect with regard to drugs and alcohol:

- No student will consume, use, sell, distribute, be under the influence of, or possess (including consumption prior to school or school function) any drug or like substance including anabolic steroids, or any alcoholic beverage at Notre Dame High School or any school function on or off campus.
- No student will be in possession of any drug related paraphernalia at Notre Dame High School or any school function on or off campus.
- If any student is found to be complicit, even if they have not participated, will still be found to be in violation of the Drug and Alcohol policy.
- Any person having any reasonable cause to believe that a student is guilty of any of the infractions listed above, shall immediately report such a fact to the Administration of Notre Dame High School.
  - The Administration shall investigate the circumstances of the report with the student and his/her parents or guardian. This investigation may include the administering of a breath, swab, urine, saliva, or hair test for the detection of the presence of drugs and/or alcohol. The cost of said test is to be paid for by the student, parent(s), or guardian(s) of the student. The administration reserves the right to involve local law enforcement.
- The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice. The Notre Dame High School Administration also has the right to conduct a reasonable search of the student and the student's possession, including vehicles on the Notre Dame High School premises.
- The Notre Dame High School Administration, in cooperation with local law enforcement agencies, will perform periodic random searches utilizing drug dogs in the parking lot, student lockers, classrooms, student book bags, and other locations on the Notre Dame High School campus

## **SUBSTANCE ABUSE TESTING**

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It is acknowledged that the ultimate purpose of the school system is to provide a quality education. Further recognizing the fact that the presence, introduction, or consumption of illegal and/or harmful drugs or possession of related drug paraphernalia on our campus has no place in the educational system, the Notre Dame High Advisory Council sets forth the following policy:

All enrolled students are subject to random drug testing and may also be subjected to a reasonable search of his/her person, vehicle, possessions, and lockers by the administration or assigned teacher. The administration is also authorized to solicit and provide, for periodic use, a trained animal in the search for or detection of illicit drugs. In the event that such animals should detect or indicate the presence of such substances, then the administration shall be authorized to demand all students in the area of the detection to display or otherwise exhibit the contents of the affected area.

Notre Dame High School hopes that one of the outcomes of the drug testing policy is to foster a positive, ongoing discussion between parents and their children concerning drugs, alcohol, and the other temptations our students face. This program is a service not only to the individual, but it also serves the entire Notre Dame family..

**Due to the random drug testing policy, the administration should be notified of all special medical conditions, cases and/or medication prescribed by a student's physician, which could be detected by the drug screening. Upon administrative request, a parent must submit a current copy of a student's prescription(s) for any medications that may have resulted in a failed drug test.**

*- Consequences continued on to the next page -*

| <b>DRUG and ALCOHOL VIOLATIONS</b> (cumulative for tenure at Notre Dame)                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Offense</b>                                                                                                                                                                                                                                                                                                                                                                                      | <b>Consequence and Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                             |
| 1st Offense                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>● The Administration will notify the student and parent of any positive results</li> <li>● Student will receive a 3- Day Out of School Suspension</li> <li>● The student is mandated to take a witnessed collection and drug screen until at least 3 registered negative results.</li> </ul>                                                                                             |
| 2nd Offense                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>● The student will be given 48 hours to withdraw from Notre Dame High School or will be expelled</li> </ul>                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>ADDENDUMS</b>                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Falsifying Test                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>● Any attempt to alter or falsify a test will result in an immediate 1st offense unless prior offenses have been recorded. In that case, it will be handled as a repeat offense.</li> <li>● Any student who assists another in attempting to alter or falsify will be addressed by the Administration, receiving a consequence no less than a 2-day Out of School Suspension.</li> </ul> |
| Failure to Comply                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>● Any student who refuses to be tested, or to be rested, will be given the opportunity to withdraw or will be expelled.</li> <li>● Any student who fails to comply with any consequence or requirement will be given the opportunity to withdraw or will be expelled.</li> </ul>                                                                                                         |
| <p>** All required prescriptions should be recorded and stored in the front office. Medication should be properly labeled with the student's name, doctor, and dosage requirements. All medication must be consumed in the front office, monitored by the secretary of the Dean of Students. Written permission, found on the school's website, must be submitted BEFORE medication is allowed.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## **MAJOR DISCIPLINE CONSEQUENCES**

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Major discipline violations will follow a TIER SYSTEM while administering consequences. This policy is designed to uphold accountability and increase consistency when determining consequences. Refer to the table below for descriptions and consequences. In addition:

- The Administration reserves the right to add to or to reduce the severity of the punishments as the situation warrants.
- Refer to the Drug Testing Policy for the consequences regarding positive drug testing results.
- The Administration may conduct a breathalyzer or other such substance test at any time during the school day. The test must register 0% for substances.
- Once a student has been suspended 3 times, he/she may be recommended for expulsion.

## Major Discipline Violations Tier System

\*\* After the second Tier 1 offense, the student advances to a Tier 2 violation and so forth\*\*

| Behaviors that result in an Immediate Discipline Referral to the Dean of Students                  | Violation Descriptions (not limited to)                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tier 1</b>                                                                                      | <b>Morning Detention</b> (examples not limited to)                                                                                                                                                                                                                                                                                         |
| Uniform Violations<br>(Violations that can not be fixed at school)                                 | <ul style="list-style-type: none"> <li>• Extreme hair color or style</li> <li>• Skirt length</li> <li>• Incorrect pants/ uniform</li> <li>• Incorrect/ Damaged shoes</li> </ul>                                                                                                                                                            |
| Respect of peers                                                                                   | <ul style="list-style-type: none"> <li>• Openly mocking students on a daily basis</li> <li>• Minor bullying occurrences</li> <li>• Verbal altercations</li> </ul>                                                                                                                                                                          |
| Profanity or Obscenities<br>(not directed to a specific person)                                    | <ul style="list-style-type: none"> <li>• Verbal</li> <li>• Gestures</li> <li>• Written or illustrated</li> </ul>                                                                                                                                                                                                                           |
| Disrespect of classroom policies                                                                   | <ul style="list-style-type: none"> <li>• Excessive Disruption - after redirection attempts</li> <li>• Failure to stop behavior after classroom policies have been exhausted.</li> <li>• Failure to complete in-class consequence</li> </ul>                                                                                                |
| Cell Phone - 1st Offense<br>(Phone will be confiscated and given back at the end of the day)       | <ul style="list-style-type: none"> <li>• Cell phone in pocket</li> <li>• Using cell phone in class</li> <li>• Cell phone NOT in the off position</li> </ul>                                                                                                                                                                                |
| Gambling                                                                                           | <ul style="list-style-type: none"> <li>• Any form of gambling that is not authorized by the school</li> </ul>                                                                                                                                                                                                                              |
| Parking                                                                                            | <ul style="list-style-type: none"> <li>• Permit is not visible</li> <li>• Parking incorrectly, in the wrong location, in a driveway, on a sidewalk, or in spots not designated for students</li> <li>• Reckless/unsafe driving</li> </ul>                                                                                                  |
| <b>Tier 2</b>                                                                                      | <b>Saturday Detention</b> (examples not limited to)                                                                                                                                                                                                                                                                                        |
| Disrespect of the faculty, staff, or administration                                                | <ul style="list-style-type: none"> <li>• Inappropriate body language, responses, or gestures</li> <li>• Negatively written words or illustrations</li> <li>• Lying</li> </ul>                                                                                                                                                              |
| Class or Mass Attendance                                                                           | <ul style="list-style-type: none"> <li>• Skipping Class, Mass, or a school activity but remaining on campus</li> </ul>                                                                                                                                                                                                                     |
| Cell Phone - 2nd + 3rd Offense<br>(Phone will be confiscated and given back at the end of the day) | <ul style="list-style-type: none"> <li>• Cell phone in pocket</li> <li>• Using cell phone in class</li> <li>• Cell phone NOT in the off position</li> </ul> <p>(Students must submit their device to the office before the tardy bell for a period of one week. Failure to comply will result in an automatic Administrative Referral)</p> |
| Technology Misuse                                                                                  | <ul style="list-style-type: none"> <li>• Gaining access to unauthorized data or using Chromebook for obscene purposes.</li> <li>• Posting inappropriate messages or invading the privacy of others</li> <li>• Misusing the Chromebooks purpose in any form -</li> <li>• SEE MAJOR TECH VIOLATIONS</li> </ul>                               |
| Tier 1 Non compliance                                                                              | <ul style="list-style-type: none"> <li>• Not completing a Tier 1 consequence</li> </ul>                                                                                                                                                                                                                                                    |

| <b>Tier 3</b>                                                                                                      | <b>Out of School Suspension - 1 Day</b> (examples not limited to)                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tobacco                                                                                                            | <ul style="list-style-type: none"> <li>The use of tobacco through the use of but not limited to vapes, Zyn packs, dip, etc.</li> </ul>                                                                                                                                                                                               |
| Bullying or Harassment                                                                                             | <p>As per Diocesan policy all of the following criteria must be met:</p> <ul style="list-style-type: none"> <li>Imbalance of power</li> <li>Repeated and/or escalating behaviors</li> <li>Aggressive or intentional behavior</li> </ul>                                                                                              |
| Leaving Campus                                                                                                     | <ul style="list-style-type: none"> <li>Skipping Class, Mass, or school activity and leaving campus</li> </ul>                                                                                                                                                                                                                        |
| Profanity or Obscenities<br>(Directed towards a teacher or administrator )                                         | <ul style="list-style-type: none"> <li>Verbal</li> <li>Gestures</li> <li>Written or illustrated</li> </ul>                                                                                                                                                                                                                           |
| Dishonesty                                                                                                         | <ul style="list-style-type: none"> <li>Falsifying faculty signatures, letters of recognition, parental letters, emails or any other official document</li> </ul>                                                                                                                                                                     |
| Vandalism or Stealing<br><br>(If damages exceed \$250, the offense may be automatically treated as a 2nd Offense.) | <ul style="list-style-type: none"> <li>Stealing any property from school or any person on campus</li> <li>Defacing any property belonging to school, faculty, administration or staff</li> <li>Destruction of property in any capacity</li> </ul>                                                                                    |
| Cell Phone - 4th Offense<br>(Phone will be confiscated and given back at the end of the day)                       | <ul style="list-style-type: none"> <li>Cell phone in pocket</li> <li>Using cell phone in class</li> <li>Cell phone NOT in the off position</li> </ul> <p>(Students must submit their device to the office before the tardy bell for a period of one week. Failure to comply will result in an automatic Administrative Referral)</p> |
| <b>Tier 4</b>                                                                                                      | <b>Out of School Suspension - 2 -3 Days</b> (examples not limited to)                                                                                                                                                                                                                                                                |
| Fighting                                                                                                           | <ul style="list-style-type: none"> <li>Physical bodily harm to another Student</li> </ul>                                                                                                                                                                                                                                            |
| Cell Phone - 5th Offense<br>(Phone will be confiscated and given back at the end of the day)                       | <ul style="list-style-type: none"> <li>Cell phone in pocket</li> <li>Using cell phone in class</li> <li>Cell phone NOT in the off position</li> </ul> <p>(Students must submit their device to the office before the tardy bell for a period of one week. Failure to comply will result in an automatic Administrative Referral)</p> |
| Intentional Damage to School Property                                                                              | <ul style="list-style-type: none"> <li>Graffiti</li> <li>Property damage</li> </ul>                                                                                                                                                                                                                                                  |
| <b>Tier 5</b>                                                                                                      | <b>Immediate Suspension - Duration to be determined</b>                                                                                                                                                                                                                                                                              |
| Possession of Weapon                                                                                               | <ul style="list-style-type: none"> <li>Pepper Spray</li> <li>Tasers</li> <li>Any Self-Defense items NOT allowed on school property or at school sponsored events.</li> </ul>                                                                                                                                                         |
| Possession of a Controlled substance                                                                               | <ul style="list-style-type: none"> <li>Alcohol and Drugs are NOT allowed on school property</li> </ul>                                                                                                                                                                                                                               |
| Threats of Violence/ Physical Harm                                                                                 | <ul style="list-style-type: none"> <li>Any act of violence potentially endangering students, faculty, staff, or administration</li> </ul>                                                                                                                                                                                            |

## CONSEQUENCE DESCRIPTIONS

| Consequences                                                                                                                        | Description of Consequence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Morning Detention</b><br>(6:15 a.m. - 7:00 a.m.)                                                                                 | <ul style="list-style-type: none"> <li>Will be held Tuesday and Thursday of every week<br/>Arrive promptly at 6:15 am in FULL uniform</li> <li>Tardiness or failure to comply with the uniform policy will result in a Saturday detention.</li> <li>Students will serve respectfully and comply with all instructions.</li> <li>Dismissal will be at 7:00 am <ul style="list-style-type: none"> <li>Students will be allowed to leave campus after consequence is served, but must return before the tardy bell</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Saturday Detention</b><br>(7:00 a.m. - 9:00 a.m.)                                                                                | <ul style="list-style-type: none"> <li>Will be held every 2nd and 4th Saturday of each month.</li> <li>Arrive promptly at 7:00 am in FULL uniform</li> <li>Tardiness or failure to comply with the uniform policy will result in a second Saturday detention.</li> <li>Students will serve respectfully and comply with all instructions.</li> <li>If a student does refuse to report or serve penalty detention, a 1-day Out of School Suspension will be given</li> <li>After the 3rd Saturday detention of a quarter, a student will receive a 1-day Out of School Suspension.</li> <li>Out of town trips, lack of transportation, or athletic commitments, whether school or non-school related, will <b>not</b> be excused.</li> <li>The only acceptable reasons to miss a Saturday School are a death in the family or an illness. If a student is ill and not able to attend Saturday School, the administration/disciplinarian must be contacted immediately and a doctor's excuse must be presented to postpone Saturday School and the student not be suspended.</li> </ul> |
| <b>Out of School Suspension</b>                                                                                                     | <p>FIRST Suspension of the year, a student will:</p> <ul style="list-style-type: none"> <li>receive a 5% decrease in the nine week's grade for ALL classes</li> <li>not participate in school activities during suspension period, to include weekend</li> <li>not attend co-curricular events during the suspension period, to include weekend</li> <li>be allowed to make up all missed work</li> </ul> <p>SECOND and THIRD Suspension of the year, a student will:</p> <ul style="list-style-type: none"> <li>receive a 7% decrease in the nine week's grade for ALL classes</li> <li>not participate in school activities during suspension period, to include weekend</li> <li>not attend co-curricular events during the suspension period, to include weekend</li> <li>be allowed to make up all missed work</li> </ul> <p>FOURTH Suspension of the year, a student will</p> <ul style="list-style-type: none"> <li>receive an Administrative Consequence, which could result in suspension, withdrawal or expulsion.</li> </ul>                                               |
| <b>Suspension during a Criminal Investigation</b>                                                                                   | <p>If any student of a Catholic school is suspected of criminal activity, that student may, at the discretion of the Chancellor or Administration, be placed on suspension until an investigation has been conducted to ascertain his/her guilt or innocence. The length of the investigation shall govern the length of the suspension. This suspension time shall not count as part of the number of days absent when determining passing and failing according to state attendance regulations. The student shall be allowed to complete assignments at home and may be allowed to make up all tests either under supervision at home or upon returning to school.</p>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Administration reserves the right to increase the severity of any consequence based on past offenses and behavioral history.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



## GRADUATION POLICIES

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All Notre Dame High School students are required to follow the school's course plan in order to obtain an official diploma, in compliance with the State Board of Education and the Diocese of Lafayette. To graduate with a TOPS accredited diploma, all students must successfully complete a minimum of 28 Carnegie units of high school credit. A senior must have successfully completed all courses required for graduation in order to graduate from Notre Dame High School. If a senior has missing credit or recorded failures, he/she may participate in the graduation ceremony but will not receive a diploma until summer course has been completed and credit is earned.

### DRESS CODE FOR GRADUATES

Graduates are not permitted to wear stoles and/or hoods other than those issued by Notre Dame. Cords indicating extracurricular activity participation must be approved by the ND administration.

We ask that students, and parents, help us by strictly adhering to these requests since these are FORMAL ceremonies. Students not in compliance will not be allowed to participate in the ceremony.

| REQUIREMENTS<br>FOR GIRLS                                                                                                                                                                                                                                                         | REQUIREMENTS<br>FOR BOYS                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>● A modest dress (appropriate for church)</li><li>● Solid <b>nude</b> dress shoes with a strap or back</li><li>● No mules, slides, or flip-flops</li><li>● Earrings must be small and tasteful</li><li>● No necklaces may be worn</li></ul> | <ul style="list-style-type: none"><li>● Dark slacks</li><li>● A white shirt and tie</li><li>● Dark, polished dress shoes</li><li>● Clean shaven</li></ul> |

### SENIOR AWARDS MASS

- Celebrated on the Tuesday of Senior Exam Week with the entire student body in the Notre Dame Gym.
- Senior awards will be presented following Mass.

### GRADUATION PRACTICE

- Scheduled for the Tuesday of graduation week - time to be announced on calendar and communicated prior to the event
- Graduate attendance is mandatory.
- Will be held at Our Lady of the Sacred Heart Church in Church Point.
- Must be dressed in appropriate dress including cap and gown.
- Photographs will be taken. Students not in compliance with dress code will not be in the senior photograph.

### COMMENCEMENT EXERCISES

All Seniors in good standing are eligible to participate in Commencement Exercises.

- The third Friday of May
- Arrival time for graduates and parents will be announced

### GRADUATION HONORS

Grade point averages are NOT rounded and students will NOT be ranked, instead, they will be honored according to their GPA.

Honors Graduates will be recognized as follows:

*Summa Cum Laude (Gold Stole)*

- 4.00 GPA with exclusive participation in an Honors Curriculum for four consecutive years of high school. A qualifying transfer student will not be eligible to give the Commencement Address at the graduation ceremony, nor to participate in choosing the honoree of the valedictory address.
- Transcript must include Calculus and Physics HCB. No classes will be taken for audit.
- One graduate from this group will deliver the valedictory address at graduation and shall be chosen from among his/her fellow honorees of this level by secret ballot. If there is a tie after secret ballots are cast, the tie will be broken by calculating the number grades associated with the final core grades in their senior year. Should there again be a tie, the number calculation will be done for final core grades for the junior year, and so forth.
- Core Subjects for each grade include:
  - Seniors: Civics, English IV, Physics, Calculus, and Religion IV
  - Juniors: US History, English III, Chemistry, Advanced Math, Religion III
  - Sophomores: English II, Biology, Algebra II, Geometry, Religion II
  - Freshmen: World Geography, English I, Physical Science, Algebra I, and Religion I

*Magna Cum Laude (White Stole)*

- 3.70-4.00 GPA with at least twelve (12) Honors College Bound Courses.

*Cum Laude (Blue Stole)*

- 3.70-4.00 with less than twelve (12) Honors College Bound Courses
- This group honors those students who achieved at the highest level in the College Bound Track.

*Scholars Honors (Gray Stole)*

- 3.50-3.699 in Honors College Bound OR College Bound Curriculum

**\*\*If no graduating student achieves a 4.0 among those students who have fulfilled all other requirements necessary to be considered for the #1 Graduating Senior, the student(s) who have the highest numerical average in the CORE SUBJECTS (see list) will be recognized as the TOP ranking graduate(s) of their class.**

## GUIDANCE SERVICES

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Notre Dame offers Guidance Counselor services which focuses on academic counseling, advisement, and emotional support. Academic and college counseling begin before the student actually enters the school. A long-term relationship between counselor and student begins when the first high school schedule is prepared in the spring before the Freshman year. *Our support goes beyond academics, as we address the needs of the whole student and their mental health. Unless specifically noted otherwise, your child may receive these services through the Counseling Office. If deemed necessary or requested, the school counselor can provide information about outside counseling services for students and family. Parents are encouraged to contact the counselor with any concerns they might have regarding their child.*

### ADVISEMENT

Due to the large number of students, each student is assigned a Faculty Adviser. The Faculty Adviser aids the Guidance Counselor by meeting with the student and parents each year during scheduled advising times. Each student and parent is encouraged to be familiar with TOPS and Graduation requirements and to ask for guidance assistance when needed. Academic counseling remains an essential part of the Guidance Department. At-risk students are identified and may be referred for private counseling.

### COLLEGE & WORK PLACEMENT

Students will take tests in the ACT family during their tenure at Notre Dame. The Guidance Counselor helps students interpret the results of standardized tests, which helps students to gain insight into college, work or career options.

## RECORDS

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Parents and students have a right to review their records. Appointments to view your records can be made through the guidance or registrar's office.

## DIPLOMAS and TRANSCRIPTS

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Requests for transcripts must be directed to the registrar's office. A transcript of a student's credits will be sent on request of the student. Transfer of credit is an official transaction between schools. An official transcript from another school will not be accepted directly from a student. A student's test scores will be released as part of the transcript sent to colleges/universities unless a written request to withhold scores is received in the registrar's office at the beginning of the school year. **IMPORTANT: Notre Dame High School adheres to the Buckley Amendment; each parent and student has agreed to and signed the Buckley Agreement (in your registration packet) upon registration**

## NATIONAL TESTING OFFERINGS

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The following National Tests are given to the various grade levels at Notre Dame High School:

- Freshman
  - PACT
  - ACT upon request
- Sophomores
  - PACT
  - ACT upon request
- Juniors
  - ACT
- Seniors
  - ACT upon request

If your students meet the requirements for specialized testing, please contact the Guidance Counselor for further information and direction.

## OFFICE INFORMATION

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The office hours for official school business are from:

- August - May
  - Monday - Friday (this does not include posted school holidays)
  - 7:30am to 3:30pm
- June - July
  - Monday - Thursday
  - 8:00am to 12:00pm

## VISITORS

Notre Dame High School is a **CLOSED CAMPUS**.

ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVING ON CAMPUS.

- Notre Dame High School of Acadia Parish is a closed campus. However, our campus is not enclosed. This makes it necessary to safeguard against visitors wandering on campus and students wandering off campus. To that end, all classroom doors are to remain locked and teachers will be assigned duty stations before and after school as well as during the lunch period.
- Once a student arrives, he / she cannot leave without proper permission from the administration.  
**(Students are considered on campus during the hours between 7:45am to 3:00pm.)**
- All visitors, including parents, must sign-in and out with the school's office upon entering and leaving campus.
- Students cannot have visitors and/or outside deliveries during the school day.
- Permission must be granted for a student to visit his/her vehicle during school hours - the student must obtain a vehicle pass from the front office. Access to vehicles will not be permitted during class time without administrative approval. A student found to be in a parking lot area without permission will be subject to disciplinary consequences.

## STUDENTS IN OFFICE

To come to the office during class time, students must have possession of the official school hall pass.

## ASSIGNMENT REQUEST POLICIES

- Teachers will post daily objectives and assignments in the lesson plan tab of FACTS. Google classroom may also be utilized for posting assignments, class announcements, etc.
- If assignments cannot be obtained online and/or from another student, parents/guardians may call the school's office to request assignments/books for extended periods of time. Parents/Guardians may pick up the assignments in the school's office during office hours. Students are encouraged to contact their teachers via email for specific instructions and/or assignments missed.

## ANNOUNCEMENTS DURING THE SCHOOL DAY

To ensure that class interruptions will be kept to a minimum for maximum academic benefit, the following class interruption policies will be adhered to:

- Announcements will be made during the closing minutes of 1<sup>st</sup> period, prior to lunch, and at the end of the day.
- ONLY for extenuating circumstances will announcements be made over the public address system at other times during the day and may be read by designated personnel only.
- A prayer will be led for the entire school three times daily.
- Emergency interruptions will be made by the administration only.

## DISTRIBUTION OF PRINTED MATERIAL AND/OR PETITIONS

As the school is neither a public forum nor a public property, no person is allowed to distribute or post any type of printed materials on campus without the permission of the administration. Any printed materials/merchandise distributed in the name of Notre Dame High School must first be approved through the Office of Advancement.

## PARENT – STUDENT HANDBOOK

The student handbook can be accessed at [ndpios.com](http://ndpios.com). At registration, each family signs a form to verify their consent of the school policies as stated in the handbook.

## MEDICATION

- **Due to the random drug testing policy, the administration should be notified of all special medical conditions, cases and/or medication prescribed by a student's physician that could be detected by the drug screening.**
- Routine medications will be administered ONLY if the PERMISSION FOR MEDICATION FORM, which is available

online, has been completed.

- Parents are to submit any special medical conditions/needs to the front office so as to communicate said conditions/needs to student's teachers via FACTS dashboard.

#### **MESSAGES, DELIVERIES, AND TELEPHONE USAGE**

- The school should not be the ordinary means of communicating with your student. However, messages considered urgent by the parents will be communicated to the student at an appropriate time.
- A phone will be available in the school's office for phone calls to parents/guardians. Phone calls should be brief. Courtesy is expected. Please do not contact your son/daughter via their cell phone. **This includes text messaging.** This will result in a cell phone violation.
- Students are not allowed to receive any deliveries (flowers, balloons, food, etc.) at school.

#### **POSTERS / SIGNS**

No decorations, flyers or posters of any type are to be put anywhere in the building without administration approval. To protect all surfaces, only blue painter's tape may be used. No

#### **NEWSLETTER**

The official Notre Dame High School of Acadia Parish Newsletter is sent out monthly via email and posted on the school website. Anyone wishing to include information in the newsletter should contact the administration prior to the 15<sup>th</sup> of the month.

#### **CHANGE OF ADDRESS, EMAIL, AND/OR PHONE NUMBER**

Any changes made to contact information should be reported to the office as soon as possible so as to avoid any interruption in any necessary communication.

#### **LOST AND FOUND**

Articles that are found should be taken to the office. Any lost items that are not claimed within a reasonable time will be given to the needy. The lost and found container is located in the gym. Please encourage your student to utilize the school issued locker and combination lock to safeguard personal belongings. Students are discouraged from bringing significant amounts of money to campus.

#### *USE OF GROUNDS AND FACILITIES*

Any group wishing to use the facilities at Notre Dame High School must contact the administration.

### **LIBRARY**

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Library services include the teaching of information literacy skills, assistance in locating reading material, and assistance in locating information for classroom and personal use. All Freshman, through their English classes, will go through a library resource lesson. Students have access to magazine collections, both in print and online, a number of database subscriptions, and various electronic and print resources designed to support the curriculum. Internet and e-mail are provided on the school wide network. The library is staffed by one certified full-time librarian and student volunteers.

#### *GENERAL POLICIES*

**The Library is considered a classroom; therefore, the same Classroom procedures apply in the library.**

- Students must present a pass to the librarian when entering the library unless accompanied by a teacher.
- Students are required to sign in and sign out when using the library unless accompanied by a teacher.
- Students have access to print on the library copy machine for a fee of 10 cents per sheet.
- Books are checked out for 10 school days and may be renewed if not needed by other students.
  - Books must be returned no later than 3:25pm on the date the book is due.
  - Fines for overdue books are 10 cents per day.

- Due to the large demand for certain print materials during assignments and research, certain materials may be due for a shorter time period. These items must be returned before the beginning of 1<sup>st</sup> period on the date due. Fines are incurred immediately, and students are responsible for getting said materials back to the library in a timely fashion.
- Semester/Final Exams will not be given to students who owe fines, fees or materials to the library.
- When a book is lost, students pay the replacement value of the book.

## ***LUNCH PROGRAM***

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Notre Dame's School lunch program is a separate entity and is set by the guidelines of the [Diocese of Lafayette Food and Nutrition](#) program. This program is computerized giving each enrolled student a food service identification (ID) number, which will be the same as the student's ID number. It will be his / her food service ID number as long as they attend Notre Dame.

Prior to, or on the first day of school, students should establish a food service account through [My School Bucks](#) and prepay money into the account. It is suggested that students prepay for 20 days. After the account has been established, students may make daily purchases against their account. Students may use their food service account to purchase a federally subsidized lunch, and extra servings such as second entrees / sandwiches, fries, juice, ice cream, etc. With computerization, no student can tell when another receives federally subsidized meals. However, you can stay up to date and make payments online at [www.myschoolbucks.com](http://www.myschoolbucks.com), once you have created an account.

No account balance should exceed \$100. Parents will be contacted if the student's lunch balance is not paid.

Students are permitted to bring their own lunch to school. The following policies will be strictly enforced.

- Off campus food cannot be eaten in the cafeteria.
- Strict adherence to the nut free policy must be observed.
- Food deliveries of any kind will not be accepted in the front office, nor will students be permitted to go to their vehicles to retrieve lunch.
- Meals must be ready to eat. Preparation stations, utensils, etc will not be provided.
- Food will not be consumed in the classrooms.
- Only clear, plastic, disposable water bottles will be permitted. Students cannot bring other drinks, cups, etc.

## ***DANCE and EVENT POLICIES***

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Notre Dame Catholic High School dances are events which reflect the philosophy of our school and the teachings of the Catholic Church. Among our most important considerations is adherence to Church teachings regarding modesty.

### **GIRLS REQUIREMENTS**

- Tops
  - The neckline of a dress, top, or gown must be cut in a modest way.
  - No cleavage showing (Discretion is left to the faculty)
    - If cleavage is showing, the student will be asked to leave the dance or may be supplied a sweater or shawl in order to be in compliance with dance dress regulations.
    - Spaghetti straps or strapless dresses are allowed, as long as they are not low cut.
    - The cut of a dress in the back and sides must not be below the natural bra line. Backless dresses are not allowed.

- Length
  - A skirt or dress must be below the knee, NOT at or right above it.
  - Side, front, and back slits in a dress/skirt must be below the knee.
  - Only tea-length dresses and floor-length dresses will be allowed.
- Miscellaneous
  - No midriff or naval is allowed to show.
  - No dress may contain fabric cut-outs. This includes openings covered with net-like fabric.
  - Dresses should not be excessively tight. Discretion is left to the faculty.

#### BOYS REQUIREMENTS

- Homecoming: Polo or collared dress shirt with dress pants. T-shirts are not allowed. Sport coat, tie, or bow tie are optional.
- Prom: Tuxedo or suits are required. Sport coats and slacks are not permitted.
- No hats, canes, or sunglasses will be allowed during the Senior March. (boys or girls)

#### ADDITIONAL ATTIRE NOTES

- Modesty is a top priority at Notre Dame High School. If an administrator deems the dress/skirt does not follow policy and/or is inappropriate, the student will not be allowed to enter the event. If you are uncertain as to whether your dress/skirt is acceptable, please email a picture of yourself in the dress/skirt to the [Dean of Students](#) for approval.
- **These guidelines also apply to non-NDHS dates.**

#### GUIDELINES

- Dances are for Notre Dame High School students and their guests only.
- Each student is allowed one approved guest from outside of Notre Dame High School. Persons who've previously been asked to withdraw from (or expelled from) ND will not be permitted to attend.
- A fee will be assessed for Prom guests who are ND freshmen or sophomores and for non Notre Dame guests.
- **Guests must be enrolled in High School or no older than 21 years of age. Homeschool guests are allowed with written permission.**
- **Students bringing a guest from outside of Notre Dame must obtain, complete and return a request/permission form from the office of the Dean of Students before the dance.**
- **All guests are subject to all Notre Dame Rules, regulations and policies set forth by Notre Dame.**
- Notre Dame High School students are responsible for their guest's behavior and observance of school rules while at the dance.
- Students and guests arriving after the breath-a-lizing is completed will not be admitted into the dance; parents will be notified before students are allowed to leave the premises.
- Students and guests who must arrive late due to a valid excuse (work, athletic competition, etc.) must get prior approval from the administration.
- The drug and alcohol policy will be strictly enforced at dances and each student and his/her guest will be subject to a sobriety test.
- No alcoholic beverages or tobacco products of any type are allowed at school dances/functions. Students and their guests arriving at dances/functions under the apparent influence of, in possession of, or smelling of alcohol or drugs, will not be admitted to the dance/function. Further disciplinary action will be applied to those students as well as to any student who is apparently under the influence of, in possession of, or smelling of alcohol or drugs, during any time that the dance/function is in progress. Parents of such students will be telephoned immediately and so advised. *Reminder: Notre Dame students are responsible for the actions of their dates.*
- **Dances will begin promptly, doors will be locked and students/guests will not be allowed to leave until the ending time.**

- Students and their guests may not leave the dance and return unless they are accompanied by a school chaperone.
- Chaperones will be on duty and will include members of the Notre Dame Faculty and staff and members of the local law enforcement department.

Violations of these rules will result in:

- The student asked to leave the dance.
  - The student's parents will be notified and required to pick up the student from the school dance.
- Additional disciplinary action will be administered once the student returns to school.

**We strongly urge and encourage parents to work cooperatively with other Notre Dame parents to provide appropriate entertainment for their students prior to and following all school dances/activities. We also strongly urge parents to prohibit the use of alcoholic beverages at such pre- and post-school dances/activities.**

## **PARKING**

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Parking on-campus is considered a PRIVILEGE. Students with cars are allowed to purchase a parking permit to park in a specific zone for the year. There is a yearly parking fee. Students must adhere to the following regulations:

- Parking permits will be issued within the first full week of the academic year.
- Parking on campus without a valid drivers license will result in a Teir 2 consequence.
- Students must purchase a parking permit from designated school personnel as soon as the student begins driving to school. (Students must have a valid driver's license to purchase a parking permit)
- Parking permits must be hanging from the student's rearview mirror and visible.
- Park in the parking zone designated by the color of your permit. If you arrive at school and there is no space available in your assigned zone, please park in the parking lot behind the stadium.
- Upon arrival and at departure, students must immediately exit their vehicle. Loitering in the parking lot and/or vehicles will not be permitted.
- It is necessary that we have on file the license plate number of the primary vehicle the student will drive during the school year. If a different vehicle is driven for any reason, the student must remove his/her tag, place it in the vehicle they will be using, and turn in vehicle plate number, make/model/color/year to the office.
- Students are not allowed to access their vehicles during class time without permission from the front office.

## **LOCKERS**

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Student lockers are owned by Notre Dame High School. It is the student's responsibility to keep his/her locker locked. Lockers will be assigned upon a student's request.

- Students are not allowed to use their own lock on their North wing locker.
- The school is not responsible for items that are reported as missing or stolen from student lockers or from their book bags.
- Materials kept at school are kept at the student's risk. Since locker space belongs to the school and is not the private area for the student, the administration reserves the right to inspect lockers at any time, for any reason.
- No stickers, posters, etc. are to be posted on or in the locker.
- Damage to lockers will be handled as described under the major violation section with regard to destruction of school property.

## **STUDENT ACTIVITIES PHILOSOPHY**

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The opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. These experiences contribute to the development of learning skills and emotional patterns that enable students to make maximum use of their education. Participation in activities is a privilege which carries with it responsibility to the school, to the activity/organization, to the student body, to the community and to the individual student.

Notre Dame's student activities are considered an integral part of the educational program providing experience that will help to develop young men and women physically, mentally, socially, and emotionally.

## ***CLUBS and ACTIVITIES***

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Notre Dame attempts to provide activities in sufficient number and variety to appeal to all talents and interests. These activities are considered an integral part of the school's program of education and are consistent with Notre Dame's philosophy of developing the total person. Every student is urged and encouraged to participate in these activities and thereby profit by the experience and enjoyment which participation in them can bring.

Students have the privilege of joining the school's organizations - defined as one which is governed by a constitution and/or bylaws. Participating students will accept the responsibility of familiarizing themselves with the constitution, rules, and regulations of each organization of which they are a member.

Students who transfer to Notre Dame with prior experience of participation in spirit organizations will be eligible for tryouts presuming all other criteria are met.

### ***OFFICERS***

A student may be president or chairman of ONE club/organization/group while holding a total of two offices in any club/organization/group. A student **MAY**, however, be president or chairman of a club or organization or group **AND** hold any class office.

### ***MEMBERSHIP***

Students may join as many organizations as they wish. However, participation is required in whatever one joins. Therefore, it is advised that students pick and choose what they will join and be active in that which they choose.

### ***BETA***

The Notre Dame Beta Club is designed to promote and reward academic achievement and servant leadership. The Beta Club is open to all grade levels by invitation only. Transfer students membership in the National Beta Club will be honored at Notre Dame High School. The scholastic requirements for membership in this chapter are outlined in the clubs by-laws which will be distributed at the Beta Invitational Mass.

### ***CAMPUS MINISTRY***

Campus ministry provides an assortment of activities, programs and projects which are designed to help the school's student body as well as its staff grow spiritually as individuals and as a community of faith. The program sponsors activities such as retreats, liturgical and sacramental celebrations, peer ministry, spiritual guidance, and Christian service experience. These clubs are open to all students.

### ***RALLY TEAM***

The method of choosing a contestant to attend the District Literary Rally is left to the discretion of the teachers. If a selected student commits to participating in Literary Rally testing but does not report on test day, that student will be responsible for the repayment of expenses related to rally team fees - test fee, shirt fee, etc. Contestants who qualify at the District Rally will be **required** to proceed to the State Rally.

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### *SPEECH AND DRAMA CLUB*

The Speech and Drama Club at Notre Dame extends its membership to any student who is interested in theatre and the arts. The club presents a theatrical production each year. Tryouts will be held and selections will be made by impartial judges.

### *YEARBOOK*

Yearbook can only be scheduled by juniors and seniors on the recommendation of their sophomore or junior English teacher. Students are obligated to contract a specific number of advertisements.

### *ROBOTICS*

The purpose of the robotics club is for students to learn how to code and write commands for robots through competitions. By programming and controlling robots, students will step into the world of science, acquiring knowledge and skills that will be useful and applicable beyond the classroom. The robotics team is open to all class levels. Students will attend meetings and follow all academic requirements and behavior expectations set forth by the Faculty head.

### *CHEERLEADING*

The school spirit groups, including the Cheerleaders and Mascot, have a purpose of promoting school spirit. The cheerleading squads may also choose to compete in local and national competitions. Competition requires rigorous training and numerous practices throughout the year. Cheerleader & Mascot positions will be available (by try out) to those **freshmen**, sophomore, junior, and senior students who meet the qualifications set forth in the cheerleader by-laws. Students will be notified of tryout dates. Tryouts will be conducted by impartial judges.

**\*Please note the requirements and policies set forth in the Cheerleader By-laws.**

### *PIO PRIDE DANCE TEAM*

The purpose of this spirit group is to promote school spirit. The dance line also chooses to compete in local and national competitions. Competition requires rigorous training and numerous practices. Dance line is open to eligible seniors, juniors, sophomores, and enrolled incoming freshmen. Students will be notified of tryout dates. Tryouts will be conducted by impartial judges.

**\*Please note the requirements and policies set forth in the Dance Line By-laws.**

### *4-H*

4-H is an extracurricular organization that focuses on making each member the best that they can be in areas of Head, Heart, Hands, and Health. Members participate in project work such as food, nutrition, clothing, child development, personal development, computers, environment, as well as livestock. Members earn the opportunity to develop leadership skills, citizenship, as well as earning recognition through numerous parish and state contests. Membership is open to all students.

### *QUIZ BOWL*

Quiz bowl is open to all Notre Dame Students. Team members are selected in tryouts conducted by the moderator. Team members participate in numerous matches. Team members must be knowledgeable in several categories and willing to devote time to study and practice.

### *STUDENT COUNCIL*

Student Council is an organization consisting of elected members of the student body. The purpose of the council is to give the student body a "voice" through which to speak. The council is to represent student feelings, opinions, and interests while promoting student participation in high school activities. Six representatives are elected by each class and officers are elected by the entire student body to serve as mediator between administrators, faculty and students. The Student Council Board consists of a president, vice president, secretary, treasurer, historian, and parliamentarian. Active participation is required, not simply membership as in a club. Student Council meets on the

last Tuesday of each month at 7:10am.

**\*Please note the requirements and policies set forth in the Student Council By-laws.**

#### *CLASS OFFICERS*

Class officers will assist the Student Council in planning and promoting activities for their particular class. Class officers consist of a president, vice president, secretary, treasurer, historian, and two class representatives.

**\*Please note the requirements and policies set forth in the Class Officer By-laws.**

## **ATHLETICS**

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At Notre Dame High School, we believe that athletics play a vital role in shaping well-rounded students, while fostering teamwork, discipline, and a commitment to excellence. Our athletic program provides student-athletes with opportunities to compete, grow, and represent our school with pride. Through perseverance, our athletes develop essential life skills that extend beyond the playing field.

#### *LHSAA MEMBERSHIP*

Notre Dame High School of Acadia Parish is a member of the Louisiana High School Athletic Association and is currently classified as a 2A school for athletic competition. Notre Dame follows the rules and regulations of the LHSAA. All administrators, faculty, staff, students, and parents are expected to adhere to all rules and expectations set forth by the LHSAA.

#### *ATHLETIC ELIGIBILITY FOR INCOMING FRESHMEN*

To be eligible to participate on any of the school's athletic teams, the student must meet or exceed the LHSAA's minimum academic requirements which is to pass 6 subjects and have a C average. First semester or final grades count toward eligibility. Sport offerings are based on sufficient student interest.

All first time Freshmen that live in the Crowley school zone or attended a Catholic Elementary School within the The Diocese of Lafayette are eligible for Varsity, JV and Freshmen athletics at Notre Dame.

All first time Freshmen that live outside of the Crowley school zone and attended a public elementary school are eligible for JV and Freshmen athletics during your Freshman year. After your Freshman year at Notre Dame, you will be eligible for varsity athletics.

#### *PARTICIPATION POLICIES*

Department policy is that Notre Dame High School will purchase:

- One official athletic coat with the official Notre Dame athletic letter
- Athletes are responsible for the ordering and payment of any individual and/or team patches.
- Eligible athletes receive one coat complete with the official Notre Dame letter.
- All athletic coats will be ordered in April, at the end of the athlete's junior/senior year.
- Athletic coats will be distributed in September after a school liturgy.

To be eligible to order a Letterman Jacket:

- The athlete must have completed a minimum of two years (in good standing) in a varsity sport.
- The athlete's family must have paid the athletic membership fee.
- The athlete must have all debts cleared/current with Notre Dame High School.
- Transfer Students: If an athlete transfers to Notre Dame after the ninth grade, any varsity participation earned at the previous school will be honored by the Notre Dame Athletic Department.

## **ATHLETIC CODE OF CONDUCT**

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Notre Dame High School and the Diocese of Lafayette promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Spectators should not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time and should not engage in cheers that are vulgar, crass, demeaning or those focused toward the opposition. Notre Dame students, parents and alumni will treat visiting teams, coaches and fans with courtesy and respect at all times. At no time should a parent or spectator enter the playing field to interrupt an event.

Participation in athletics at Notre Dame High School is a privilege that carries responsibilities and expectations. Our student-athletes are representatives of the school and must uphold the highest standards of sportsmanship, integrity, and teamwork. This code outlines the expectations for conduct to foster a culture of respect, discipline, and excellence.

#### SPORTSMANSHIP AND RESPECT

- Treat coaches, teammates, opponents, officials, and spectators with courtesy and respect at all times.
- Display good sportsmanship in victory and defeat, demonstrating grace and humility.
- Refrain from taunting, inappropriate language, or unsportsmanlike behavior during practices, games, and events.

#### ACADEMIC RESPONSIBILITIES

- Maintain academic eligibility as required by the school and athletic department
- Balance athletic commitments with classroom responsibilities, prioritizing school work and learning
- Seek academic support when need and comply with any academic intervention requirements

#### COMMITMENT AND DEDICATION

- Attend all practices, meetings, and games unless excused by the coach for valid reasons
- Demonstrate dedication, perseverance, and a strong work ethic in training and competition
- Show respect for athletic facilities, equipment, and teammates by maintaining a clean and organized environment

#### INTEGRITY AND DISCIPLINE

- Follow all school rule, athletic department regulations, and team policies
- Refrain from illegal activities, including the use of drugs, alcohol, vaping, or any banned substances.
- Uphold honesty in all athletic-related matters, including competition, sportsmanship, and interactions with coaches.

#### SOCIAL MEDIA AND PUBLIC BEHAVIOR

- Use social media responsibly, ensuring all posts align with the values of respect, integrity, and good character.
- Avoid sharing inappropriate content, including offensive language, bullying, or negative comments about teams, coaches, or officials.
- Recognize that student-athletes are role models and representatives of [School Name] and must behave accordingly in public spaces.

Violations of the Athletic Code, or failure to comply with set guidelines, will result in disciplinary actions set forth by the Administration and Athletic Department.

### **ATHLETIC OPPORTUNITIES**

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#### **BASEBALL**

*Mr. Luke Montz, Head coach*

Notre Dame offers a Varsity, Junior Varsity and Freshman team. Each team has a coach and plays a complete schedule of games. The baseball season begins in early January and concludes in mid-May. Team members participate in a rigorous mandatory summer training program. Students will be notified of tryout dates.

#### **SCHOOL HOLDINGS**

#### **BASKETBALL**

*Duke Dailge, Boy's Head Coach*

*Rodney Lucas, Girl's Head Coach*

Notre Dame offers a boys and girls Varsity, Junior Varsity and Freshman team. Each team has a coach and plays a complete schedule of games. The basketball season begins in early October and concludes in March. Team members participate in a rigorous mandatory summer training program. Students will be notified of tryout dates.

#### **SCHOOL HOLDINGS**

#### **BOWLING**

*Ms. Tara Young, Head coach*

Notre Dame offers a Varsity Team, which includes both boys and girls. The bowling season begins in January and concludes in March. Bowling is open to all students.

#### **CROSS COUNTRY**

Notre Dame offers a boys and girls Varsity team. Each team has a coach and completes a schedule of meets. The cross country season begins in early August and concludes in mid-November. Cross Country is open to all students.

#### **FISHING**

*Ms. Rachel Meyer, Moderator*

Notre Dame offers a varsity fishing team. This team competes in tournaments which begin in September and concludes the following school year in August.

#### **FOOTBALL**

*Mr. Lewis Cook, Jr., Head coach*

Notre Dame offers Varsity, Junior Varsity and Freshman teams. Each team has a coach and plays a complete schedule of games. The football season begins in early August and concludes in early December. Team members participate in a rigorous mandatory off-season and summer training programs. Football is open to all male students.

#### **GOLF**

*Mr. Rodney Lucas, Head coach*

Notre Dame offers a Varsity and Junior Varsity team. Each team consists of five players, has a coach, and plays a complete schedule of matches. The golf season begins in mid-January and concludes with regional and state tournaments in late April and early May. Students will be notified of qualifying dates.

#### **POWERLIFTING**

*Coach Trey Cormier, Head coach*

Notre Dame offers a team open to male and female students. The season begins in January and concludes in March.

#### **SOFTBALL**

*Mr. Dale Serie, head coach*

Notre Dame offers a Varsity, Junior Varsity and Freshman team. Each team has a coach and plays a complete schedule of games. The softball season begins in early January and concludes in late April. Team members participate in a rigorous mandatory summer training program. Students will be notified of tryout dates.

#### **SOCCER**

Notre Dame offers a varsity team. The team plays a complete schedule of games. The soccer season begins in early October and concludes in late February. Soccer is open to all students.

## **SWIMMING**

*Mrs. Jenny Didier, head coach*

Notre Dame offers a Varsity team. The team competes at a full schedule of meets. The swimming season begins in August and concludes in mid-November. Swimming is open to all students.

## **SCHOOL HOLDINGS**

## **TENNIS**

*Mrs. DeAnn Goss, head coach*

Notre Dame offers a Varsity team. The team plays a complete schedule of matches. The tennis season begins in January and concludes in early May. Tennis is open to all students.

## **TRACK & FIELD**

*Mr. Jake Molbert, Head coach*

Notre Dame offers Varsity and Junior Varsity teams. Each team has a coach and participates at a complete schedule of meets. The track season begins in late January and concludes in early May. Team members participate in a rigorous mandatory summer training program. Track and Field is open to all students.

## **VOLLEYBALL**

*Ms. Emily Boggoto, Head Coach*

Notre Dame offers a Varsity, Junior Varsity and Freshman team. Each team has a coach and plays a complete schedule of matches. The volleyball season begins in early August and concludes in mid-November. Team members participate in a rigorous mandatory summer training program. Students will be notified of tryout date

## **OFFICE OF ADVANCEMENT**

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The Office of Advancement serves to advance the mission of the school through strategic communications, admissions and enrollment, philanthropic relationships, and engagement with the school community. Through outreach and promotions, the office focuses on creating long-term sustainable relationships that support critical initiatives of the school.

## **COMMUNICATIONS**

All school-related communications including publications, press releases and media content, and digital content must be approved by the Office of Advancement. Prior to publication, all letters, yearbooks, newspapers, literary books, sports programs, or any other document produced in the name of Notre Dame must be approved by the Director of Advancement. The official form of communication is the school website. No individual, department, club or organization may create a separate website affiliated with the school brand without permission from the Office of Advancement. Only official school information, including that of clubs and organizations, may be included on the website. Social media accounts using the school's name must have prior approval from the Office of Advancement. Inappropriate or inaccurate content that reflects negatively on the school may result in disciplinary action, and the removal of content may be required. Only school administration or those with prior approval from the Principal or Director of Advancement may speak to the media or respond to inquiries on behalf of the school. Printed materials may not be distributed or posted on campus without permission from the Principal or Director of Advancement.

## **BRANDING**

The academic and athletic logos of Notre Dame High School are the exclusive intellectual property of the school. These marks are a representation of the school's commitment to faith, academic excellence, integrity, and athletic tradition. No club or organization may create a separate logo without the approval of the Office of Advancement. Any item that uses the school brand requires the approval of the Office of Advancement. Vendors and partners must contact the Office of Advancement to request brand guidelines and approval of the use of school logos and branding.

## **SOLICITATION AND FUNDRAISING**

The financial support of alumni, present and former parents and grandparents, business partners, and friends of Notre Dame is critical to the long-term success of the school, the advancement of our mission, and meeting the growing needs of the student population. All fundraising and donations efforts on behalf of Notre Dame High School must be coordinated through the Office of Advancement to ensure consistency, effective donor stewardship, and accurate recordkeeping. Under no circumstances may a promise or guarantee of any specific returns or favors be offered in conjunction with a donor contribution. The Office of Advancement will coordinate proper and professional donor recognition in compliance with IRS regulations for all gifts to Notre Dame High School. **Prior to any fundraising transactions, all persons and organizations who solicit in the name of Notre Dame High School MUST complete a fundraising project proposal.** Proposals will be presented to the Advisory Council, which reserves the right to limit or refuse a proposed solicitation. Events must be scheduled in conjunction with the Office of Advancement to avoid overlap and duplication and limit donor fatigue.

## **VOLUNTEERS**

The Office of Advancement will coordinate and manage all volunteers at Notre Dame High School. We welcome all stakeholders to be active volunteers with the school. The Office of Advancement will work closely with faculty, staff, administration, and students to ensure the effective use of volunteers in keeping with the policies of the Diocese of Lafayette.

## ***FIRE DRILLS AND EMERGENCY EVACUATION***

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Fire and emergency evacuation drills will be held during the school year. SPECIAL EMERGENCY PLAN HANDBOOKS are located in each room.

## ***GRIEVANCE / RESOLUTION PROCEDURES***

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*A copy of procedures can be found in the Diocesan Handbook, which is available upon written request in the front office of the school.*

## ***PARENT ACKNOWLEDGEMENT FORM***

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## **Notre Dame High School of Acadia Parish PARENT ACKNOWLEDGEMENT**

I have read and understand the contents of the 2025-2026 Student-Parent Handbook and agree to abide by the requirements.

### **PERMISSION TO PUBLISH INFORMATION**

This is to certify that I/we, \_\_\_\_\_, individually and as parent(s)/guardian(s) of \_\_\_\_\_, hereby grant permission to Notre Dame High School of Acadia Parish and/or its employees, agents or responsible persons to publish information, including but not limited to names, pictures, biographies, accomplishments, and extracurricular activities concerning activities of Notre Dame High School of Acadia Parish.

### **BUCKLEY AMENDMENT**

The Buckley Amendment requires written permission from parents to release statistical and educational information about their children to colleges, scholarship organizations, media organizations and military services which may request names, addresses, transcripts, grade point averages and class ranking. Please sign the release form below.

I give my permission for Notre Dame High School of Acadia Parish to release statistical and educational information about my child, \_\_\_\_\_, for the school year 2024-2025.

### **NOTRE DAME HIGH SCHOOL of ACADIA PARISH – HONOR CODE**

I have read and understand the HONOR CODE as stated in the 2025 - 2026 Student-Parent Handbook and agree to abide by the expectations.

These forms have been agreed upon and signed with your Registration Packet.

### **PARENT COOPERATION STATEMENT**

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An integral part of the educational philosophy of Notre Dame High School of Acadia Parish is the conviction that the school assists the parents/guardians in carrying out their primary responsibility of providing for the religious and secular education of their children. An ongoing positive working relationship between parents/guardians and the school is critical to the success of the school and the students. As part of that working relationship, parents/guardians are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to, and set positive examples for, their children –both at home and in the community. While Notre Dame High School of Acadia Parish encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school, Notre Dame High School of Acadia Parish is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. Notre Dame High School of Acadia Parish reserves the right to terminate the enrollment of any student(s) in the event that it is determined by the school's administration that: (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged or (2) that the parents/guardians have failed to provide the support, assistance and example necessary for the religious and secular education to which each child is entitled. Furthermore, failure on the part of any student or parent/guardian to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## ***SEXUAL IDENTITY POLICY***

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Notre Dame High School of Acadia Parish is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Roman Catholic teachings

and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Roman Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded and safe environments are fostered. When parents send their children to Roman Catholic schools and when persons choose careers in Roman Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Roman Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

(For further reading, please see *Male and Female He created Them: Toward a Path of Dialogue on the Question of Gender Theory in Education*, Congregation for Catholic Education, published on June 10, 2019)

## **ASBESTOS POLICY**

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According to the Asbestos Hazard Emergency Response Act (AHERA), each school system must notify the public of inspections, response actions, periodic surveillance and re-inspection activities on an annual basis.

This is to inform you that AHERA Compliance Management Plans are available for public inspection in the principal's office of each school site in the Diocese of Lafayette School System. These documents include the Inspection Reports, Re-inspection Reports and the Management Plan. Requests to view these may be made Monday-Friday during regular school hours.

Inspections of Asbestos Containing Material (ACM) are made by each school every six (6) months. Every three (3) years, re-inspection is conducted by a Certified Asbestos Inspector/Management Planner.

In addition, we occasionally utilize herbicides/pesticides for control of pests and weeds. Coach Jacob Molbert maintains a Pesticide Certification License and supervises the use of these chemicals. Should you have any particular concerns (e.g. your student has serious allergies or respiratory problems) please make us aware. Records regarding the specific product, application sites and dates of application are maintained here in the office.

Notre Dame High School of Acadia Parish is a Drug-Free and Weapon Free Campus. Please refer to our Student-Parent Handbook regarding sanctions. Thank you.