

NOTRE DAME  
**NIOL**  
CATHEDRAL LATIN

NOTRE DAME  
CATHEDRAL  
LATIN SCHOOL

*2011-2012*  
**PARENT-STUDENT  
HANDBOOK**



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## **Mission**

Notre Dame-Cathedral Latin is a Catholic co-educational, college preparatory school sponsored by the Sisters of Notre Dame.

Like Mary, who gave Christ to the world, NDCL educates leaders who transform the world, as Jesus did, by living the truth in love.

## **Core Values**

As a community of faith and learning rooted in the enduring values of Notre Dame Academy and Cathedral Latin School, NDCL seeks

- Justice
- Respect
- Integrity
- Community
- Excellence

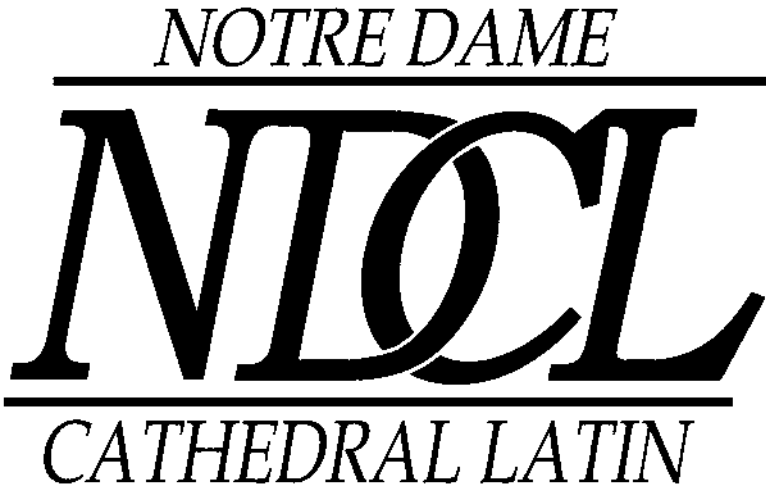
## **Vision**

Empowered by the Spirit of Jesus Christ, Notre Dame-Cathedral Latin School will be recognized for its Christian impact in our increasingly diverse world.

We guide and challenge our students as they discover and develop their God-given talents so that they can faithfully respond to Jesus' call throughout their lives.

As they live the truth in love, our graduates will be distinguished by leadership and service. Their lives will transform the world by promoting justice, pursuing peace, caring for creation, building unity, and engendering hope in the hearts of all.

NOTRE DAME-CATHEDRAL LATIN SCHOOL  
PARENT-STUDENT HANDBOOK  
2011-2012



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## TABLE OF CONTENTS

Absence Reporting.....	14	Major Violations.....	23
Academic Honesty.....	25	Married Students.....	30
Academic Probation.....	8	Medical, Dental, and Other Appointments.....	14
Appeal Procedures.....	24	Medications.....	28
Behavior Code.....	22	Minor Violations.....	22
Bell Schedules.....	17	National Honor Society.....	9
Bus Loading.....	18	Non-Harassment Policy.....	28
Cafeteria.....	10	Office of College, Counseling, and Support Services.....	10
Calculating GPA.....	7	Online Grades and Records.....	8
Challenged Materials Policy.....	10	Parents Away From Home.....	16
Chemical Abuse Policy.....	26	Parent-Teacher Conferences.....	9
Class Failure.....	8	Payment Plans.....	31
Clinic.....	10	Policies Regarding Extracurricular Participation.....	13
College Days.....	15	Post-Secondary Enrollment Options (PSEO).....	7
Computer and Internet Acceptable Use Policy.....	27	Pre-Arranged Absence.....	15
Conclusion.....	32	Pregnancy Policy.....	29
Consequences for Accumulating Demerits.....	24	Quality Points.....	6
Course Changes.....	7	Report Cards.....	8
Criminal Action Policy.....	25	Review of Student Performance.....	9
Curricular Requirements.....	5	Schedule of Charges.....	31
Dances.....	13	School Closing.....	18
Detention.....	24	School Office.....	11
Dismissal or Expulsion.....	25	School Records.....	30
Dress Code.....	19	Search Policy.....	29
Driving Regulations.....	18	Security.....	18
Elastic Clause.....	25	Selection Process for National Honor Society.....	9
Electronic Devices.....	28	Semester Examinations.....	8
Eligibility: Notre Dame-Cathedral Latin School.....	12	Student Activities.....	11
Eligibility: Ohio High School Athletic Association (OHSAA).....	12	Student Course Load.....	7
Extracurricular Program.....	11	Student-Family Communication During the School Day.....	10
Faith Formation.....	5	Summer Study.....	8
Family Vacations.....	16	Suspendable Violations.....	23
Field Trips.....	15	Tardiness.....	16
Financial Policies.....	31	Testing Program.....	10
Grading System.....	6	Textbooks.....	32
Guidelines Regarding Students with Aids.....	30	Threats Policy.....	29
Homework.....	7	Transcripts of Records.....	11
ID Cards.....	19	Transportation.....	18
Illness During the School Day.....	14	Violation Forms.....	24
Internet Rules.....	27	Visitors.....	18
Interscholastic Athletics.....	12	Weapons Policy.....	30
Introduction.....	5	Withdrawal From Courses.....	7
Living at Home Requirement.....	30	Withdrawal Procedures.....	17
Lockers.....	11	Work Permits.....	11
Lost and Found.....	11		

## INTRODUCTION

This Parent-Student Handbook is designed to familiarize parents and students with the philosophy of the school, its resulting activities and consequent responsibilities, so that parents can support the efforts of the faculty in the total education of their students. It is also the “written agreement” between the family and school in terms of the expectations Notre Dame-Cathedral Latin School has for the relationship between the school, student, and family. Parents and students are responsible for understanding and complying with the information contained herein. During the course of the year, a policy may be amended, revised, added to or deleted. If this occurs, the School will attempt to give prior written notice. The term “parent” used throughout this Handbook denotes biological or adoptive parent or legal guardian.

Non-discrimination policy: Notre Dame-Cathedral Latin School, a four-year, coeducational high school, does not discriminate on the basis of sex, race, creed or color, national origin, or physical disability or impairment, in the administration of its academic and admissions policies, scholarship and financial aid programs, and other school-administered services.

### FAITH FORMATION

In addition to daily theology classes, Notre Dame-Cathedral Latin School provides opportunities for each student to deepen his/her relationship with Christ and with other members of the Christian community. The Blessed Sacrament is reserved at all times in the school chapel. Students are welcome to use the chapel for prayer and private reflection. Religious activities include the celebration of the Eucharist, reception of the Sacrament of Reconciliation, and participation in various prayer services. Each student makes a retreat annually; seniors have the opportunity of an overnight experience. Campus Ministry together with faculty and students plans and coordinates the religious activities and celebrations of the liturgical seasons during each school year.

NDCL’s mission challenges the students to utilize their gifts and talents to serve others and to grow from their service-learning experience and reflection. The service program helps shape and form dedicated Christian leaders. Service provides students with the opportunity to grow in awareness of the needs of others in the larger community, the Church, the neighborhood, and the school. Service is so integral to the mission of NDCL that it is required of all students in order to advance to the next grade level or to participate in graduation and receive a diploma. Students are required to give twenty (20) hours of service each year outside of school time. These hours must be completed prior to the end of each academic year. Summer service can be applied to the next, not the preceding, year. We offer options for various grade levels, and many service events are school-sponsored or have school transportation provided. The service program is coordinated by a student’s theology teacher, who works closely with the chairperson of the Theology Department and the campus ministers. Students receive details regarding approved places of service and the report process for each grade level in Theology class at the beginning of the school year. These guidelines are also part of school policy.

### CURRICULAR REQUIREMENTS

To be eligible for a diploma from Notre Dame-Cathedral Latin School, students must complete a minimum of 28 credits as described below:

4.0	Credits in Theology (including service requirements)
4.0	Credits in English
3.0	Credits in Social Studies
3.0	Credits in Mathematics
3.0	Credits in Science
2.0	Credits in Foreign Language
1.0	Credit in Fine Arts
1.0	Credit in Technology
0.5	Credits in Speech
0.5	Credits in Health
0.5	Credits in Physical Education
5.5	Elective Credits

For students receiving remedial services, the credit requirements for graduation will be adjusted appropriately.

## GRADING SYSTEM

<b>A</b> 100-95%	<b><i>Outstanding; distinguished achievement</i></b>
<b>A-</b> 94-93%	
<b>B+</b> 92-91%	<b><i>Above average; commendable achievement</i></b>
<b>B</b> 90-87%	
<b>B-</b> 86-85%	
<b>C+</b> 84-83%	<b><i>Average; satisfactory achievement</i></b>
<b>C</b> 82-77%	
<b>C-</b> 76-75%	
<b>D+</b> 74%	<b><i>Below average; minimal achievement</i></b>
<b>D</b> 73-71%	
<b>D-</b> 70%	
<b>F</b> below 70%	<b><i>Failure; no credit issued</i></b>

## QUALITY POINTS

Letter grade	Regular classes	Honors classes
<b>A</b>	4.0 points	4.5 points
<b>A-</b>	3.7 points	4.2 points
<b>B+</b>	3.3 points	3.8 points
<b>B</b>	3.0 points	3.5 points
<b>B-</b>	2.7 points	3.2 points
<b>C+</b>	2.3 points	2.8 points
<b>C</b>	2.0 points	2.5 points
<b>C-</b>	1.7 points	2.2 points
<b>D+</b>	1.3 points	1.8 points
<b>D</b>	1.0 points	1.5 points
<b>D-</b>	0.7 points	1.2 points
<b>F</b>	0 points	0 points

Each semester students who have earned honors receive special recognition. Honors are determined based on Grade Point Average (GPA) only.

First Honors: 4.0 and above  
 Second Honors: 3.5 – 3.99  
 Third Honors: 3.0 – 3.499

## **CALCULATING GPA**

The semester grade point average is calculated by multiplying the semester letter-grade quality points by the credits attempted and then dividing by the total credits attempted.

The accumulated grade point average is calculated using the same formula above for all classes taken during a student's time at NDCL. The cumulative GPA is not an average of semester GPAs.

## **HOMEWORK**

NDCL expects students to devote an adequate amount of time studying each evening. Study is not limited to written assignments only. A student will succeed at NDCL only if s/he takes the time needed to develop the necessary study skills and makes use of these each day. If a student is experiencing difficulty in a particular subject, it is the student's responsibility to ask the teacher for additional help immediately and not wait until the end of the quarter or semester. One-half hour per subject per evening is a general, but not rigid, study time norm. If parents notice that their student has some particular home study problem, they should not hesitate to contact the respective teacher or school counselor. Academic assistance is available for students during the lunch/activity period in several subjects.

## **STUDENT COURSE LOAD**

All students must register for the equivalent of eight (8) blocks.

## **POST-SECONDARY ENROLLMENT OPTIONS (PSEO)**

Ohio high school students qualify to receive high school credit for college classes under a program the state calls the Post-secondary Enrollment Options Program. NDCL participates in this program under Option B. At course selection time, a student who wishes to enroll in this option contacts his/her guidance counselor. There is an enrollment application process both for Ohio and for NDCL that must be followed. Prerequisites for participation include the following:

- Junior or Senior status; a cumulative GPA of 3.3 or higher is the norm.
- Passing the Ohio Graduation Tests (OGT) and the college assessments
- Approval of the student's parents, guidance counselor, and administrator after appropriate counseling regarding this option
- Correct forms signed and enrollment timelines observed by the student
- The college classes must not jeopardize the student's participation in NDCL's alternate block schedule day.
- A student must take but not exceed eight (8) classes, including college work.
- A student must not attempt more than two (2) college courses per semester and may not miss more than two (2) blocks per day at NDCL.
- Success in previous PSEO courses, maturity, personal responsibility, and self-motivation to succeed in college and in high school

Students provide their own transportation to and from college classes. Students are to be in school until released to attend their college course; they sign out/in daily at the main office. When NDCL is in session, PSEO students not attending college classes should attend classes at NDCL. A complete explanation of the program appears in the Course Selection Booklet and is part of the school's handbook.

## **COURSE CHANGES**

Students may change their schedules during the first four (4) days of the semester.

## **WITHDRAWAL FROM COURSES**

If a student drops a course during the first four (4) days of the semester (two Blue or two Gold Day classes), with the approval of the counselor and the assistant principal, the course will not appear on the permanent record. Generally, a student may not drop a class after this time, except for serious reasons. If a student drops a course after the first two classes of the course, the student will receive an "F" grade for the course and the credit attempted will be calculated in the student's grade point average. The administration will make the final decision.

## **CLASS FAILURE**

All semester class failures must be remediated in summer school, through enrollment in a course from an accredited online school, or through a private tutor who is appropriately licensed for grades 9-12. Approval for recovery credit must be secured from the student's guidance counselor prior to enrollment. These credits may not be made up by carrying additional courses during the regular school day or by retaking the course at NDCL. Any student who has received a semester "F" grade and who fails to make up that course or an equivalent course may not be able to return to NDCL. Any student who fails more than the equivalent of one credit in a school year may be asked to withdraw from NDCL. For any semester failure, a senior must make up the course or take a course of equivalent credit before a diploma will be issued. Students must have completed all requirements for graduation in order to participate in commencement exercises. The final decision rests with the administration.

## **SUMMER STUDY**

Students may not take required courses in summer school, except in the case of failure. Students may take enrichment courses in summer programs for personal growth. Credit secured for enrichment courses is not calculated in the student's high school GPA but can be part of the college application.

## **ACADEMIC PROBATION**

Students are placed on Academic Probation each quarter that they receive any F grade and/or two or more Ds. Parents will receive written notification of Academic Probation. Students on Academic Probation meet frequently with their counselors to design and implement a plan to improve their grades. If the student does not demonstrate sustained academic improvement, a parent conference may be held with the student, counselor, and administrator to determine the student's academic future, including the possibility of withdrawal from NDCL.

## **ONLINE GRADES AND RECORDS**

NetClassroom is the school's software module for online grades. NetClassroom® allows students and parents to view assignments and upcoming tests as well as grades already achieved in class work, projects, tests, etc. Class schedules, attendance, and conduct records are also included. NetClassroom® is a tool shared by parents and students to discuss academic life and achievement. This service does not substitute for a student's responsibility for all aspects of academic work.

Each student has a unique user ID and password. In the case of shared custody arrangements, families share the same system-generated user ID and password, which should not be changed.

## **REPORT CARDS**

Report cards are distributed four times a year to parents and are ordinarily mailed home. Students receive a grade based on their achievement during the previous nine weeks. Most courses require a semester exam for which a grade is also given. The semester grade is determined by averaging the two quarter grades in percentage points (each worth 40% of the semester grade) with the exam grade in percentage points (worth 20% of the semester grade). In courses that do not require a semester exam, the two quarter grades in percentage points are averaged. School tardies and absences are also indicated on the report card each quarter. Students and parents should check the accuracy of grades on report cards as soon as they received them. No requests for grade changes will be honored after one (1) week of the report card being issued. Ordinarily, all incompletes must be made up within a week after the end of the reporting period.

## **SEMESTER EXAMINATIONS**

The semester exam enables a student to show mastery of a subject that has been learned over an extended period of time. Exams are taken very seriously at NDCL; they represent 20% of a student's semester grade. The exam days are listed in the yearly calendar so that families can plan accordingly. No student may reschedule an exam or miss an exam for a vacation, doctor appointment, non-school activity, etc. This includes in-class exams. Students who miss an exam because of illness must have a doctor's excuse in order to be permitted to take the exam. The penalty for a missed exam is a zero grade for the exam. Exceptional circumstances such as serious illness will be handled on an individual basis by the administration.

## REVIEW OF STUDENT PERFORMANCE

Based upon a review of a student's performance by the school's administration, a student and his/her parents may be required to enter into disciplinary, academic, and/or attendance contracts as a condition of his/her continued enrollment at Notre Dame-Cathedral Latin School. This review may also result in a student's withdrawal from the school.

## PARENT-TEACHER CONFERENCES

In addition to parent conferences scheduled on the school calendar each semester, other conferences may be arranged upon request.

## NATIONAL HONOR SOCIETY

Four qualities characterize members of the National Honor Society: scholarship, character, leadership, and service.

**Scholarship:** A member of NHS is a reliable and committed student who demonstrates excellence in scholarship. He/she consistently maintains above average achievement in the classroom and is cooperative, enthusiastic, and dedicated to learning. The minimum scholarship criterion for selection consideration at NDCL is a 3.3 cumulative GPA by the end of first semester, grade 11.

**Character:** A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

**Leadership:** A student who exercises leadership actively participates in school activities, willingly accepts responsibility, and exemplifies positive attitudes in the classroom, school, and the community.

**Service:** Any actions undertaken by the student which are done on behalf of others without any direct financial or material compensation to the individual performing the service may be considered. The theology service requirement or any activity for which the student has received payment or reward may not be included in the accumulated service hours.

## SELECTION PROCESS FOR NATIONAL HONOR SOCIETY:

- To be considered for selection, students who are eligible must attend one of the information sessions scheduled during the current academic year and submit the Student Information Form by the designated date.
- Before the selection committee meets, a list of eligible candidates is distributed to the faculty for their review and comments. A summary of these comments is available only to the NHS Faculty Council for their use in the selection process.
- The selection will be made by a Faculty Council composed of five faculty members who are appointed by the principal. The Faculty Council will review the Student Information Forms as well as recommendation of an adult who can attest to the candidate's suitability for admittance to the National Honor Society.

The council meets to share helpful information regarding the candidates, to select new members, and to consider non-selection and dismissal. The council reviews the Student Information Forms, the adult recommendation, and a summary of the faculty assessments. Using a scale of 1 to 4, each member of the council assesses each candidate's qualities of leadership, service, and character. The candidate's GPA determines the point value for scholarship. All students with a 3.3 average for all four pillars are selected for induction into the National Honor Society.

This selection process is in strict accord with the NHS Handbook, which reads: "The principal must choose five persons to be on the Faculty Council and must place a high degree of trust in this Council. Parents and students must understand that no student has a right to be selected for membership in a chapter of the NHS and that the faculty is entrusted with making the selection decision."

## **CHALLENGED MATERIALS POLICY**

Decisions regarding the purchase of materials selected for library and classroom required use are made in light of the school's mission and philosophy. Should there be an objection to the use of materials/textbooks/videos, the following procedures will be followed:

The person objecting to the materials/textbook/video will be asked to file any objection(s) in writing by completing the Request for Reconsideration of Materials. The Review Committee, comprised of administrators and appropriate faculty, will review the Request for Reconsideration of Materials form and notification of its decision will be forthcoming and binding. The material in question will not be removed unless and until the Review Committee makes that determination.

The Review Committee reserves the right to instruct certain faculty and/or staff to assign alternate materials or assignments to particular students in lieu of removing challenged materials/textbooks/videos from the curriculum or library.

## **OFFICE OF COLLEGE, COUNSELING, AND SUPPORT SERVICES**

The Office of College, Counseling, and Support Services (OCCSS) is a necessary and integral part of the educational program. Counselors serve as student advocates who help students make appropriate choices for themselves, recognize and develop their God-given potential, and attain the educational objectives of NDCL.

School counselors work with the students through individual and group sessions that focus on college planning, career education, personal and social development, academic support, course selection, and study skills. Counselors initiate meetings with students periodically throughout the year, but students and parents are always welcome to request individual appointments. Counselors are available during the school day as well as during each counselor's scheduled evening hours.

The services of a school psychologist, intervention specialist, and intervention tutor are also available to help meet students' specific learning needs.

## **TESTING PROGRAM**

Notre Dame-Cathedral Latin School's testing program includes:

Grade 8:	Differential Aptitude Test (DAT)
Grade 9:	Stanford Achievement Test
Grade 10:	PLAN (Pre-ACT) and Career Interest Inventory Ohio Graduation Tests (OGT)
Grade 11:	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
Grades 11 & 12:	Scholastic Aptitude (SAT) and American College Test (ACT)

## **CAFETERIA**

Students may bring their lunch and/or purchase food and drink items in the cafeteria. Reduced-price or free lunches are available to families who qualify.

## **CLINIC**

The personnel and facilities of the clinic are available for students who are ill. When ill, students are to report directly to the clinic, where a staff member makes a decision regarding measures to be taken and keeps a record of activities and incidents. School policy requires that all students taking prescription or non-prescription medicine should give it to clinic personnel so that it can be obtained when needed.

## **STUDENT-FAMILY COMMUNICATION DURING THE SCHOOL DAY**

Parents and students should not interfere with the learning environment of the school by using electronic devices to call, text message, or otherwise communicate during the school day. In the event of an emergency, parents should call the school office. Any staff member can accept this call and notify the student.

## **SCHOOL OFFICE**

If parents must contact their students during the school day, they may do so through the school office. School-related information may also be obtained at the office. It is recommended that students with large sums of money deposit it in the office during class hours and call for it before leaving school.

## **LOCKERS**

Locker space is provided for each student. All lockers are equipped with combination locks. Since they are the property of the school, the school administration retains the right to provide for the proper use of the lockers, to inspect them, and to take the necessary steps to insure that locker accommodations are used in accordance with the goals of NDCL. Students are to take care of their lockers and are held responsible if these are defaced or damaged in any way.

## **LOST AND FOUND**

Lost articles found in the school should be taken to the office and claimed there. Unclaimed items are given to the poor. Articles found in the gym may be reclaimed from the physical education instructors.

## **WORK PERMITS**

Students apply for work permits through the office of NDCL. The NDCL office completes the information requested. After the student completes his/her portion of the work permit, the student needs to return this form to office so that it may be filed online with the State of Ohio.

## **TRANSCRIPTS OF RECORDS**

Transcript request forms are available online on the school's website ([www.ndcl.org](http://www.ndcl.org)). A parent or guardian must sign the request if the student is under eighteen (18) years of age. The fee for each transcript is \$2. Allow two (2) weeks for processing transcripts. Transcripts issued to student will be marked "Issued to Student" and, thus, are not official. Transcripts will not be issued unless all financial obligations to date have been met.

## **EXTRACURRICULAR PROGRAM**

Students are encouraged to participate in the extracurricular program in order to broaden their academic learning, to share their talents with others, to develop leadership and service, and to learn to use leisure time well, both now and in adult life.

Students participating in any extracurricular activity must follow all school rules, policies and procedures, and must obey any directions given by the chaperone, teacher and/or supervising party. Failure to do so may result in disciplinary action, including the removal of the student from extracurricular activity.

Notre Dame-Cathedral Latin School, its members, employees, volunteers, agents, heirs, sponsors, and assigns assume no liability whatsoever for any injury, including death, or for any damages incurred by the student during or arising out of the student's participation in any extracurricular activity.

## **STUDENT ACTIVITIES**

Academic Challenge	Mane Page	Science Olympiad
Anime Club	Math Club	Ski Club
Art Club	Medical Careers	Social Justice Club
Book of the Month	Mock Trial	Spanish Club
Drama	National Honor Society	Stock Club
Earth Club	Ping Pong Club	Student Council
French Club	Respect Life	Student Recruitment
German Club	Robotics	Technology Club
Lion Pride	SADD	Yearbook

## INTERSCHOLASTIC ATHLETICS

The interscholastic team name is the Lions. Team colors are royal blue and gold, which are the school colors.

Interscholastic sports include:

Baseball	Golf	Swimming
Basketball	Gymnastics	Tennis
Bowling	Ice Hockey	Track & Field
Cheerleading	Lacrosse (club)	Volleyball (girls)
Cross Country	Soccer	Volleyball (boys club)
Football	Softball	Wrestling

## ELIGIBILITY: OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA)

OHSAA rules include but are not limited to the following:

- A student must be enrolled as a pupil no later than the 15th school day after the start of a semester in which the contest occurs.
- In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. A student must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.
- By state law, the individual school adopts a minimum grade point average (GPA) for participating in interscholastic extracurricular activities. At NDCL, a student must have a 1.7 GPA in the immediately preceding quarter to be eligible for interscholastic sports.
- A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.
- After the eighth grade, a student has eight semesters of eligibility for sports participation. Repeated semesters count against eligibility.
- Students representing OHSAA member schools must be amateurs. No promise of or acceptance of remuneration is permitted.
- Each athlete must have a yearly physical examination prior to the beginning of practice for the first sports season. The completed physical card and parental permission card must be on file in the athletic director's office prior to the first practice season. Physicals are good from June 1 of one year until June 1 of the following year.
- Squad members may not participate on an independent team in the same sport during the same season.
- A student may participate only in a maximum number of games, quarters, periods, and matches as established by the OHSAA per sport.
- A student is ineligible for competition if he/she reaches the age of 19 prior to August 1.
- A student must be present in school one-half day on the day of the contest or practice to be eligible to dress or play that day.
- All of these OHSAA rules, including any revisions as may be approved by the OHSAA, apply to students participating in interscholastic athletics.

## ELIGIBILITY: NOTRE DAME-CATHEDRAL LATIN SCHOOL

- At the middle and end of each quarter, the academic performance of all students will be reviewed by the school administration, which will report to the Athletic Director the names of student-athletes who have earned any F grade and/or two or more D grades.
- **Following the mid-quarter review**, the Athletic Director and appropriate representatives of the school administration, Counseling Department, and/or coaching staff will confer and then communicate with the student to assist him/her in improving the unsatisfactory academic performance. The student-athlete will be notified that he/she has ten (10) school days to improve the unsatisfactory grades to 75% or better. If performance does not improve to this level by the specified date, the student-athlete will be declared ineligible.

- **Following the end-of-quarter review**, any student-athlete who earns any F grade and/or two or more D grades will be declared ineligible. *The provisions described in the preceding paragraph for mid-quarter reviews do not apply to end-of-quarter reviews.*
- If a student-athlete is declared ineligible following any academic review, the period of ineligibility will begin on the effective date established by the school administration without regard to specific events or contests.
- A student-athlete who has been declared ineligible can be re-evaluated seven (7) days after the effective date of ineligibility. At that time, if the student-athlete has improved to 75% or better, his/her eligibility is reinstated.
- The re-evaluation in the form of a written document from the relevant teachers(s) will be the responsibility of the student-athlete.
- Academically ineligible student-athletes may practice, with the approval of the coach, but may not dress for games, matches, or meets. The coach has the discretion to determine whether the non-uniformed student-athlete will be on the bench during the game.
- The school administration has the authority to revoke eligibility as a consequence for disciplinary infractions.
- Expanded policies and procedures for participation in interscholastic sports are contained in the *Parent Student-Athlete Handbook* distributed to student-athletes and their parents at the beginning of each sports season.

## **DANCES**

- NDCL students may bring 1-2 guests from other schools. Guests must have a picture ID, arrive and sign in with the NDCL student who is responsible for the guest. Guests may also be required to submit a completed permission form.
- NDCL students inviting friends have the responsibility of telling friends that there is no smoking or drinking at our dances.
- Any NDCL student under the influence of drugs and/or alcohol will be subject to the school chemical abuse policy.
- No one under the influence will be allowed to leave the dance until his/her parents arrive to take him/her home. This is for his/her safety.
- No one is admitted to the dance after 9:00 PM.
- No one may leave the building during the dance and return.
- There is no smoking anywhere for students or their guests.
- Lockers are not accessible to students. Students are responsible for their own possessions.
- NDCL students and their guests are to dress, dance and behave in a manner appropriate to the NDCL mission. Students who fail to follow this directive risk being removed from the dance and/or being prohibited from future dances.
- The dance ends at 11:00 P.M.

## **POLICIES REGARDING EXTRACURRICULAR PARTICIPATION**

- Active membership criteria vary according to the nature and purpose of the student activity.
- After examining their priorities, interests, and talents, students are encouraged to select only as many student activities as they can participate in as active members.
- For quality leadership and service, students are ordinarily limited to holding an office in only one student activity.
- Requirements for running for office:
  - Candidates for office may have no more than eight (8) demerits;
  - A candidate may not have been removed from Student Council in the year previous to the one in which she/he seeks office.
  - GPA Requirements (from the semester preceding election): Executive Council: 3.0; class officers: 2.8; class representative: 2.5

- Additional criteria for Student Council membership appear in the Student Council Constitution.
- Because of the amount of extra time that is required by some activities, students who do not maintain a 2.0 scholastic average or who demonstrate a lack of effort in their studies may forfeit the privilege of participation in extracurricular activities.

## **ABSENCE REPORTING**

Absence must be reported to the school office by a telephone call by 10:00 A.M. each morning. The parent may call the evening before or early morning since the voice mail is in operation on the 440-286-6226 line. Upon returning to school, the student must present a written excuse to the school office. This note must include:

- student's name
- date(s) of and reason for absence
- signature of parent

Examples of reasons for excused absences include personal illness; illness in the family if student's services are required; death of an immediate relative (parent, brother, sister, grandparent, aunt or uncle); medical or dental appointments that cannot be made outside of the school day; vacation with parent(s); disruption of bus service where student does not have an alternate way to school; and other circumstances judged to be sufficient cause for the student's absence by the administration.

If a student misses ten (10) blue days or ten (10) gold days of school in the course of a school year, s/he may be denied credit for her/his full year courses, five (5) days for semester courses. Necessary provisions are made for prolonged illnesses of individual students. After a student has been absent eight (8) days s/he may be required to present a doctor's excuse for the absence to be excused. A student may be prohibited from going on field trips if absences have been excessive.

## **ILLNESS DURING THE SCHOOL DAY**

If a student becomes ill during the course of the day, a parent must be contacted before the student is permitted to leave the school campus. A parent must pick up students or someone designated by the parent. They may not remain in the school clinic for the entire day. Students are to bring a note from a parent when they return to school. Students absent during the school day are not to attend extra-curricular functions (e.g. practices, games, dances, etc.) on that day. To do so may result in an unexcused absence.

## **MAKE-UP TIME FOR MISSED WORK**

When a student is absent from school, it is the student's responsibility to see the teacher(s) to make specific arrangements for making up work missed during the absence. All work must be made up within a reasonable length of time, to be determined in the teacher's judgment. If a student is absent the day an assignment is due and the student was informed of the assignment, test, or project prior to the absence, generally the work is due and/or the test must be taken the day the student returns. Teachers may require long-term assignments to be handed in on the due date regardless of absence from school that day.

## **MEDICAL, DENTAL, AND OTHER APPOINTMENTS**

If possible, all appointments should be made outside of school hours. Ordinarily a student is not excused for more than one-half day if an appointment must be made during school time. In order for appointments to be excused, the student must present to the office a parent note prior to the appointment and a form verifying the appointment upon his/her return to school. For morning appointments, the verification form must be presented when the student arrives at school. For appointments requiring early dismissal, the form must be presented before the First Block the next day the student comes to school. Failure to hand in the verification form immediately upon returning to school will result in an unexcused absence for the periods missed.

## **PRE-ARRANGED ABSENCE**

The Principal or his designee has the authority to excuse an absence when it is judged to be in the best interest of all concerned. Students requesting an absence because of vacation with parents, medical treatment, college visitation, or other educational opportunities *not sponsored by the school* should follow the procedures outlined below:

- The student obtains Prearranged Absence Form from the NDCL website ([www.ndcl.org](http://www.ndcl.org)). The parent or guardian fills in the information regarding the purpose and dates of the absence and then signs the form.
- The student presents this form to the subject area teachers. The teachers may indicate the work to be made up when the student returns. If a teacher feels that the student cannot afford to miss the class time without seriously affecting the student's classroom performance or grade, the teacher will indicate this on the form.
- After obtaining the signature and comments of all the subject area teachers, the student presents the form to the assistant principal at least two (2) days prior to the absence. In the case of extended absence or family vacation, the form should be submitted one week in advance.
- A copy of the completed form may be sent home in order to inform the parent or guardian of the work to be made up or of the risk that the absence might entail for the student. It is the responsibility of the student to make up the work missed. Teachers are not bound to take extra time for tutorial help. A student must make arrangements for staying after school to make up work if teacher requests this. The student will receive full credit for any work promptly made up within the time determined by the teacher.

## **COLLEGE DAYS**

A college day is a day on which a student is scheduled to visit a college or university. It is assumed that the visit is solely for personal information for the student requesting an excused absence. Students may take up to two college days in each of their junior and senior years. Prior to taking an individual college day, students must:

- Secure the approval of their school counselor.
- Complete the College Day Visitation Request Form given by the school counselor and obtain their parents' permission.
- Secure and complete a Prearranged Absence Form.
- Return the completed forms to the assistant principal at least two days prior to the visit.

Ordinarily, permission for these visits will not be given after Easter.

## **FIELD TRIPS**

Field trips are permitted in accordance with our curriculum guidelines. In order for a student to participate in a field trip, the parent must give written consent on a Field Trip Request Form. No verbal permission will be accepted. The student and parents assume all risks and release Notre Dame-Cathedral Latin School, its faculty, staff, agents, heirs, sponsors, and assigns from any liability whatsoever for any injury or damage incurred, directly or indirectly, in connection with the field trip. Students may be denied permission to attend field trips because of safety, health, excessive absences, or behavior problems.

## TARDINESS

A student is tardy when he/she arrives late to school or any class and is marked tardy by a classroom teacher or the Attendance Office. Persistent tardiness can lead to serious consequences, including Saturday School and suspension

Student accumulates <b>three (3) tardies</b> in a semester	Detention assigned; parents notified.
Student accumulates <b>six (6) tardies</b> in a semester	Second detention assigned; parents notified.
Student accumulates <b>nine (9) tardies</b> in a semester	Saturday School assigned; conference with parents on Monday following Saturday School. Students who accumulate nine (9) tardies must attend the next regularly scheduled Saturday School. Failure to report or reporting late to Saturday School will result in an automatic suspension, the loss of 2% from quarter grades, and a conference with parents.
Student accumulates <b>twelve (12) tardies</b> in a semester	Suspension from school; loss of 2% from quarter grades; conference with parents.

- ***The school does not distinguish between excused and unexcused tardiness.*** Students who feel that their tardiness merits special consideration need to present their cases directly to the Dean of Students. ***Because the school's tardiness policy allows for two tardies in any semester before any disciplinary action occurs, such special circumstances will generally be moot.***
- A student who is detained by a faculty or staff member should obtain a note from that person in order to avoid being marked late to the next class.
- The Attendance Office keeps track of all tardiness and reports offenses to the Dean of Students for possible action.
- Students arriving on late buses are given late bus slips upon entering the building. These students should report directly to their first/fifth block class; they are not considered tardy.
- Any other student not in the building before the outside doors are locked at the start of the day must report directly to the office.
- Students whose carpool arrives late are all considered tardy.
- Students arriving more than forty (40) minutes late to a class on a regular school day are considered absent, not tardy, from that block.

## PARENTS AWAY FROM HOME

When parents are away from home for any length of time, they must provide prior written notification to the school office. The note should include:

- dates parents will be away,
- adult responsible for the student and how that person can be reached in case of emergency, to verify attendance, etc., and
- signature of parent.

## FAMILY VACATIONS

If parents request that students be excused during the school term for a family vacation, the primary responsibility for missed academic work and consequent progress shall rest with the parents and students.

Since the yearly calendar is mailed to parents in June prior to the new academic year, parents are encouraged to plan vacations in accord with school vacation periods. Vacations should not be scheduled at times that coincide with the end of the academic quarters or semesters. Evidence should be submitted in writing from the parents prior to the vacation that it is necessary at the time being requested and that the student is, in fact, accompanying the parents. Families must complete all paperwork as described in the Prearranged Absence Policy.

These procedures and policies govern vacation absences during the school year:

- Prior to the vacation, teachers are responsible for giving the student only the chapters to be covered during the time of the absence. Teachers will not give detailed assignments and information regarding tests.
- On returning, it is the student's responsibility to ask what work has to be made up; it is not a teacher's responsibility to approach the student.
- The teacher is not expected to be a private tutor for everything that the student has missed. Within reason and with charity and justice, the teacher may offer the assistance she/he is able to give.
- Students must be willing to remain after 3:00 P.M. when help is requested.
- Students must accept full responsibility for making up lab work.
- If during the student's absence a teacher has given a test and returned it to the other students, it is left to the discretion the teacher to: a) administer a different test; b) waive the test and average the student's grade without it; c) administer the same test.
- Students will be given a two-week period to complete make-up work, provided the vacation has been of lengthy duration. This time period is not effective if the quarter ends prior to the two-week deadline. In that case, all work must be submitted and tests made up by the last day of the quarter.

### WITHDRAWAL PROCEDURES

- If a student is experiencing difficulty, contact should be made with the appropriate school personnel before this becomes a serious problem.
- If there are any extenuating circumstances, parents should discuss these with the principal.
- If a transfer is decided upon, parents must contact the principal to explain the reason.
- Student should contact the school counselor for any assistance needed in processing the transfer.
- Parent completes the Transfer Notification Form to allow NDCL to transfer student records. No records will be forwarded to another school until the form is returned to NDCL.
- Note: All financial obligations must be paid, student ID turned in, books returned, etc., before any records will be released.
- Registration and course selection fees are non-refundable.
- See the finance section of this handbook for tuition refund schedules.
- Students and parents should check with the receiving school in advance of withdrawal to determine how athletic eligibility may be affected.

### BELL SCHEDULES

<b><i>2-hr. late-start Monday</i></b>	<b><i>45-min. late-start Monday</i></b>	<b><i>Tuesday through Friday</i></b>
<i>Teachers meet at 7:30 AM.</i>	<i>Teachers meet at 7:30 AM.</i>	<b>1(5): 7:55 – 9:15</b>
<b>4(8): 9:40 – 10:45</b>	<b>1(5): 8:40 – 10:00</b>	<b>2(6): 9:20 – 10:50</b>
<b>3(7) A: 10:50 – 11:15</b>	<b>2(6): 10:05 – 11:35</b>	<b>Activity: 10:50 – 11:20</b>
<b>3(7) B: 11:15 – 11:40</b>	<b>3(7) A: 11:40 – 12:05</b>	<b>3(7) A: 11:20 – 11:50</b>
<b>3(7) C: 11:40 – 12:05</b>	<b>3(7) B: 12:05 – 12:30</b>	<b>3(7) B: 11:50 – 12:20</b>
<b>3(7) D: 12:05 – 12:30</b>	<b>3(7) C: 12:30 – 12:55</b>	<b>3(7) C: 12:20 – 12:50</b>
<b>2(6): 12:35 – 1:35</b>	<b>3(7) D: 12:55 – 1:20</b>	<b>3(7) D: 12:50 – 1:20</b>
<b>1(5): 1:40 – 2:45</b>	<b>4(8): 1:25 – 2:45</b>	<b>4(8): 1:25 – 2:45</b>

## **SECURITY**

NDCL is locked at 5:00 PM. After 3:15 PM, students may remain in the building under the direct supervision of a faculty member or coach or may wait in the cafeteria for rides. Students are not to go to lockers or wander through the building after this time. For all evening events (dances, return from sports contests, etc.), the Butternut gate will remain open and should be used. The Auburn Road entrance cannot be used after 9:00 PM. The building and gate will be locked one-half hour after these events. NDCL is private property; students are not to be on school property outside school hours unless they are involved in school-sponsored activities.

## **SCHOOL CLOSING**

Notre Dame-Cathedral Latin School ordinarily follows the Chardon Local School District. NDCL will cancel on its own if a large number of surrounding districts also cancel. Please check the school website ([www.ndcl.org](http://www.ndcl.org)), listen to any of the local radio or TV stations, or visit the websites of these stations. The closing announcement will be made as early as possible. Parents and students may subscribe to a voice and text notification system at the start of the school year.

Students who drive to school need to leave early enough to arrive at school on time. If the weather is bad enough for parents to feel that the student should not drive, s/he is expected to ride the school bus.

In the event that the weather becomes inclement during the school day and a parent prefers that the student not remain in school, the parent will be asked to come to the school office, sign the student out, and take the student home. One or more bus districts with buses arriving early is not considered an all-school early dismissal.

## **VISITORS**

Guests and visitors, including adults and students, who enter the school building at any time during the day must report to the school office to receive a visitor pass. This policy includes persons who come for students after school. A student who wishes to bring a guest to school for a day must obtain a visitor's permit at least two days prior to the visit. Ordinarily, only prospective students are permitted as guests.

## **TRANSPORTATION**

Many public school districts provide bus transportation to students of NDCL. This service is dependent on the students' continual and courteous cooperation with the directives of the local school district, the bus driver, and NDCL. Any conduct violations reported to the school by a bus driver will result in a violation of the Code of Conduct and will be subject to disciplinary consequences.

## **BUS LOADING**

Safety requires that students remain behind the yellow line when buses are arriving and departing. Students may board buses only when they are stopped and only from the area bounded by the yellow line.

## **DRIVING REGULATIONS**

For general safety, the following regulations should be observed by all drivers:

- Observe all posted signs.
- Secure and display a parking permit, which is available from the school office (\$65 per year; \$35 per semester). Because of limited parking availability, permits will be sold according to a system approved by the principal. No student is guaranteed a parking permit.
- Park in the space designated by the permit
- Do not pass on any two-lane road on the campus.
- Observe the speed limits (20 mph on roads, 5 mph in parking lots).
- Students arriving to school early are expected to leave their cars and the parking lot and enter the building immediately.
- Once students have arrived at school, they are not permitted to leave the property without permission of the administration.

- No student is permitted to go to his/her car during the school day without permission from the administration.
- Cars may not be left in the lot overnight without permission of the principal.
- Failure to follow driving regulations will result in parental notification and possible revocation of driving privileges.

## **ID CARDS**

At the beginning of the school year, all students receive a picture identification card. This ID is to be carried at all times. Students use the ID for admission to dances, home sports events and other school activities and for withdrawing material from the media center. Access to various student privileges is contingent upon presentation of student ID

Replacement of a lost ID is \$5. Students are to report lost or misplaced IDs to the office immediately. Students who withdraw from NDCL during the school year must turn in their student ID before records will be forwarded.

## **DRESS CODE**

Notre Dame-Cathedral Latin School believes that the school uniform helps to create an appropriate tone for a productive school environment. By eliminating competition in dress, the code helps to create a spirit of community while building positive identification with the school. Finally, a basic uniform with options for different occasions helps students to be conscious of good grooming and appropriateness in dress.

**The general rule:** *A student who wears a visible item that is not specifically permitted by the dress code is in violation of the code. The administration of Notre Dame-Cathedral Latin School has the ultimate authority to determine the appropriateness of all attire.*

### **Girls dress uniform**

- Herringbone skirt purchased from Schoolbelles and worn with opaque (not see-through, not patterned, not mesh) tights *with feet* (in solid blue, black, grey, or white. Skirt must come within three inches of the top of the knee and be in good condition.
- White oxford-style, button-down collared shirt, long or short sleeves, appropriately fitted and tucked into the skirt
- Navy blue V-neck or crewneck sweater or vest with NDCL logo, purchased from Schoolbelles or Lands' End School

### **Girls standard uniform**

- Khaki or navy plain front or pleated slacks, purchased from Schoolbelles or Lands' End School. Dockers™-style navy or khaki slacks may be obtained from any supplier. However, these pants must be traditionally styled slacks with inside pockets (not patch pockets), plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. A belt that is securely fastened around the waist is worn if the slacks bear belt loops.
- Banded bottom or straight-hemmed polo shirts with NDCL emblem, long or short sleeves, in mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles or Lands' End School.
- Crewneck sweatshirt or hoodie with an NDCL logo

### **Girls other items**

- Visible socks must always be worn with pants. Girls must wear opaque (not see-through, not patterned, not mesh) tights or leotards in solid blue, black, grey, or white with skirts. Girls may not wear leggings, leg warmers, thigh-highs, thermal underwear, or long pants under skirts.
- Solid white t-shirts with no writing or design may be worn under blouses or shirts.
- Simple jewelry that complements the uniform may be worn. Large dangling earrings may not be worn; no more than two earrings per ear are permitted. Anatomical piercing, except of the ear, may not bear jewelry of any kind. No accessory may be worn that is contrary to the philosophy of the school.

- Shoes should be closed-toe in loafer, tie, or clog (backless) style. *Low-cut* sports shoes are also acceptable. Shoes must be a color that complements the uniform, e.g., black, brown, navy, grey, taupe or tan. *White sports shoes are not permitted.* Boots, boot-like shoes, “croc,” slippers, and sandals are also not part of the uniform.
- Extreme hairstyles are not permitted. Extreme spiking, shaved sides or backs, carvings, unnatural colors or combinations of colors, and long tails are some examples of hairstyle extremes. Students may not wear scarves, bandannas, hats, or other headwear.

### **Girls late summer/late spring warm weather option**

For approximately the first and last months of school (specific dates determined by the Principal), girls may opt for the following clothing suited for warm weather:

- Solid khaki or navy *knee-length* (golf or walking but not cargo or cut-off) shorts purchased from any supplier
- Banded bottom or straight-hemmed polo shirts with NDCL emblem, long or short sleeves, in mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles or Lands’ End School.
- Visible socks
- Athletic shoes

Girls who choose the warm weather option must choose it in its entirety (shorts, polo, socks, and shoes). They may not “mix and match” items with the standard or dress uniform. The warm weather option does not apply to dress uniform days.

### **Boys dress uniform**

- Khaki plain front or pleated slacks, purchased from Schoolbelles or Lands’ End School. Dockers™-style khaki slacks may be obtained from any supplier. However, these pants must be traditionally styled slacks with inside pockets (not patch pockets), plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. A belt that is securely fastened around the waist is worn if the slacks bear belt loops.
- White or light blue oxford style, button-down collar shirt, long or short sleeves, not oversized, with tie (men’s four-in-hand; no bow ties or string ties). This shirt, which must be properly tucked into the pants, may be purchased from any supplier.
- White oxford style, button-down collar shirt, long or short sleeves, not oversized, with tie (men’s four-in-hand, no bow ties or string ties). This shirt may be purchased from any supplier.
- Navy blue V-neck or crewneck sweater or vest with NDCL logo, purchased from Schoolbelles or Lands’ End School.

### **Boys standard uniform**

- Navy or khaki plain front or pleated slacks, purchased from Schoolbelles or Lands’ End School. Dockers™-style navy or khaki slacks may be obtained from any supplier. However, these pants must be traditionally styled slacks with inside pockets (not patch pockets), plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. A belt that is securely fastened around the waist is worn if the slacks bear belt loops.
- Long or short-sleeved polo shirts with NDCL emblem, mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles or Lands’ End School
- Crewneck sweatshirt or hoodie with an NDCL logo

### **Boys other items**

- Socks must always be worn.
- Solid white t-shirts with no writing or design may be worn under shirts.
- Simple jewelry that complements the uniform may be worn. However, boys may not wear earrings.

- Shoes should be closed-toe in loafer, tie, or clog (backless) style. *Low-cut* sports shoes are also acceptable. Shoes must be a color that complements the uniform, e.g., black, brown, navy, grey, taupe or tan. *White sports shoes are not permitted.* Boots, boot-like shoes, “cros,” slippers, and sandals are also not part of the uniform.
- Extreme hairstyles are not permitted. Extreme spiking, shaved sides or backs, carvings, unnatural colors or combinations of colors, and long tails are some examples of hairstyle extremes. Boys’ hair should not extend beyond the top of the shirt collar. Students may not wear scarves, bandannas, hats, or other headwear.
- Boys are to be clean-shaven; beards, mustaches, and sideburns extending below the earlobe or onto the cheek are not permitted.

### **Boys late summer/late spring warm weather option**

For approximately the first month and the last month of school (specific dates determined by the administration), boys may opt for the following clothing suited for warm weather:

- Solid khaki or navy *knee-length* (golf or walking but not cargo or cut-off) shorts purchased from any supplier
- Banded bottom or straight-hemmed polo shirts with NDCL emblem, long or short sleeves, in mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles or Lands’ End School.
- Visible socks
- Athletic shoes

Boys who choose the warm weather option must choose it in its entirety (shorts, polo, socks, and shoes). They may not “mix and match” items with the standard or dress uniform. The warm weather option does not apply to dress uniform days.

### **Uniform apparel vendors**

Schoolbelles, Inc.	Land’s End
4747 W. 160th	St. Lands’ End Lane
Cleveland OH 44135-2631	Dodgeville WI 53595
800-548-3883	800-469-2222
School code #167	Preferred School # 9000-6418-9

### **Dress down days**

- Students may wear jeans or cargo pants; T-shirts, polo shirts or sweatshirts; and athletic shoes with socks. No sandals or flip flops may be worn.
- For all dress down days, the following are not permitted: shorts; ripped, torn or painted clothing; hats or other headwear; armbands; sweatpants, warm-ups, wind pants, pajamas.
- Boys’ pants must sit at the natural waist with no underwear showing; hems must not drag on the floor.
- Girls’ tops must have sleeves and be long enough to meet the waistline of the pants or skirt. Halter, tube or tank tops, peasant blouses, tight clothing, and clothing that exposes the midriff or cleavage are not permitted. Skirts must be no shorter than three (3) inches above the knee.
- **Students dressed inappropriately on dress down days will be issued a violation and may be kept out of class until appropriate clothing is found or brought from home.**

### **Dress Code Student Review Panel:**

Students who repeatedly violate the dress code may be required to appear before a student review panel. While the imposition of disciplinary consequences remains the responsibility of the faculty and administration of the school, the student review panel seeks to emphasize the purposes of the dress code and to foster respect for the collaborative way in which it was developed.

## **BEHAVIOR CODE**

Building upon the positive behavior patterns begun and developed in the home and acquired during previous years of formal education, the school has developed behavior norms that promote personal responsibility and ensure an atmosphere conducive to Christian community and effective learning. Therefore, the code challenges each student to grow in the art of self-discipline by developing a strong sense of personal responsibility, showing respect for self and others, and respecting the property of others and taking pride in the school.

At Notre Dame-Cathedral Latin, the school community is very important. Each student is responsible for the community. Behavior affects the entire school community, whether it is a class, a group of students, or the entire student body. The code is based on the concept that each student has certain rights and corresponding responsibilities. It is important that each student accept responsibility to behave in such a way that he/she can continue to become the young person God intends him/her to be.

Students and parents have selected NDCL and the school has accepted students on the basis that they adhere to all the rules and regulations set down by the school. In addition, each teacher will set up classroom policies and procedures that will create a positive classroom environment that encourages and affirms the educational process. Teachers have the responsibility to ensure that each student is given the opportunity to learn. Each set of classroom policies has corresponding consequences if the student does not comply with expectations in the classroom.

Students and parents who refuse to comply with the faculty and staff may be asked to transfer from NDCL. It is understood that the principal of the school has final authority to ask a student to leave the school when it is deemed that behavior is not in accord with the philosophy, principles, and or policy of Notre Dame-Cathedral Latin School.

This Code of Behavior must be followed when a student is on school property, on the way to and from school or a school-related or school-sponsored event, or while in any location for the purpose of or related to attendance at a school-sponsored event, activity, or function.

Consequences for violation of the Code of Behavior are categorized as minor, major, and suspendable in keeping with the Mission Statement and Core Values of Notre Dame-Cathedral Latin. These will be issued at the discretion of the faculty and administration of the Notre Dame-Cathedral Latin School. Violations listed within this handbook are representative of levels of infraction but are not meant to be an all-inclusive list.

## **MINOR VIOLATIONS**

Faculty in consultation with the administration will issue consequences for minor violations. Students who accumulate three (3) minor violations will serve one detention period. Three detentions will result in a demerit issued by the administration. Failure to serve a detention will result in a demerit.

Minor violations include but are not limited to:

- Correctable uniform violations
- Chewing gum
- Tardiness to class
- Misbehavior or non-compliance
- Public displays of affection
- Eating/drinking outside of approved areas
- Failure to bring materials to class, return library books on time, etc.
- Failure to hand in forms and other items when requested
- Inappropriate language
- Bus conduct report

## **MAJOR VIOLATIONS**

The accumulation of major violations is a serious breach of the Code of Conduct and the principles of the Notre Dame-Cathedral Latin School Community. Consequences for major violations will be issued by the Dean of Students in consultation with the faculty. The administration will issue 1-3 demerits to students who commit major violations with suspension and/or detention.

Major violations include but are not limited to:

- Uncorrectable uniform violations
- Habitual infraction of a minor violation
- Cutting classes, study halls, and other functions
- Dishonesty/cheating (first offense)
- Disrespect toward an adult
- Disrespect to a student, including verbal abuse and bullying
- Major disruption of classes, religious functions, assemblies, or events
- Excessive misbehavior
- Misuse of school property
- Excessive profanity
- Defiance/insubordination
- Driving violation
- Failure to serve a detention in the assigned week. Failure to serve detention after a major violation will result in an out-of-school suspension, 2% reduction of quarter grades, and another major violation.
- Serious bus conduct report

## **SUSPENDABLE VIOLATIONS**

Students who engage in repeated major violations or act in a manner strongly opposed to the Notre Dame-Cathedral Latin School Community will be suspended. The number of days of suspension will be determined by the administration based on the severity of the offense. The administration will issue 4-6 demerits to students who commit suspendable violations. Suspension is always an unexcused absence, resulting in a 2% reduction of the quarter grade in each subject. Students must make-up any work missed during suspension to earn any credit for that work.

Suspendable violations include but are not limited to:

- Cutting school
- Willful misuse of school property or another's private property
- Stealing
- Hazing and/or harassment. (See Non-Harassment Policy.)
- Fighting, hitting, inappropriate and/or unauthorized touching
- Leaving the school during the school day without the school's permission
- Setting off a stink bomb or smoke bomb (See Criminal Action Policy.)
- First offense Chemical abuse A second offense or any other instance of drug dealing may result in dismissal. (See Chemical Abuse Policy.)
- Possession of a weapon (See Weapons Policy.)
- Using tobacco during the school day, on school grounds or during school-sponsored function (Penalty also includes \$25 fine.)
- Possession of materials/devices deemed inappropriate by administration
- Inappropriate use of the school's technology
- Cheating (subsequent offenses) (See Academic Honesty Policy.)
- Vandalism (See Criminal Action Policy.)
- Other offenses considered serious by the administration

The administration reserves the right to exercise its discretion to handle serious student problems in ways other than those listed above. The judgment of the Principal in all disciplinary matters is final.

## **DETENTION**

Detention is served according to a schedule established by the Assistant Principal for Student Life for violations of the Code of Behavior.

A student serves one detention period:

- for every major violation
- for every accumulation of three minor violations

Detentions will be assigned on a weekly basis. Students are expected to serve detention during the time frames for the assigned week as listed above. Failure to serve detention will result in the issuing of a major violation referral.

## **VIOLATION FORMS**

A teacher issuing a violation informs the student of its issuance and will submit a form to the office. After the violation has been acted upon by an administrator, the student, teacher, and office will each receive a copy of the form and action taken.

## **APPEAL PROCEDURES**

If a student feels that s/he has unjustly received a major or minor violation, after first discussing the situation with the teacher involved, the student should speak with the Dean of Students, who will arrange a conference with all parties involved. The student seeking recourse must make this request within two (2) weeks of the issuance of the referral.

In most instances, a student will be suspended only after s/he and/or her/his parents have had an opportunity to be heard. In some instances, however, the situation involved is so serious or dangerous that immediate suspension is deemed necessary. In such a situation, the parents will be notified of the student's suspension, and a prompt post-suspension conference with the parent and/or student will be arranged, at which point the student will have an opportunity to be heard.

## **CONSEQUENCES FOR ACCUMULATING DEMERITS**

Demerits with ensuing consequences accumulate over one entire school year. If a student ends the school year on probation, consequences may carry over into the next school year.

*At three (3) demerits:*

- The student will meet with the grade level advisor to discuss the student's behavior and consequences for accumulated demerits. Parents will receive notification of the meeting and a form to sign and return to the advisor.

*At four (4) demerits:*

- The student must relinquish Student Council membership or any office for the remainder of the year. This includes assistant rep, secondary club offices, page editors, etc.
- Student and his/her parents will be informed by letter of points accumulated.

*At six (6) demerits:*

- The student, parent(s) and Dean of Students will meet to discuss the student's behavior. The purpose of this conference is to help the student toward improvement and continued growth.

*At eight (8) demerits:*

- The student may be restricted from representing the school on an athletic team, in public performance on stage, in class skits, on Courts for Homecoming, Prom or other dances, on student exchange and similar activities such as elementary school retreats and outdoor education or any other school activity.
- The student will be placed on Disciplinary Contract for the remainder of the school year. The student may be asked to select a faculty member or a faculty member may be assigned to assist the student in achieving a greater degree of self-discipline.
- The administration reserves the right to determine the terms and conditions of the Contract. Refusal to sign a Disciplinary Contract or repeated violations of its terms may result in dismissal.

#### *At ten (10) demerits:*

- The student serves an all-day, out-of-school suspension, which is always an unexcused absence.
- The student may be restricted from representing the school on an athletic team, in public performance on stage, in class skits, on Courts for Homecoming, Prom or other dances, on student exchange and similar activities such as elementary school retreats and outdoor education or any other school activity.
- Students may also be denied the privilege of participating in class activities, including Junior Recognition Ceremony. At this level, repetition of even minor violations indicates deliberate disregard for school policy.

#### *At twelve (12) demerits:*

- The Principal meets with the student, parents, and knowledgeable faculty members to discuss the student's future at Notre Dame-Cathedral Latin School. The student may be asked to withdraw from NDCL. If a student or parents refuse to attend the conference, the only alternative is for the student to withdraw immediately.

A student who accumulates six (6) or more demerits in a school year will be required to have a parent/student conference with the Dean of Students to review issues of concern. The student will return to school the following year on a behavioral contract.

### **CRIMINAL ACTION POLICY**

In any situation involving criminal activity, the legal authorities will be contacted immediately to investigate. School consequences may include but are not limited to dismissal or expulsion.

### **DISMISSAL OR EXPULSION**

In some cases the principal may deem a student's action or a pattern of actions so severe as to warrant immediate expulsion from school. This decision is the right and responsibility of the principal.

### **ELASTIC CLAUSE**

Because it is impossible to foresee problems that may arise, this clause empowers faculty members and administration to issue consequences for any action that violates the spirit of the system, even though not specified here. The judgment of the administration in all disciplinary matters is final.

### **ACADEMIC HONESTY**

Because of the critical importance of honesty and integrity of life for the individual and for society, cheating in any form is considered unacceptable behavior. By cheating is meant any act through which the student uses the work of another for his/her own gain or attempts to achieve this result by deceitful means. Helping another student to cheat by providing one's own work is considered cheating.

Cheating will incur the following disciplinary measures:

- loss of credit for the work;
- major violation; and
- notification of parents.

Plagiarism is a form of academic dishonesty in which the student passes off as one's own work the work of another either by copying or by paraphrasing the ideas without proper citation. Students at NDCL are taught the principles of academic honesty in research and writing.

Plagiarism will incur the following disciplinary measures:

- re-work of the assignment for half-credit under school supervision (during Saturday school or after-school detention time);
- major violation; and
- notification of parents.

A repeat violation of academic dishonesty, whether cheating, plagiarism, or any other form, will require a conference with the student, parents, and the administration. Consequences for a repeat offense will be determined at that time.

Any incident of academic dishonesty may be cause for a student's re-evaluation as a member of National Honor Society.

## CHEMICAL ABUSE POLICY

Notre Dame-Cathedral Latin School recognizes that not all chemical use by students indicates dependency. The chemically-dependent adolescent is that individual whose dependence upon mood/mind/behavior-altering substances has attained such a degree as to disrupt the student's academic performance, interfere with family and inter-personal relationships, disrupt smooth social and economic functioning, or impair the state of physical, emotional and mental health and/or behavior.

NDCL also recognizes that chemical dependency is a treatable illness, often preceded by misuse and abuse. Health and social problems of youth are primarily the responsibility of the family. However, community and school share in the responsibility because chemical problems often interfere with the fullest possible development of the individual student, learning and behavior. A student involved with abuse chemicals or mood/mind/behavior altering drugs is in violation of the law. Therefore, a student shall not possess, use, transmit, transfer, sell or conceal any of these substances or paraphernalia nor consume or possess any alcoholic beverages or intoxicants.

This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while in any place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school or identifiable as an NDCL student in some other setting. Moreover, students shall not consume any alcoholic beverages or intoxicant or drug of abuse or any other substance that could modify behavior at any time before the student's arrival at school or at a school-sponsored activity or related event or activity. If a student arrives at one of the above-mentioned events in violation of this policy, the parents will be notified immediately. The judgment of the chaperones is final and the students must leave the activity in the company of their parents.

In the event of a violation, disciplinary procedures will be followed. However, the school will offer supportive help to the student and parents in coping with the chemical problem. Although the good of the student and respect for the dignity of each unique individual remains an important concern, the well-being, proper functioning and greater good of the entire school community must be considered of primary importance. An atmosphere for development and continual growth in a Catholic environment is to be ensured for all.

Help will be extended through the school if a student seems to be chemically dependent and accepts assistance. Since dependency on drugs and/or alcohol is considered a primary disease and a serious matter, cases where neither the parents nor the student cooperate with attempts to intervene in a student's harmful involvement with chemicals, the student will be asked to withdraw from Notre Dame-Cathedral Latin School. The principal in consultation with concerned personnel will handle each case. This group's decision is final with regard to any action taken when this policy has been violated.

Notre Dame-Cathedral Latin School may search a student's locker, handbags, bookbags, purses, or person if school officials have reasonable grounds to believe that the student possesses chemical intoxicants. Such a search may be conducted in a manner consistent with the policy set forth in the Search Policy in this Handbook.

The regulations spelled out in the Chemical Abuse Policy, as well as the disciplinary actions set down for the abuse of chemicals hold in their entirety for any counterfeit controlled substance or "look-alike." This is in accord with current legislation that treats counterfeit substances as illegal. Examples of drugs which may be abused are alcohol, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, stimulants, depressants, Quaaludes, speed, PCP (angel dust), Valium, LSD, "uppers"/"downers", heroin, glue, cocaine, or other substances that could modify behavior or alter moods. Examples of drug paraphernalia are hypodermic needle, syringe, water pipe, roach clip, papers and/or bongs. These lists are not all inclusive.

## **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

We believe that technology is a vital means to assist those who carry out the educational mission of Notre Dame-Cathedral Latin School.

Students of Notre Dame-Cathedral Latin School have access to the student computer network, including the Internet. To gain access to the Internet, all students must obtain parental permission and must sign and return the User Agreement. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### **INTERNET RULES**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may use school computers to access their email for curriculum-related activities and communications. The network is provided for students to conduct classroom work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of Notre Dame-Cathedral Latin School's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private.

Users have no privacy right to any data received or disseminated on the network and by utilizing these Notre Dame-Cathedral Latin School systems they consent to the Notre Dame-Cathedral Latin School's right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, the school reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Using computer files to share or receive homework, research, projects, papers, and other work in a manner that violates academic honesty
- Sending or displaying violent, aggressive, offensive, or obscene messages or pictures
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading or uploading information and files not relevant to curriculum-related activities, including employing the network for commercial purposes, emailing that is not related to class assignments, and other intentional misuses of limited school resources
- Attempting to or overriding Internet filtering system, including accessing inappropriate web sites that have escaped Internet filtering
- Violating privacy issues by posting personal contact information about you or other people; using another's password; and trespassing in another's folders, work, or files

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations will result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be informed of designated school personnel for reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

## ELECTRONIC DEVICES

Any electronic device brought into the building may be taken from a student if its use interferes with the process of teaching and learning, disrupts school life, or conflicts with the mission or values of Notre Dame-Cathedral Latin School. At the discretion of the administration, the device(s) may be returned to the student at the end of the day or returned after a period of time to a parent/guardian of the student. Parents and students assume all responsibility for any loss or damage to electronic devices brought to school.

Members of the school community may not photograph, record or otherwise tape other members of the school community without the express permission of those involved and of the appropriate school authority.

## MEDICATIONS

Any student who is required to take any prescription or non-prescription medication during school hours must comply with the following:

- Provide written note from the prescribing physician that details the name of the drug, dosage, route and time of administration, possible side effects, and reason for use and expiration date of order;
- Provide written permission from the parent or guardian requesting the school to comply with the doctor's order;
- Bring the medication in the original container, appropriately labeled by the pharmacy;
- Present the medication in the morning to the Clinic personnel where it will be kept in a locked cabinet. The medicine may be kept overnight or taken home and brought back the following day.
- Parents of students who use an inhaler or an epi-pen must submit the necessary forms.
- The school nurse or health aide will administer the medication at the given time only if the above criteria are met.
- For the purpose of this policy, "medication" shall include all prescription and non-prescription (over-the-counter) medicines.
- **A parent or guardian must pick up unused medication or school personnel will dispose of it thirty (30) days after the prescribed use.**

## NON-HARASSMENT POLICY

The administration and staff of Notre Dame-Cathedral Latin School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment, intimidation, or coercion. Any threat of harm to any person either in writing, verbal, or physical will be dealt with immediately and appropriately.

Notre Dame-Cathedral Latin School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension, dismissal, or being asked to withdraw from the school.

Examples of harassment include, but are not limited to: unwelcome advances or other similar verbal or physical contact, verbal or written taunting; bullying; intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

Students who believe they have experienced harassment shall report such matter to the principal or any other administrator as soon as possible.

- The principal or designated administrator shall immediately investigate the complaint and shall make written notations of specific allegations.
- Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge. The inquiry should be as specific as possible.
- All information relating to the complaint or the investigation shall be kept confidential when possible, consistent with a complete investigation. All participants should be reminded of this obligation.

- The investigator shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the involved parties regarding the disposition of the investigation consistent with the privacy of student records.
- No retaliation will be permitted for participating in a complaint or investigation.

The principal shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

### **PREGNANCY POLICY**

It is understood that we, as Catholic educators, are convinced of the value and dignity of human life. We hold a pro-life position. This stance enables us to bring our students to the realization that a Christian code of morality based on the Gospel should give their lives direction and that thorough instruction should help them understand their own sexuality.

While we do not condone contraception or premarital sex, once a young couple becomes responsible for conceiving life, we believe every effort must be made and every measure taken to preserve this life. In all instances, the student(s) will be treated with great charity.

After consultation with the student, parents, and other persons who may be assisting the family in supportive services, the principal makes decisions regarding continued attendance and the subsequent return of the girl involved. Each case will be determined individually considering the student(s)' welfare, the protection of the unborn child, and the welfare of the school.

### **SEARCH POLICY**

The school reserves its right to search at any time all school property such as lockers and desks even if assigned to an individual. Additionally, by enrolling in the school, the student and parents consent to a search of a student's backpack, gym bag, bookbag, handbag, purse, coat, or vehicle, when the school has reasonable grounds to believe a student has in his/her possession some unlawful or otherwise prohibited item or items when on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while any place or location for the purpose of or related to attendance at a school-sponsored activity, function, or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. The search may extend to a student's person or clothing only if the school has reasonable grounds to believe the student possesses a weapon as defined under the Weapons Policy. Upon the commencement of any searches outlined above, the school will first request permission from the student in question to conduct the search. If the student refuses to allow the search, the school reserves the right to discipline the student for possession of the alleged unlawful or prohibited item or items in the manner provided in the school's Code of Behavior.

### **THREATS POLICY**

It is the responsibility of the administration, teachers, and staff to ensure the safety of all in the school or on school grounds or while participating in a school-sponsored activity. Any threat of harm to any person either in writing, verbal, or physical will be dealt with immediately and appropriately.

Such action may include notification of parents, suspension, dismissal, expulsion, notification of local law enforcement officials, psychological/psychiatric evaluation, counseling, or other actions deemed necessary.

## **WEAPONS POLICY**

The school recognizes that a safe, secure school atmosphere is a fundamental tenet to providing an educational environment conducive to learning. Therefore, weapons are prohibited. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive, incendiary device, or any toy or “look-alike” weapon. As defined by state law, a deadly weapon is “any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon.” Ohio Rev. Code 2923.11(A). Firearms include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Possession of hunting weapons is also a violation of this policy. No student may have possession of a weapon on school grounds, during or immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while at a place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. Violations of this policy are subject to the Code of Behavior and may warrant notification of the police, immediate suspension, dismissal, or expulsion.

A search for a weapon may be conducted in a manner consistent with the policy set forth in the Search Policy.

## **SCHOOL RECORDS**

**Permanency of records:** Accurate and complete individual permanent and cumulative records shall be maintained for each student enrolled at NDCL. These records will include student’s attendance records, parent conference reports, report cards, test scores, and reports from professionals or other pertinent information that is relevant to the student’s tenure at NDCL.

**Availability for review:** The school implements any and all requirements of the Family Educational Rights and Privacy Act (“FERPA”). Parents of any student who is or has been in attendance at NDCL have the right to inspect and review the education records of their children. Access to education records shall be made to parents after a written request, within forty-five days after the request has been made. With the exception of the parents and those employees of NDCL who would have access to education records within the normal course of business, all student records shall remain confidential.

**Transcripts:** Final report cards and student records are the property of NDCL. It is school policy that final report cards will not be issued, and student records will not be transferred to another school until all financial accounts are settled.

## **CHILD ABUSE REPORTING**

**The Ohio Revised Code requires any teacher, school nurse or other school employee who knows or suspects that a student is being abused or neglected to report that suspicion to the Principal. This report must also be made to the children’s services board or to the Department of Human Services, which has a children’s services function.**

## **MARRIED STUDENTS**

Married students may not attend regular day classes nor participate in public graduation.

## **LIVING AT HOME REQUIREMENT**

Notre Dame-Cathedral Latin School requires that all students live with their parents or legal guardian.

## **GUIDELINES REGARDING STUDENTS WITH AIDS**

Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Notre Dame-Cathedral Latin School shall be permitted to attend school provided:

- The health of a student, as documented by his/her physician allows participation in regular school activities.
- The student behaves acceptably in a manner that would not cause spread of the disease or in any way put others at risk.
- The student does not have open sores, skin eruptions, or any other condition that prevents his/her control of bodily secretions.

- There are periodic evaluations of the student’s physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Parents and guardians have the obligation to report to the school administration when any student has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome); ARC (AIDS Related Complex), or other illness caused by HIV (Human Immune Deficiency Virus, the virus that causes AIDS also known as HTLVIII or LAV).

In order to protect confidentiality, when a student with AIDS is admitted to school, personnel who are made aware of the student’s condition should be the minimum necessary to assure proper care of the student and the safety of all others.

Based on the condition of the student and the expected type of interaction with others, the principal, after consultation with proper authorities may limit the student’s participation in school activities.

## FINANCIAL POLICIES

**Tuition agreement:** Upon registering your student(s) at Notre Dame-Cathedral Latin School, you enter into a financial contract with the school. In return for the educational services provided, you are expected to fulfill your financial commitment to the school. Our tuition and fees are set each year based on projected enrollment. Our faculty contracts are based on our enrollment projections and these employment contracts are binding to NDCL for the full academic year. Therefore, the obligation to pay the tuition and fees is binding.

## SCHEDULE OF CHARGES

Non-refundable tuition deposit for incoming students:	\$200
Tuition:	\$9,800

Students not receiving bus transportation from their local school districts may use one of the NDCL buses at the cost of \$450 per Semester (\$900 per year).

## PAYMENT PLANS

**Full year:** Single check or electronic funds transfer (EFT) payment of tuition and transportation fee less applicable tuition assistance. Due on or before July 10, 2011. Tuition payments by credit card are accepted with the addition of a 2.5% service fee.

**Semester:** Tuition for the school year is divided into two semester payments. Two checks or electronic funds transfers (EFT) of tuition and transportation fee less applicable tuition assistance. First semester due by July 10, 2011; second semester due by December 10, 2011. Tuition payments by credit card are accepted with the addition of a 2.5% service fee.

**Monthly:** Tuition and transportation fee less applicable tuition assistance is divided into twelve monthly payments. The monthly payment plan requires the use of electronic funds transfers (EFT) that are automatically withdrawn from your bank account on the 5th or 20th of each month, beginning in July and continuing through June. An annual fee of \$60/family will be charged for the use of the monthly plan.

If the 5th or 20th falls on a weekend or holiday, EFTs will be run on the next work day. Changes to your payment plan choice may be requested by contacting the Finance Office. Requests for changes to your EFT authorization must be received at least 10 days prior to the next EFT run date.

**Tuition assistance:** Tuition assistance awards are available to all students. Tuition Assistance applications are available on the school’s web site. The school strives to meet as much tuition assistance need as possible. Tuition Assistance is based on the student’s financial need as calculated by PSAS. The availability of endowment & annual contributions to tuition assistance, and the timeliness of applications, affects how fully tuition assistance needs are met. In the event of a change of financial situation, families may apply and reapply for tuition assistance at any time during the school year.

Admitted students who meet the standard January scholarship and financial aid application deadline are notified of their awards in January prior to the start of online annual registration in March.

**Late tuition payments:** Tuition must be paid when due according to the payment plan selected. A \$25 late payment fee will be assessed on payments not received by the schedule outlined. The school may, at its sole option and discretion, enforce any or all of the following actions:

- For students whose tuition accounts are not current on July 15, fall class schedules will be held in the Finance Office.
- For students whose tuition accounts that are not current as of Dec. 31, spring class schedules will be held in the Finance Office.
- Diplomas and transcripts will be held for graduating seniors with unpaid tuition and fees.
- Families selecting single or two semester check payments who do not pay on schedule will be required to convert to the Monthly EFT Payment Plan.
- Instances of NSF checks or funds not available will be assessed a fee of \$25 per occurrence.
- Students whose tuition account is not current may be subject to financial suspension.

Refund schedule: The following refund schedule applies if a student withdraws after the first day of classes of the academic year

Withdrawal date	REFUND
First day of school to September 30:	65% of first semester tuition
October 1 to November 15:	30% of first semester tuition
November 16 to last day of first semester:	No refund
First day of second semester to February 28:	65% of second semester tuition
March 1 to April 15:	30% of second semester tuition
April 16 to last day of second semester:	No refund

## TEXTBOOKS

Students should have their own texts for their classes. Books should be neatly covered and clearly marked in pen with the proper identification. Students are responsible for these textbooks should they damage or lose them.

## CONCLUSION

The school administration has attempted to be complete in providing the information in this Handbook; however, it is not possible to foresee every eventuality. Therefore, in all matters, the judgment and decisions of the school administration will be final. The greatest opportunity for growth and maturity of NDCL students comes from cooperation among the school, parents and students. Consistent with this philosophy, parents and students will participate in any such decision as far as, in the judgment of school administration, it is practicable. A student's enrollment at NDCL constitutes his/her and his/her parent's acceptance of the terms set forth in this Handbook and in any subsequent updates or addition.

