

**NOTRE DAME HIGH SCHOOL
CODE OF CONDUCT
2018-2019**

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Notre Dame

H I G H S C H O O L

Grades 7 - 12

Dear Parents and Students,

Welcome to Notre Dame High School. In choosing our school, you have demonstrated a commitment to the values and philosophy of the Sisters of Mercy, who sponsor Notre Dame

It is our hope that our students will attain academic success, assume responsibility and develop self-discipline. With cooperative efforts of all - the school staff and administration, parents and students - we will build an educational community that prepares our students to meet the future with courage and enthusiasm. These guidelines are a road map, which ensures a student's success as he/she faces the many challenges of high school.

When a student enrolls in Notre Dame High School, the parents and student agree to follow the guide lines that are essential for full participation in a Notre Dame High School education. These guidelines, which are published in this Code of Conduct, are basic to developing responsibility and are helpful to creating an environment that will assure success in secondary education. Because of current legislation, there is much more specific information in this book. The times have presented schools with more challenges and we must assure every member of our school community that they will be in a safe environment.

At all times, the school retains the right to amend this handbook and promises prompt parental notification. Parents and students have an obligation to accept, support and observe the guidelines that govern a Notre Dame student.

Parent involvement in education at the secondary level is crucial. This partnership with the school provides participation in all phases of education. A parent's interest should not end when a youngster enters high school or when a child is not sharing daily events. It is important for parents to keep informed. The school provides newsletters, progress reports, e-mails via Ed-line and phone calls. Your response to these efforts is essential and the school welcomes your interest and concern.

We hope this Code of Conduct will be helpful during your years at Notre Dame High School. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,
Sister Mary Walter Hickey, RSM
President

NOTRE DAME HIGH SCHOOL
A Ministry of the Sisters of Mercy

DIRECTION STATEMENT OF THE SISTER OF MERCY

Animated by the Gospel and Catherine McAuley's passion for the poor, we, the Sisters of Mercy of the Americas, are impelled to commit our lives and resources to act in solidarity with

- *The economically poor of the world, especially women and children*
- *Women seeking fullness of life and equality in church and society*
- *One another as we embrace our multicultural and international reality.*

This commitment will impel us to

- *Develop and act from a multicultural, international perspective*
- *Speak with a corporate voice*
- *Work for systemic change*
- *Practice non-violence*
- *Act in harmony and interdependence with all creation*
- *Call ourselves to continual conversion in our lifestyles and ministries.*

Institute Chapter July 2017

NOTRE DAME HIGH SCHOOL FOUNDATION DOCUMENTS

BELIEF STATEMENTS

We believe in:

- Centering our education on a Christian value formation harmoniously blending together faith, culture and life;
- Continuously striving for higher academic excellence, enabling our students to achieve their maximum potential;
- Stressing the importance of challenging students spiritually, academically and physically;
- Creating a safe environment that promotes self-discipline, accountability, self-worth, responsibility and respect;
- Showing compassion, respect for the uniqueness of each individual, service to others and social justice;
- Forming a close partnership of school working with the student, family, church and community;
- Fostering a global consciousness that encourages students to be faithful, peace making adults who are responsible stewards of the earth;
- Promoting ecological awareness and stewardship in order to preserve the Earth, with reverence and responsible care; and
- Upholding the mission and charism of the Sisters of Mercy.

ACCREDITATIONS

University of the State of New York

Middle States Association

MISSION STATEMENT

Notre Dame High School, a ministry of the Sisters of Mercy, seeks to prepare students for college by providing a challenging academic environment that stimulates students intellectually, physically and spiritually, in a community that respects a diversity of backgrounds and perspectives, thus inspiring life-long learners, critical thinkers, and compassionate, responsible citizens of the world.

PHILOSOPHY

Notre Dame High School, a ministry of the Sisters of Mercy, is a co-educational college preparatory school dedicated to the total development of the individual - mind and heart, body and soul. Parents are partners with the school in assisting the students in their growth toward full Christian maturity.

The formation process is dynamic in nature. The religious dimension of the school is integrated into the general education of our students. Teachers strive to create a positive and supportive climate while students are encouraged to be active agents in their own development. Emphasis is placed on the priorities of human life and the understanding of continuity between the past and today's culturally diverse society. This focus creates awareness for social justice in the world and a commitment to alert, responsible, and active citizenship.

As educators, we recognize the urgency to nurture our students into healthy, faith-filled peacemaking adults who will not only function in, but also provide stability and morality in a technologically driven 21st century, which will be marked by innovation and change.

GRADUATE PROFILE

It is the goal of the Notre Dame Community to graduate individuals who are consciously developing their whole being. As students approach the threshold of their lives, they will be intellectually and spiritually prepared for the challenges and responsibilities that lie ahead. They will demonstrate character, self-worth and a commitment to life-long learning. Their faith in God and awareness of gospel values will be manifested in their social awareness and service to others. Notre Dame graduates will possess the skills and knowledge to think critically, communicate effectively, respond creatively and compete successfully in our ever-changing society. They will become the spiritual and visionary leaders needed to enrich our world for the betterment of all.

NOTRE DAME COMMITMENT

Since its inception in 1954, Notre Dame has been committed to EXCELLENCE IN CHRISTIAN EDUCATION. In pursuit of this commitment, Notre Dame has been builder and innovator - utilizing the best of the past while incorporating the skills of the present. This commitment has led to leadership in education. Notre Dame accepts the following challenge: receive a young student and, with the help of the student's family, fashion a mature individual who is challenged to reach beyond him or herself and who is motivated to achieve the degree of excellence of which the student is capable.

Notre Dame tries to instill a Christian philosophy of life, balancing the material and spiritual world and unfolding to students the events of the past, the problems of the present, and the potential of the future. Notre Dame teaches the student to serve in the world as a participator, not just as a spectator; as a contributor, not just a consumer.

Notre Dame is committed to remain "a cut above" - committed to family, school, country, and to God. Throughout this commitment, Notre Dame develops tomorrow's leaders as responsible, aware, and concerned individuals.

ALMA MATER

Dear Notre Dame, we sing thy glory;
Great are the gifts thou hast bestow'd.
Praise to thy name; long may thy fame
Reflect the standards learned from thee.
Thy motto, "Ego Sum Lux Mundi"
Leads to eternal light divine.
Virtue's firm shield courage will yield;
Worldliness buffets the stronghold of truth;
Be, Alma Mater, defender of youth.

ADMISSIONS POLICY

Notre Dame High School admits students of any race, creed, color, and national origin. Limited resources make it impossible to take care of the educational needs of all potential students; therefore, Notre Dame reserves the right to accept or reject any candidate for admission based on the student's academic and behavioral record from the school of transfer. Notre Dame High School does not discriminate against otherwise qualified persons with disabilities, if with reasonable accommodations; the individual can perform the necessary tasks. Students transferring to Notre Dame because of academic/behavioral problems in another school are accepted on a probationary basis.

TUITION AND FEES

Notre Dame High School believes that tuition payments are an investment in your child's education and religious formation. Arrangements for payment of tuition must be made prior to the beginning of the school year. Notre Dame offers three payment options through FACTS Tuition management; annual, semi-annual, 10 months, July –April. Financial assistance assessment is facilitated through an independent third party, FACTS. Applications to FACTS should be completed and submitted online as per the dates recommended by Notre Dame High School. In the event that FACTS does not recommend the financial aid expected by the family, applications for additional financial aid may be submitted to the NDHS Financial Aid Committee for consideration and are ideally accepted prior to March 31 for the upcoming school year. Annual tuition payment option requires the full balance be paid on or before July 1 prior to the beginning of the school year. Semi-annual payment requires one half of the total tuition be paid on or before July 1. The second half of the total tuition be paid on or before January 1. Monthly payments are made between July 1 and April 1. A late payment penalty of \$40 will be assessed for every month or portion of month that the tuition is overdue. The late payment penalty will be considered an outstanding balance for the purposes of billing of student accounts.

Graduating seniors with outstanding fees and/or account in arrears will not be issued either a diploma or official transcripts until the balance is paid in full.

TUITION REFUND POLICY

Tuition refunds will be calculated based on the month the student withdraws. The total tuition will be divided by 10 and the refund will reflect the remaining full months that the student is not enrolled. Any portion of a month that the student attends NDHS constitutes a month not eligible for refund.

CODE OF CONDUCT

Purpose of this Code

This Code of Conduct defines Notre Dame High School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents and visitors committed on property associated with the school, at school functions or that otherwise affects the school's spiritual or educational mission.

BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

Student Rights

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, conduct and habits.
5. Reasonable efforts to ensure personal security while on property associated with the school during school hours or at school functions.
6. An educational climate where the well being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.

8. Guidance in choosing a career or college, as appropriate.
9. Wholesome extracurricular activities, unless such activities are denied the student as set forth in this code.
10. Appropriate education and/or remediation to serve special needs within the limits of the school's program, consistent with the student's individual education plan.
11. Consideration as an individual within the educational environment.
12. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

Student Responsibilities

As a private Catholic High School with a reputation for academic excellence, sound moral development, and good discipline, Notre Dame expects a great deal from its students and has confidence that they will live up to their responsibilities as outlined in the following regulations. Students are expected to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
15. Promote school spirit, support school activities and do honor to the good name of Notre Dame High School.

THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

Teachers and Other Professional Staff

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.

7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

The Administrative Staff

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Notre Dame High School.
2. Responsibly exercise the authority assigned by Principal.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff and parents.
7. Initiate and maintain open lines of communication with students, staff and parents.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

Parents of Students

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the Main Office that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
11. Encourage and support their child in completing homework assignments.

12. Recognize that primary responsibility for their child's welfare and development rests with the parent.
13. Satisfy financial obligations to the school.

ATTENDANCE

School Hours: 8:20 a.m. - 3:00 p.m.

Regular attendance is essential to academic success.

Absences/Excuses

When a student is absent from school, a parent is requested to call the school by 9 a.m. to report the absence. On the first day that the absent student returns to school, a written excuse signed by a parent must be presented to the classroom teacher to verify the absence and to **state the reason for the absence**. A written excuse signed by a parent must be provided by the third day of a student's return to school or the classroom teacher will report this to the Assistant Principal

Students are responsible to make up missed class work. It is the student's responsibility to contact the teacher in regard to make-up work. If an absence is anticipated, a note must be brought ahead of time to the Main Office. Students' grades are negatively affected by excessive absence.

Absence from Class

Attendance will be taken at the start of each class period. Students are required to attend all scheduled classes unless the parents, teachers, guidance personnel, and administration have formally approved a change of schedule. Students who miss class for no valid reason will be assigned to After School Detention for the first skip, plus whatever measures the teacher deems necessary. Other measures will be used if such behavior is repeated.

Unexcused Absences

State law rules all absences without a parent's excuse to be ***unexcused***. The State also describes other reasons which are ***unexcused***: "visiting," "away," "vacation," "needed at home," and "class skip day." A student is responsible for material missed during an unexcused absence and teachers are not obligated to provide assistance to students who have missed classes without permission from the school.

Medical Appointments

Medical appointments should be made outside the school day. If it is absolutely necessary to be excused, the parent must write a note stating the time the student is to be excused and the reason. The note should be brought to the Main Office prior to 8:20 a.m.

Office Records

Parents/Guardians are requested to notify the school office in writing of any changes of home telephone numbers and/or addresses, business telephone numbers and telephone numbers of emergency contacts so that office records may be accurate, complete and up-to-date.

Tardiness

Tardiness is not acceptable. Students are required to be present in homeroom by the 8:25 a.m. bell each day. Students who arrive in school or homeroom after this bell will be marked tardy unless their bus is running late or they present a valid written excuse signed by a parent stating the reason for lateness. Students who are habitually tardy may jeopardize their practice time and/or participation in a scheduled event. After five tardies a student will be assigned detention. A sixth tardy will result in a parent conference, loss of "free time" and the student may have their driving privilege revoked.

It is essential that students report to class on time so as not to delay the classroom teacher. Students are required to be present and seated after the four-minute passing time has elapsed.

Truancy

A student is considered truant if absent from school without parental permission or if he/she leaves school without parental permission and/or school consent. Once a student arrives at school, the school is responsible for the welfare and supervision of that student until dismissal. For these reasons truancy is considered a serious offense.

Students are not permitted to visit the Sugar Creek Store or the property adjacent to the campus during the school day, from their arrival at school until 3:00 p.m.

During exam days in January and June, students are not allowed to leave the campus between exams without permission.

When a student is truant for the first time, three after school detentions will be assigned and parents will be notified. A second offense in the same school year will result in five ASD's, a parent conference will be held, and a warning that if a third offense should occur, the student may be expelled. If a student is truant from class, he/she will receive a failing grade for that day's work.

Late Arrival

A student is considered a "Late Arrival" if they report to school after 8:25 a.m. and present a valid written excuse signed by their parent explaining their lateness. Valid reasons for late arrival include necessary appointments, health care visits, and driver's tests. The school will approve no permanent late arrivals.

Early Dismissal

Any student who needs to be excused from school prior to the 3:00 p.m. dismissal must present a valid written excuse signed by a parent and stating the reason for the dismissal. The student must check out in the Main Office before departing for the day.

Students who leave prior to 3:00 p.m. without a written excuse or office notification will be considered truant, whether or not their parents are aware of their dismissal.

Senior Privilege

The privilege of an early dismissal is granted to seniors who are allowed to leave at the end of their last class each day. Prior to receiving this privilege, each senior and a parent must sign a statement, which assures the student's commitment to maintaining good attendance and punctuality.

In no instance will class schedules be altered to accommodate the early dismissal request. It is expected that seniors will be responsible for attending all their classes prior to leaving on a given day. The early dismissal form must be updated when a change of schedule occurs. Students abusing the early dismissal privilege may lose the privilege on a temporary or permanent basis.

Parental Notification

Parents will be notified by phone or by written record when students are absent, tardy or depart early without a proper excuse.

EMERGENCY PROCEDURES

Emergency Plan

The Administration is committed to maintaining a safe environment for both faculty and students while in attendance at Notre Dame. We have set in place a safety plan designated to identify and respond to possible emergency conditions that may arise on this campus. In the event of an emergency it will serve as a reference for effective action.

Our Emergency Plan has been designed to deal with a variety of critical incidents and establish a practical, effective means to deal with each one. This plan has been formulated to meet or exceed established safety rules and has been reviewed by local and state authorities in order to ensure full compliance with the law. It is our intent to review these procedures annually and periodically test our procedures by conducting preparedness drills.

Emergency Treatment

School Administrators maintain a current reference for each student for treatment instructions in the case of emergency illness or accident.

Fire Drills

Students should move quickly, and in SILENCE, following the emergency exit directions posted in each area of the building. All students must exit the building and remain in the designated distance away until the return signal is given. All windows should be closed before leaving the classroom - and all doors shut. SILENCE IS TO BE MAINTAINED THROUGHOUT THE DRILL.

Snow

Notre Dame observes snow-closing procedures in conjunction with the Elmira City School District. The School notifies the pupils from Pennsylvania by calling the Sayre Radio Station. In the event of a particular school district closing for inclement weather, students from that district will be dismissed as per the directions on the signed Emergency Early Dismissal form, on file with the school.

ACADEMICS

CURRICULUM

Notre Dame High School follows the curriculum guidelines of the Education Department of New York State.

GRADE REPORTING

Evaluation Criteria

Grades are posted each 10 weeks of the 40-week school year. The grades represent achievement in the courses of study and are recorded in the form of numbers.

Honor Roll

High Honors---90 % average (no mark below 85%)

Honors-----85 % average (no mark below 75%)

Exams

All final exams for ONE-SEMESTER COURSES are 3-hour comprehensive exams, which cover all of the material taught during the semester.

All final exams for FULL YEAR COURSES are 3-hour comprehensive exams, which cover all the material taught during the year.

All final exams for non-regents students are departmental exams.

All 3-hour final exams in January or June count 1/3 of the final grade for ONE-SEMESTER COURSES.

All 3-hour mid-term exams in January count 1/6 of the final grade for FULL YEAR COURSES.

All 3-hour final exams in June count 1/6 of the final grade for FULL YEAR COURSES.

Reports of Academic Progress

Report cards are available to parents each quarter via Schooltool. Parents are encouraged to meet with teachers to discuss the academic progress of their child. A scheduled parent/teacher conference is held in the fall. Parents must understand that a student who is passing at progress report time can still fail if performance deteriorates.

Teachers are often available for meetings during the day. Parents should call the Main Office to arrange an appointment.

Deficiencies and/or Failures

If a student is remiss in his/her work, distracted/disinterested in class, or performing poorly on assignments/tests, the teacher through either a personal phone call, e-mail or a Progress Report will notify the parents. These reports will be available via Schooltool at each 5-week interval in the middle of the 10-week grading periods.

Tri-weekly Reports

These reports are available for students who are in serious academic difficulty and may be obtained through the Guidance Office. Parental response is required for the continuation of these reports.

HOMEWORK

Assignments given to students for completion outside of class are meaningful activities related to the total learning process.

Notre Dame High School recognizes the importance of homework in helping students to extend learning beyond the classroom and to apply the lessons learned in school to everyday life. Homework is the springboard by which students' ability and willingness to learn can be measured. It also provides students with an opportunity to budget their time, pursue learning independently and to assume personal responsibility for their education. For these reasons the Notre Dame School Community:

- Encourages the frequent assignment of homework at regular intervals.

- Requests parental support in encouraging students to complete assignments on time and to the best of their ability.
- Promotes the concept that the purpose of homework is to learn how to appreciate knowledge and skills so that students can become life-long learners and discover knowledge everywhere, not just in a classroom setting.

In this way the Notre Dame School Community continues to promote and encourage the active involvement of administration, faculty, parents, and students in the homework process, which it views as a vital and indispensable feature of a quality education.

Requests for Homework

If you anticipate that your son/daughter will be absent for more than one day, please indicate this information to the Attendance Secretary. A student absent more than 3 days may request homework and other class assignments. **Requests for homework should be made by 9 a.m.** If a student is absent fewer than 3 days, the student should obtain the assignments from classmates or teachers upon returning to school. **PLEASE NOTE:** A student will not be given credit for schoolwork missed because of an unexcused absence, truancy or suspension. However, the student still is responsible to make-up the material that was missed.

LIBRARY/MEDIA CENTER

The Notre Dame Media Center supports the curriculum of the school with various services. As well as the print collection, there are Internet connections, Southern Tier Online, CD programs and word processing computers available to the students. The media center is a place to **STUDY**, and the students are welcome during their unscheduled times to quietly pursue their academic interests. The staff includes certified librarian and parent volunteers as assistants. The media center is affiliated with the seven-county School Library System and has been designated an Electronic Doorway Library by the New York State Board of Regents.

The Notre Dame High School library provides resources in a variety of formats that enrich and support the educational program for the entire school population: students, faculty and staff. Library resources must serve the breadth of the curriculum and the needs and interests of individual students as well as support the school's philosophy and mission statement

The library must provide for a wide range of abilities and must respect the diversity of many differing points of view. Towards this end, the NDHS Library adheres to the Library Bill of Rights and the Freedom to Read statements as adopted by the American Library Association. Library management procedures are in place regarding selection criteria, gifts of materials, collection maintenance and challenged materials.

STUDY HALLS

Any time during the school year a student may be assigned to a proctored study hall at the request of a parent, teacher or counselor or if academic work is unsatisfactory. After each marking period, any student who fails one or more subjects may be assigned to proctored study.

TEXTBOOKS

Most textbooks are the property of the Public School District. These texts are loaned to students for their use during the school year. Textbooks are to be kept covered and in good condition. No writing in textbooks is permitted. Books must be returned at the end of the course for which they have been issued. Fines will be assessed for lost or damaged texts. Final Report Cards will not be mailed until all books have been returned or fines are paid.

Other textbooks are purchased by individual departments and belong to the school. These are to be shared as needed by those enrolled in various courses. The students pay for some workbooks and supplementary books; they become the students' personal property.

PHYSICAL EDUCATION: MEDICAL EXCUSE

Students may be excused from participation in P.E. class for one day if they present an excuse to the School Nurse, Principal or Assistant Principal on the day of the P.E. class. This excuse must be signed by a parent and state a valid reason for non-participation.

Students who must be excused from participation in P.E. class for more than one day because of valid medical or health related reasons must present an excuse signed by the attending physician, stating the diagnosis, length of requested excuse, and the date on which the student may return to participation. Students with P.E. excuses will be required to dress and be in formal class attendance. **P.E. excuses are for participation, not for attendance.**

EXTRACURRICULAR ACTIVITIES

ACTIVITIES

Notre Dame provides a variety of clubs which students are encouraged to join. These activities may include Class and Student Councils, Math Club, Drama Club. The Drama Department presents two major performances during the school year.

These activities complement, but are not a part of, the school's regular academic program. Participation in these activities should be considered a privilege and viewed as a means of developing a spirit of community and service among teachers, students and parents.

Notre Dame also provides a quality interscholastic athletic program. A high percentage of student participation helps develop in our students a healthy spirit of competition and good sportsmanship. All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in consultation with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

ELECTION TO LEADERSHIP IN STUDENT ORGANIZATIONS AND CLUBS

Students who have leadership ability and wish to serve the school by having an elected office should begin the election process by completing an application for the club or organization in which they wish to hold office. Deadlines for applications should be followed in a timely manner. If a student has any failure marks on the third quarter report card, he/she has to be approved by the Faculty Review Board. A student may hold only one elected office, so that many students may have an opportunity to serve as elected leaders.

NATIONAL HONOR SOCIETY SELECTION PROCESS

The National Honor Society is an organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. The N.H.S. Chapter at Notre Dame includes juniors and seniors who exemplify the required qualifications of Scholarship, Leadership, Service and Character. Each spring juniors and seniors who are academically eligible are reviewed for membership.

The National Honor Society strives to recognize the total student, one who excels in scholarship, leadership, service and character. All of these qualities are equally weighted for membership. Members of the Junior and Senior classes are considered for membership after midterm examinations in January. Candidates must have a cumulative average (5semesters at an accredited school) of at least 90.00%. Election to membership also requires meeting standards regarding service, leadership and character. Upon notification, each candidate will submit a "record of achievements" and an essay in support of his/her candidacy to the moderator and the National Honor Society Selection Committee at Notre Dame High School. Each candidate will be interviewed by members of the National Honor Society Selection Committee. The decision of the Committee is final.

ACADEMIC ELIGIBILITY POLICY

After each Marking Period or Progress Report, any student who fails one or more subjects and is involved in any extracurricular activity shall be:

1. Student shall be placed on Academic Review
2. Academic Review Board will check in with the student midway between grade reporting (Marking Period or Progress Report) in accordance with the Academic Review Board calendar
 - a. Student will be required to talk to their teacher of the failing class (or classes) and show signs of effort and improvement
 - b. If at that time the Student is passing the class ... no consequence will be enforced. However, the Student will not come off Academic Review until the next grade reporting (Marking Period or Progress Report).
 - c. If at that time the Student is still failing the class ... consequences will be enforced.
 - i. Students will be on Academic Review until the next grade reporting (Marking Period or Progress Report).

STUDENT INFORMATION

BACKPACKS

Because backpacks are a hazard in the corridors and classrooms, students may not carry them during the school day.

CELLULAR PHONES, LASERS AND ELECTRONIC DEVICES

Lasers are not allowed in the school building. If any student brings these items to school, they will be confiscated. Cell phones may NOT be used during the school day except in the case of extreme emergency with teacher/administrator permission. Phones need to be turned off and kept in your locker, otherwise they will be confiscated and turned in to an Administrator for a period of twenty-four hours, unless a parent or guardian comes to pick it up. The school reserves the right to confiscate any photo or video devices.

CAFETERIA

The school cafeteria has been designated as a student commons from 8:20 a.m. to 11:20 a.m. and from 12:52 p.m. to 3:00 p.m. each day.
The cafeteria is reserved for lunch from 11:20 a.m. to 12:48 p.m. each day.

Students who visit the commons are expected to use a moderate tone of voice, cooperate with the proctor, respect the furnishings, dispose of their snack refuse, and refrain from writing on the tables or causing any other damage to the facility. Students who visit the commons during an unstructured period are asked to stay in the cafeteria for the whole period.

The school has its own cafeteria service, which provides hot lunches and a la carte menus for the students. Students may purchase a monthly food ticket.

All students are assigned one lunch period. Other free periods during lunch hours are to be spent in alternate study areas so that there will be enough space in the cafeteria for students to be seated for their assigned lunch period.

Vending machines are available in the cafeteria for student use. Food and beverages from these machines are to be consumed in the cafeteria. All containers and wrappers are to be disposed of by the student purchaser.

DANCES

The Student Council other clubs and classes sponsors school dances. Unless otherwise noted, dances are for Notre Dame High School students only. They are chaperoned by parents. Dances usually begin at 7:30 p.m. and last until 10:00 p.m. Students are not admitted after 8:30 p.m. (9:00 for Snowball & Proms) unless they have received special permission prior to that evening. Snowball and Proms will be from 8 – 11 p.m. Students attending a dance are asked to sign in and they may not leave prior to the end of the dance without written parent/guardian permission. Once they leave they will not be re-admitted. Alcoholic drinks, chew, tobacco products and other illegal substances will not be permitted. Students who are under the influence of alcohol or whose behavior indicates the use of mood-altering chemicals will be asked to leave with their parents. Dancing that is sexually provocative is not acceptable.

DRIVING AND PARKING

Students are asked not to abuse the privilege of driving to school. Student drivers must purchase a parking permit and register their vehicle each academic year. Students driving to school are to observe the campus speed limit of **15 MPH** and are to park in the authorized area - **the student parking lot**. Students who have the privilege of driving to school are required to be on time. If they persist in arriving late to school, their parents will be notified, and the student may have their driving privilege revoked.

PARKING PERMIT:	1 car - \$10.00 per academic year 2 cars or more - \$15.00 per academic year
PARKING VIOLATIONS:	Cars parked in the parking lot without a <u>valid</u> Notre Dame High School permit will be assessed \$20.00 <u>each</u> time the car is tagged.

The school assumes no liability for vandalism/theft of the vehicle or its contents while on school property. In addition, student vehicles are subject to search with reasonable suspicion. Cars illegally parked may be towed at the owner's expense. Final Report Cards will not be mailed until all fines have been paid.

Students should park their cars in the student parking lot, not on the grass or in driveway areas. Students are only allowed to visit the parking lot with permission between 8:25 a.m. and 3:00 p.m.

FIELD TRIPS

Students who participate in field trips are required to fill out a parent permission slip, which will be turned in to the teacher prior to the scheduled trip. The school only accepts the Notre Dame "field trip permission slips". No notes or altered forms will be accepted. **No permissions will be accepted over the phone.** Ordinarily students will wear their school uniform, unless the Principal has approved alternative dress. Students must remember they are representing the school when they are on such a trip. They are responsible for making up any work that is missed on the day of the trip. Students should not loiter when returning to class following a field trip, which is not for the entire school day.

HALLS

Students are permitted to be in the halls and lavatories only during passing time. Students should always be considerate of teachers and other students when they are in the corridor. They should avoid congregating in the halls or at their lockers. Students found loitering in these areas may be assigned to a study hall.

HEALTH SERVICES

Health services are made available to our students through the Elmira School District. Students who become ill during the school day may report to the Health Room after signing in at either the Main Office or with the School Nurse. If they have a class, students should contact their teachers prior to signing in to the Health Room. Students who remain ill after spending one hour in the Health Room will have a parent contacted to see if family transportation is available to take them home. Students whose parents cannot be contacted must remain in the Health Room until dismissal. Students who leave the Health Room are required to sign out.

Elmira City School District will no longer provide physical examinations for students from Pennsylvania. Since New York State mandates a physical for all new entrants, Pennsylvania students who will be entering Notre Dame High School for the first time in the fall will have to have a physical by their own doctor within the first six months of school.

MEDICATIONS: If a student has to take doctor prescribed medication in school, the medication should be brought to school by a parent or authorized adult and given to the school nurse, an Administrator or Main Office Staff. Medications must be in the original containers with labeling stating the student's name, doctor's name, frequency of dosage, dose and date. Students are not allowed to carry medication.

IDENTIFICATION CARDS

Each student will be issued an identification card at the beginning of the school year. This photo I.D. should be carried with the student for identification. This is important in cases of emergency.

LOCKERS

Each student will be assigned a school locker, which should be kept neat and tidy. The student will be issued a combination padlock to protect personal property. A \$10 fine will be levied for a damaged or lost padlock. Students are required to keep their lockers locked during the school year. Lockers remain the property of the school and are accessible to school officials at all times. For this reason, only school-issued padlocks will be permitted for use on the lockers.

School authorities may conduct a search of a student's locker or a personal search of a student only where there is sufficient cause to believe that drugs, alcohol, weapons or other contraband materials are hidden. Any search will be conducted in the presence of another staff member.

LOST AND FOUND

Students who find lost articles are asked to take them to the Main Office where their owner can claim them. Thefts should be reported immediately to the Assistant Principal's Office and a Theft Report Form should be filled out and filed. Students are reminded not to bring valuables to school; however, if they

have to, they must lock-up valuables or have them locked up in the Main Office. The school is not responsible for lost or stolen articles.

OUTDOOR PRIVILEGES

During their unstructured time in the fall and spring, students are allowed to be outside in the designated area near the faculty parking lot. They should refrain from eating and "sunbathing" while they are outside. If students choose to exercise outdoor privileges they should do so for the entire class period. Students should come into the building at 2: 05 p.m. and go to the cafeteria for afternoon announcements. Students are not allowed in the faculty or student parking lots.

PERMISSION SLIPS

No Permissions will be taken over the phone for any reason. Students must have a written permission from home. A FAX of the original permission slip is acceptable, but e-mail or a phone call is not.

STUDENT INSURANCE

The school does not provide student insurance. Family insurance policies should cover students injured while at school, unless negligence on the part of the school is proved.

TRANSPORTATION

In New York, local school districts provide transportation for students from the City of Elmira, Elmira Heights, Horseheads, Waverly, and Corning. In Pennsylvania, Athens, Troy and Northern Tioga provide transportation. These districts should be notified by April 1st of a family's need for service. Mr. Jeff Agnew, who owns the company contracted through the Athens School District, provides for transportation for students from Sayre and Athens.

CODES OF CONDUCT AND POLICIES

THE SCHOOL'S DRESS CODE.

The students shall be appropriately groomed and dressed and present themselves in a clean and neat manner while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visiting students are to be appropriately attired while on school property and at school functions.

It is important that students take pride in their personal appearance and comply with the school regulations governing the uniform. It is equally important that parents support the school uniform policy by insisting that their children be in proper uniform attire on every day of attendance.

Grooming and appearance shall be safe and appropriate and may not disrupt or interfere with the educational process. Distracting hairstyles are not acceptable. This includes excessively long hair or fad cuts. Hair must be neat and clean; styled such that vision is not impeded and be of natural hair color. Young men are to have hair no longer than the top of their shirt collar and sideburns must be level with the ear lobe. Young men are to be clean-shaven (including "out-of-uniform" days) and are not allowed to wear earrings. Visible tattoos and/or body piercing (other than earrings for girls) are not allowed for either boys or girls. Tongue posts are considered visible body piercing.

Uniform Components

Khaki, not light sandstone or white. Slacks should be tailored with finished seams and should have a finished hem, not elastic. Pants that are skin tight are not permissible.

Those components are as follows:

Khaki tailored slacks or **walking shorts (no shorter than 2 inches above the knee)**

Navy golf shirt with school logo

Navy ¼ zipper sweatshirt with school logo

Navy Crewneck Sweatshirt with school logo

Navy Cardigan Sweater with school logo

Solid color socks: crew length or knee socks.

Socks must completely cover the ankle.

Girls may wear navy blue or white tights

Not Allowed:

1. Light sandstone or white slacks or shorts. Only khaki may be worn.
2. No cargo pants or shorts
3. No colored or printed t-shirts under the uniform shirts. Only solid white t-shirts may be worn under the uniform shirt.
4. Torn or altered slacks
5. Slacks that extend longer than the bottom of the heel of the shoes
6. Uniform components that are snug or tight fitting.
7. Shorts that are too short and are not walking shorts.
8. Caps, hats, or head coverings of any type.

Footwear

The students shall wear shoes or sneakers at all times that:

1. Are neat, clean and intact
2. Have a back or heel strap
3. Have protective covering over the toes
4. Possess a heel and sole that is one inch or less in height, and a heel that is the width of the footwear
5. Have laces, buckles, Velcro or other closure devices in good condition and used

Rationale: Footwear is required to promote health and safety of students (i.e., to decrease the likelihood of falls and to protect the top of the foot from falling objects.)

Uniform Shirts and sweatshirts must be purchased on-line through our website (www.notredamehighschool.com). Our only uniform supplier is Foley Enterprises, Inc. The pants may be purchased locally or through Land's End and must meet the criteria listed above.

Out of Uniform and Dress-up Days

On "out of uniform" days, students may wear jeans, that do not have holes or rips, walking shorts, T-shirts, sweatshirts and athletic footwear. All clothing should be modest and in good taste. Bare mid-drifts, halter tops and tube tops are not allowed, short shorts and short skirts are not acceptable. Skin tight dresses and dresses with plunging necklines or strapless dresses are not permissible. Dresses and skirts should be no shorter than 2 inches above the knee. Caps, hats, head coverings of any type are not permissible. Young men must be clean-shaven.

One week prior to an "out of uniform" event, students will be reminded about what is appropriate. Failure to adhere to the "out of uniform" code will result in a parent being asked to bring in proper attire or the student will be assigned in-school suspension.

Conduct on School Buses

When riding on a school bus maintained by a public school district, the student is responsible to comply with all of the rules and regulations established by the public school district providing such transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department. While be transported by bus, students must abide by the regulations of the Public School District and Notre Dame High School.

Department of Transportation Regulation 721.22 states: "At no time shall any article protrude into the aisle or walkway where it interferes with the safety of students. Nor shall any article block the emergency door or windows.

Any article that cannot be safely carried in the student's lap cannot be transported to school on a bus. Drivers do not carry ropes or straps to secure articles too large or too dangerous to hold in the lap." All of the provisions of the school's discipline policy and code of conduct shall apply to students when riding vehicles owned or rented by the school.

Students Visitors

Since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The school President has authority over all persons in the building and on the school grounds.
2. All visitors to the school must report to the main office upon arrival at the school to sign the visitors register. Visitors attending school functions that are open to the public are not required to register.
3. All visitors are required to abide by the rules for conduct on school property contained in this Code.
4. Students may not have visitors during the school day, unless they have received prior permission from the Administration.

Misconduct Committed Off School Property

Students and staff may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion and sole discretion of the school administration is: a violation of civil or criminal law involving moral turpitude; would reflect or discredit the reputation of Notre Dame High School; threatens the health, safety or welfare of a student, teacher or other member of the school staff; is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Notre Dame High School; or is likely to interfere with a positive educational environment.

At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violator's respective group including expulsion, termination and ejection.

Misconduct Not Specifically Defined

The definitions of misconduct set forth in this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

Conduct at School Performances

Students are expected to be respectful, courteous listeners at musical and drama performances. This requires that all students be seated in their place and refrain from talking or making other noises that are a distraction.

Securing Property

Students are expected to treat other people's property and the school building and grounds with respect. Students who bring valuable articles to school should be sure that they are secured in the Main Office. Notre Dame is not responsible for lost or stolen articles.

Food/Gum and Drink

Students are requested to refrain from bringing open beverage containers, glass containers or food, other than a packed lunch, into the school building. Snacks and beverages bought in the cafeteria must be consumed in the cafeteria. Students who bring in their own lunch must store the lunch in their locker and consume the lunch in the cafeteria only. No gum is allowed anywhere in the school building. Students who violate this direction may be fined.

School Property

The parent of a student who carelessly destroys or damages any furniture, equipment, building or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

ACADEMIC INTEGRITY

Honesty and Integrity

Notre Dame places extremely high value on honor and excellence, and we expect all members of the school community to pursue these values in everything we do. We have a code that outlines the expectations of behavior in the ND community:

Be honest: Always be truthful; never cheat, plagiarize or tolerate such actions in others; never take what is not yours.

Be respectful: In all circumstances treat everyone, including peers, faculty, administrators, staff and guests with respect; think before you speak or write; never use harsh, insulting, or incendiary words, tones, or actions; listen to others and respect their opinions; respect the differences inherent in our diverse community; work to promote a respectful community to the best of your ability; respect your environment by keeping it clean and neat.

Academic Integrity

We hold the integrity of our curriculum and academic standards in the highest regard; we take pride in our efforts to enable our students to be independent learners and want them to feel the same sense of pride and accomplishment in their efforts and progress. The supportive environment of our community instills the importance of making sound, moral and ethical decisions as one faces the challenges and rigors that learning entails, now and in the future. Since trust is assumed, honesty will reinforce that trust. Students are expected to demonstrate their integrity by avoiding cheating, plagiarism, deceit, fraud and the use of unfair advantage. Any violation of academic honesty, in whatever form, will not be tolerated. Students are

expected to encourage their classmates to avoid dishonest behavior. Teachers will remind their students that honesty, above all else, creates the distinction of a trustworthy reputation and a healthy academic character.

Academic Dishonesty

Honesty and integrity are cornerstones of our school mission. Failure to give full credit when using words or ideas taken from another source, lending work to another student, and cheating are acts of academic dishonesty and will not be tolerated. Consequences range from a letter of reprimand to dismissal from school.

Plagiarism

Plagiarism is defined as presenting the words, ideas, interpretations, artwork, or concepts of another as one's own. The act of plagiarism cannot be excused by the claim that it was unintentional. Students are expected to give full credit when they use words or ideas taken from another source. Appropriate citation of the words or ideas of others must be made. If you are unclear about whether or not you are plagiarizing, speak to a teacher or other knowledgeable adult in the community.

Violation of Exam Procedures

When a student is found in violation of a semester, final or regent's exam procedure that causes his/her paper to be compromised, actually or potentially, the exam paper will be confiscated and an Administrator will be called to the classroom to escort the accused student to an Administrative Office for a hearing.

After reviewing the evidence of an exam procedure violation, listening to the testimony of both the proctor and the accused student, a determination of guilt or innocence will be rendered.

If the accused student is found guilty of compromising his/her exam, the school will take the following action:

1. The student will not be allowed to return to the exam room to complete the exam.
2. The student's parents will be notified immediately by phone or, if the parents are unavailable, by a disciplinary referral form that will be mailed promptly.
3. If the exam is a final exam for either a half-year or full-year course, including New York State Regents Exams, the exam will be canceled. If the student compromises a Regents exam, the guilty student is excluded from any subsequent Regents exam until such time as the pupil has demonstrated exemplary conduct to the satisfaction of the Principal. When credit is canceled; no score should be entered on the student's permanent record.

Classroom Procedures for Student Assessment

When a student is found in violation of a classroom procedure for student assessment (e.g. tests, quizzes, papers, projects, assignments), the work in question will be confiscated by the presiding teacher and a failing grade may be assigned the student for that work. At the teacher's discretion, other disciplinary measures may be used, particularly for repeat offenders.

SCHOOL SAFETY

Notre Dame High School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, seriously or in jest, face disciplinary action.

DIGNITY FOR ALL STUDENTS ACT

The Dignity For All Students Act (DASA) was signed into law and became effective July 1, 2012. This legislation is intended to provide students with a school environment that safe supportive and free from discrimination, taunting and harassment on school property, on a school bus or at a school function.

The New York State DASA defines harassment as, "creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional, or

physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student fear for his or her physical safety.”

All students will conduct themselves in a manner that fosters a school environment that is free from intimidation, harassment and discrimination, and to report and encourage others to report any incidents of intimidation, discrimination, or harassment based on race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. All acts of intimidation, discrimination or harassment will be subject to disciplinary action.

HARASSMENT POLICY

Notre Dame High School is committed to fostering equality and mutual respect among all members of the Notre Dame Community. The support of Christian values and the belief in the dignity of all persons compels the school to establish a policy which safeguards the rights of all individuals and assures that the school environment is free from all forms of harassment including, but not limited to, harassment based upon sex, religion, disability, national origin, race or any other status of the victim of the harassment.

Abusive Conduct

All members of the Notre Dame Community including students, teachers and staff, should be free from all forms of harassment and abusive conduct regardless of its cause or basis. Harassment and abusive conduct include any taunting, bullying, or demeaning behavior, which belittles another person.

Sexual Harassment

Sexual harassment is wrong and illegal. Any demands of or by a student, teacher or member of the staff for sexual activity or conduct is absolutely prohibited. Any sexual involvement between students and teachers or staff is prohibited. Sexual harassment is a form of sex discrimination which violates Title 7 and Title 9 of the Civil Rights Act of 1964, as amended, and the New York State Human Relations Act.

Sexual harassment is defined as follows:

1. Un-welcomed sexual advances, or
2. Requests for sexual favors, or
3. Other verbal or physical conduct of a sexual nature, where
 - (a) submission to such conduct is explicitly or implicitly required of the recipient; or
 - (b) submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
 - (c) such conduct has the purpose or effect of substantially interfering with the recipient's work or school performance or of creating an intimidating, hostile or offensive working or learning environment.

Accordingly, there are two legally recognized forms of sexual harassment:

1. **QUID PRO QUO HARASSMENT**. This may occur when someone with the authority to influence employment or educational decisions suggests that allowing a working/educational relationship to become sexual could lead to a more desirable job, working condition or education result. It is also present when a person in authority implies that a refusal to go along with a request for sexual favors may have job/educational related-consequences.
This type of sexual harassment also exists if reprisals, such as the denial of a job, a promotion, a prized assignment, or an education goal are taken for declining sexual advances.
2. **HOSTILE WORK/EDUCATIONAL ENVIRONMENT**. A working/educational environment made hostile to women or to men through a sexually charged atmosphere is another kind of sexual harassment. Sexual jokes, innuendoes, and teasing that effect the work/educational life of students and/or staff can adversely affect the nature of the school conditions and the well-being and performance of the students, teachers and staff. Accordingly, students, teachers and staff must be free from abusive conduct of a sexual nature, which can take the form of explicit derogatory statements, offensive sexual statements and conduct which causes the recipient discomfort or humiliation or which interferes with the recipient's ability to be comfortable in his or her school environment.

Whom does this Harassment Policy cover?

Everyone in the Notre Dame Community - students, teachers, faculty, and staff - is covered by this policy.

What should I do if I am being harassed?

If you feel you are being harassed, you do not have to wait until the problem becomes intolerable or you are sure you have a solid legal case before taking some action. If you act quickly, you may be able to keep the situation within manageable bounds and find a solution more easily.

The school Administration shall follow the administrative procedures to receive investigate and resolve legitimate complaints of harassment. Allegations of harassment will be brought to the attention of the Principal. A thorough investigation of the complaint will take place.

Procedures:

1. Any person, student, teacher or staff member who believes he or she is the victim of any type of harassment should report the incident to a responsible adult who will inform the Principal or he/she may directly contact the Principal, who will assist the person in documenting the incident.
2. The Principal will implement an investigation of a student's allegations appropriate to the circumstances of the allegation. If the alleged harasser is another student, the Principal will take appropriate action, which will include informing the parents of those involved. The investigation shall be unbiased and thorough and shall include separate interviews with the victim (s) and alleged harasser (s) conducted by a person of the same gender as the complainant and the accused, respectively. Both have the right to have a parent or other representative present during the interview. If the alleged harasser is an adult, the Principal will review the evidence provided and assure that appropriate action is taken in accordance with the legal rights of the accused.
3. The Principal will investigate adult allegations, review the evidence provided and assure that appropriate action is taken in accordance with the legal rights of the accused.
4. The Principal will make every effort throughout the process to protect the confidentiality of all parties.
5. A substantiated charge against a teacher or member of the staff shall subject such teacher or staff member to disciplinary action, up to and including discharge, and possible legal action.
6. A substantiated charge against a student shall subject that student to disciplinary action up to and including expulsion, and possible legal action.
7. An unsubstantiated, false or unjust charge lodged in bad faith by either a student or teacher or staff member shall subject the accuser to the same disciplinary and/or legal action previously reserved for the accused within the limitations of applicable regulation, policy or law.
8. Retaliation against a complainant is not acceptable. Filing of a complaint or otherwise reporting harassment of any kind shall not reflect upon an individual's status, nor shall it affect future work assignments, performance ratings or grades.

SUBSTANCE ABUSE POLICY

Notre Dame High School is committed to the prevention of alcohol, tobacco, and other substance use/abuse among its students. This policy describes the program Notre Dame will use to promote a healthy lifestyle for its students and to inhibit the use/abuse of alcohol, tobacco and other substances. No student or guest may use, possess, sell or distribute alcohol or other substances, nor may use/possess drug paraphernalia on school grounds or at school-sponsored events. The terms "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, any student or guest exhibiting behavior, conduct, or personal or physical characteristics judged to be indicative of having used or consumed alcohol or other substances shall be prohibited from entering school grounds or school-sponsored events.

Philosophy

Notre Dame High School is committed to providing an environment for learning and for personal growth that is free of alcohol, tobacco and other drugs. Health problems of youth are primarily the responsibility of the home and the community, but schools share in that responsibility because substance use/abuse and dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student. Parents are responsible to oversee and monitor their student's behavior while off school grounds and are expected to take appropriate action to prevent and curtail the illicit use of these substances. The Notre Dame administration welcomes any parents with concerns and will offer assistance or direction for appropriate referrals.

Notre Dame High School uses the following principles to guide the development of its substance use/abuse policy and prevention efforts and to organize the intervention and disciplinary measures related to alcohol, tobacco, and other substances:

- Alcohol, tobacco, and other substance use/abuse is preventable and treatable.
- Alcohol, tobacco and other substance use/abuse is counterproductive to the learning process and inhibits the school from carrying out its central mission of education.
- The school realizes it must assume a leadership role in alcohol, tobacco and other substance use/abuse prevention and recognizes the need for collaborative efforts with parents, students, staff and the community as a whole.

Disciplinary and Intervention Measures

While Notre Dame's efforts are mainly targeted at prevention programs, students need to understand that their actions may have both disciplinary and legal consequences. Intervention along with discipline is important.

Alcohol and Other Substances

Disciplinary measures and mandated intervention services for students found to have USED or to BE USING or IN POSSESSION OF alcohol and/or other substances and for students possessing drug paraphernalia are as follows:

1. FIRST OFFENSE:

- The student's parents will be notified and they will be requested to take the student home.
- The student must attend a conference with his/her parents and the administrator.
- The student will be required to undergo a professional drug assessment at the student's expense with an evaluation report released to the school.
- The student must adhere to the recommendations of the assessment in order to continue in school.
- The student will be required to participate in an alcohol/drug awareness program at the student's expense.
- Authorities will be notified when the situation warrants.

For a period of 3 weeks (effective on the date of the violation and continuing for three consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be required to perform 20 hours of community service during those three weeks, outside the school day. The student must receive

prior approval of the site from the administrator.

- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school-related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

2. SECOND OFFENSE:

- The student's parents will be notified and they will be requested to take the student home.
- The student must attend a conference with his/her parents and the administrator.
- The student will be required to undergo a professional drug assessment at the student's expense with an evaluation report released to the school.
- The student's continuation at Notre Dame High School will be determined following receipt of the assessment report.
- The student will be required to participate in an alcohol/drug awareness program at the student's expense.
- Authorities will be notified when the situation warrants.

For a period of 6 weeks (effective on the date of the violation and continuing for six consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be required to perform 50 hours of community service during those six weeks, outside the school day. The student must receive prior approval of the site from the administrator.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school-related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

3. THIRD OFFENSE:

Will be looked upon very seriously and may result in expulsion from school. If a student is allowed to continue in school, he/she must undergo assessment/counseling as outlined previously; will be subject to severe disciplinary measures and will be expelled from all extracurricular activities for a minimum of six months. Any return to extracurricular activities must be reviewed and approved by an administrative committee.

Tobacco/ E-Cigarettes

Disciplinary measures and mandated intervention services for students found to have **USING or IN POSSESSION OF** tobacco or E-Cigarettes are as follows:

1. FIRST OFFENSE:

- The student's parents will be notified.
- The student must attend a conference with his/her parents and the administrator.
- The student is required to participate in a tobacco awareness program at the student's expense.
- The student will serve five (5) after school detentions.

For a period of 3 weeks (effective on the date of the violation and continuing for three consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

2. SECOND OFFENSE:

- The student's parents will be notified.
- The student must attend a conference with his/her parents and the administrator.
- The student will be required to undergo a professional tobacco assessment at the student's expense with an evaluation report released to the school.
- The student must adhere to the recommendations of the assessment in order to stay in school.
- The student will be required to participate in a tobacco awareness program at the student's expense.

For a period of 6 weeks (effective on the date of the violation and continuing for six consecutive weeks):

- All unstructured time during the school day (free periods) will be revoked; that time will be restructured according to individual needs. The student may serve in-school suspension, contribute service to others or research a designated topic.
- The student will be required to perform 20 hours of community service during those six weeks, outside the school day. The student must receive prior approval of the site from the administrator.
- The student will be suspended from representing Notre Dame in any capacity, ceremony, performance, extracurricular event or activity. He/She will be suspended from participation in any school-related event, group or club activity. Without privilege of performing, any member of a team or other activity may continue practicing or working for that group at the discretion of the coach/moderator.

3. THIRD OFFENSE:

Will be looked upon very seriously and may result in expulsion from school. If a student is allowed to continue in school, he/she must undergo assessment/counseling as outlined previously; will be subject to severe disciplinary measures, and will be suspended from all extracurricular activities for a minimum of six months. Any return of extracurricular activities must be reviewed and approved by an administrative committee.

ANY VIOLATIONS OF THIS POLICY ARE CUMULATIVE OVER SIX YEARS (CARRIES FROM 7TH THROUGH 12TH GRADE) AND MAY BE EXTENDED OVER THE SUMMER, DEPENDING ON THE DATE OF THE VIOLATION.

Selling and/or Distributing

Disciplinary measures and mandated intervention services for students found to be **SELLING** or **DISTRIBUTING** tobacco, alcohol, and/or other substances are as follows:

- The student's parents will be notified and they will be requested to take the student home.
- The student must attend a conference with his/her parents and the administrator.
- The school will recommend the student undergo professional drug/alcohol assessment, at the student's expense, and adhere to the recommendations of the evaluation.
- Law enforcement authorities will be notified when the situation warrants.

- The student will face disciplinary action, which may include a recommendation to withdraw from school, face expulsion or other appropriate discipline.

The term "**SALE**" as it applies to the Penal Law of New York State includes:

- Selling in the traditional means of offering money.
- Trading in exchange for other items or drugs.
- Giving it away with no requirement for cash or item in return.
- Sharing - the idea of sharing is not different legally from selling.

Self Referral

When a staff member has the confidence of a student and gains information of substance abuse not directly impacting the school and student body, the staff member can accept student reports in confidence and provide the necessary support and direction in order to motivate the student toward positive action and/or self-help. The staff member should notify the Principal of the situation. There will be no disciplinary measures taken as long as no violations occur on school property or at school-sponsored events.

General School Attendance

1. No student will be permitted to attend a meeting or participate in an event on a school day without full class attendance, unless the Administration approves the absence.
2. Any student who signs in to the Health Room on the day of a scheduled event will be declared ineligible to participate in that day's scheduled activity if he/she has missed any class time.
3. Any student who is truant from school on a day prior to a non-school day event (example: a Saturday or a vacation day event) will not be permitted to participate in that event.
4. Students who are habitually tardy may jeopardize their participation in a scheduled event.

ATHLETICS

ATHLETICS

Sportsmanship

Notre Dame High School supports Section IV's policy on sportsmanship. Notre Dame is committed to promoting the proper ideals of sportsmanship, ethical conduct and fair play at all inter-school activities. We will oppose instances and activities, which run counter to the best values of athletic competition in order to insure the well being of all individual players. We will expect high standards of good citizenship and propriety with proper regard for the rights of others.

We are further committed to the belief that schools participating in inter-school activities should be held responsible for the conduct of their players, coaches, faculty members and spectators. Conduct, which is detrimental to the educational value of athletic activities, may be deemed just cause for the school's reprimand, probation, suspension from a particular sport, or suspension from sectional activities.

General Eligibility

1. No student will be permitted to participate in the sports program at either practice sessions or events without first registering with the school. Coaches are asked to provide the Athletic Director with a team roster after sign-ups and physicals have been completed.
2. No student will be permitted to participate in the sports program without first passing an authorized physical and submitting a signed parent permission card and presenting proof of insurance. Parents may purchase insurance through Pupil Benefits Insurance, if there is no coverage in their personal insurance plan.
3. No student will be permitted to attend a practice session or participate in an event if he/she has been suspended from school or declared academically ineligible.
4. Students who have been selected for a Notre Dame Athletic Team are required to pay a non-refundable sports fee.

Academic Eligibility

The general standards for participation in extracurricular activities shall apply to athletes.

General School Attendance

1. No student will be permitted to attend a practice session or participate in a sports event on a school day without full class attendance, unless the Athletic Director approves the absence.
2. Any student who signs in to the Health Room on the day of a practice session or a scheduled event will be declared ineligible to participate in that day's scheduled activity if he/she has missed any class time.
3. Any student who is truant from school on a day prior to a non-school day event (example: a Saturday or a vacation day event) will not be permitted to participate in that event.
4. Students who are habitually tardy may jeopardize their practice time and/or participation in a scheduled event.

Transportation to/from Athletic Events

1. Student athletes are prohibited from traveling to or from events in private vehicles unless prior arrangements have been made with the coach and approved by the parents and the Athletic Director.
2. Students traveling on team buses are required to show courtesy and respect to the bus driver, other passengers, passing motorists, and pedestrians.
3. Any student riding a team bus who shouts abusive language or throws objects at a passing vehicle or a pedestrian will be immediately suspended from athletic participation for the remainder of that season and placed on sports probation for the following season.

Dress/Conduct at Athletic Events

1. Student athletes are expected to be neatly attired in dress clothing and/or athletic team uniforms when representing the school at athletic events.
2. Student athletes are expected to show courtesy and respect to supervisory personnel, all spectators, coaches, members of the opposing team and officials.
3. Student athletes are expected to display good sportsmanship and act in a manner that will bring honor to their school.

Hazing

Hazing is against the law in New York State. Hazing resulting in an injury to a person is a Class A Misdemeanor and hazing which creates a substantial risk of injury to a person is a law violation.

Supervision

1. A student is not allowed in a locker room or playing area without a coach present. No student is permitted to engage in a practice session or event without a coach present.
2. A student is not to enter a coach's office, training room, gym or equipment cages without permission of the supervising coach.
3. A student is not permitted to visit the classroom wing or his/her locker after a practice session or event.
4. A student is not permitted the use of keys to open doors in the locker room/athletic area.

RULES AND REGULATIONS GOVERNING SPECTATORS AT ATHLETIC EVENTS

Spectators are required to do the following:

1. Take a seat in the bleachers upon entering the gym, or in the event the bleachers are full, stand in the designated spectator viewing areas. Students may not sit in the balcony section, which is reserved for parents.
2. Remain in the gymnasium during playing time and remain in the building for the full time period of the event.
3. Be a positive representative of the school by cheering positively for your team and by supporting the cheerleaders.
4. Be good hosts to the visiting team, cheerleaders, and spectators.
5. Sing the lyrics to the National Anthem or at least remain respectfully silent during the playing of this song.

Spectators are not allowed to do the following:

1. Boo or jeer officials or the opposing team's players, coaches, cheerleaders, or spectators.
2. Bring music boxes or noisemakers to the game.
3. Bring outside food or drink into the gym.
4. Throw any object onto the playing field or gym floor.
5. Dress in outlandish attire and carry on antics in the bleachers or on the floor that distract the spectators and embarrass the school.

Good spectators help promote good sportsmanship. All spectators need to assume personal responsibility for keeping athletics at a high level of competition.

PENALTIES FOR VIOLATIONS

PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

Communication Regarding Discipline

In an effort to inform parents of their children's progress in the areas of behavior and self-discipline, Conduct Reports will be sent periodically. These reports will list the specific incident of misconduct, when they occurred, the teacher who reported the misconduct, and the action taken.

The Administration encourages communication and seeks to notify parents regarding academic and social progress of their sons/daughters. This is done through e-mail.

Students who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below:

Progressive Discipline

Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed below may be imposed either alone or in combination.

Penalties for Specific Violations

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Act of Violence 2	Minimum	parent notification & Administrative Conference	Suspension
	Maximum	Expulsion	Expulsion
Arson 1	Minimum	Suspension	Suspension
	Maximum	Expulsion	Expulsion
Assault 2	Minimum	Parent Notification	Suspension
	Maximum	Expulsion	Expulsion
Bias Harassment	Minimum	Parent Notification	Parent Conference
	Maximum	Suspension	Expulsion
Bomb Threat	Minimum	Suspension	Suspension
	Maximum	Expulsion	Expulsion
Cheating	Minimum	Detention with parent notification	Suspension with parent conference
	Maximum	Suspension with parent conference	Expulsion
Chronic Violation Of School Rules 5	Minimum	Parent Administrator Conference	Suspension
	Maximum	Expulsion	Expulsion
Destruction of Property 2	Minimum	Detention and liability for damages	Suspension and liability for damages
	Maximum	Suspension and liability for damages	Expulsion and liability for damages
Disorderly Conduct	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion
Disruptive Conduct	Minimum	Verbal warning	Detention
	Maximum	Suspension	Expulsion

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Dress Code Violations	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Drug or Alcohol Violation 3	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
Extortion 2	Minimum Maximum	Suspension Expulsion	Expulsion
False Alarm 1	Minimum Maximum	Suspension Expulsion	Expulsion
Fighting	Minimum Maximum	Detention with parent notification Expulsion	Expulsion
Forgery	Minimum Maximum	Detention - Parents Notified Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal Warning with parent notification Suspension	Written Warning Signed by Parent Expulsion
Insubordination	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Parking Violations 4	Minimum Maximum	Parent Notification Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Possession of An Explosive 1	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of A Weapon 1	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum Maximum	Suspension Expulsion	Parent Notification Expulsion
Sexual Harassment	Minimum Maximum	Verbal Warning with parent notification Expulsion	Suspension Expulsion
Tardy	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Threat to Well Being 5	Minimum Maximum	Suspension with Evaluation Expulsion	Suspension with Evaluation Expulsion
Theft	Minimum Maximum	Parent Conference - Suspension	Suspension Expulsion
Tobacco Violation	Minimum Maximum	Detention with parent notification Suspension	Suspension Expulsion
Traffic Violation 4	Minimum Maximum	Parent Notification Suspension	Written Warning Signed by Parents Expulsion
Trespassing	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Truancy	Minimum Maximum	After School Detention Suspension	Suspension Expulsion
Vandalism	Minimum Maximum	Detention – Liability for Loss Expulsion	Suspension – Liability for Loss Expulsion
Violation of Technology Policy 2	Minimum Maximum	Verbal Reprimand with parent notification Expulsion	Suspension Expulsion

Notations

- 1 The school will notify police.
- 2 The school may notify police.
- 3 Stipulations of the Drug and Alcohol Policy will be followed.
- 4 In addition loss of driving privileges may result.
- 5 The student will be suspended until he or she is evaluated by a mental health professional to determine that the student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

Minimum Penalties for Students

1. **Students who Bring a Weapon to School;** The minimum period of suspension from school for any student found guilty of bringing a weapon onto School property will be at least five days. A Discipline Conference with the Principal will be required
2. **Students who are Repeatedly Disruptive;** The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of the classroom during a semester shall be one day.
3. **Reports by Teachers;** All staff members must immediately report and refer a violent student to the Principal for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

For Misconduct at a School Function

The Principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code. When an individual is committing prohibited conduct that, in the judgment of the Principal or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

For School Employees

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code may be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

For Visitors

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants. The authorization of visitors who violate this Code, to remain on school property or at the School Function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

DISCIPLINE PROCEDURES

For Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the offense. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation of the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. **For Detentions:** The Administration may use after school detention as a penalty for student misconduct.
2. **For Suspensions from Athletics or Extra-curricular Activities:** A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.
3. **For Short-Term In-school Suspensions and Out of School Suspensions:** School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to that is conducive to learning for all students. As such, the Principal has the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension."

A student subjected to a short-term in-school or out-of-school suspension will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty.

Any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.
4. **Long-term Suspensions:** When the Principal determines that a suspension for more than five days may be warranted, she shall give reasonable notice to the student and the student's parents of their right to a Discipline Conference at which the students and parents will be informed of the charge against the students, as well as a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help in the rendering of a fair decision. However, the Principal has the authority to make the final decision.

5. **For Expulsions:** Permanent suspension is reserved for extraordinary circumstances. When the Principal determines that an expulsion might be warranted, she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the students and parents will be informed of the charge against the students, as well a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses be interviewed or circumstances be investigated and provide the school official with any other information the student or parent believes will help her in the rendering of a fair decision. However, the Principal has the authority to make the final decision.

School Employees

Administrators, teachers and support staff members are subject to the provisions the ***Code of Conduct*** as well as the provisions of their respective ***Personnel Policies Handbook*** and contracts and ***Faculty Handbook***.

Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

For Visitors

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The Principal has the authority to enforce these rules and regulations. The Principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.
2. The Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The Principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

REFERRAL TO AUTHORITIES

To Law Enforcement

School personnel must immediately notify the Principal of those Code violations that constitute a crime and substantially affect the order or security of a school. The Principal or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Principal or delegate learns of the violation. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parent of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

To Juvenile Justice Agencies

The Principal shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Principal shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under §1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds.

To Human Services Agencies

The Principal may make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Principal may receive and consider the recommendations of the student's teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral.

DEFINITION OF TERMS

Acts of Misconduct Defined.

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in this Code.

1. **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
5. **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.
6. **Bullying:** Notre Dame defines bullying as the intentional and repeated harming of another individual (student or adult) through the use of physical violence, threats, intimidation, teasing, or other more subtle methods. Bullying can be obvious and aggressive but it can often take more subtle forms. The painful effects of bullying harm the self-esteem of individuals and can destroy the bonds of community. Therefore, any behavior identified as bullying will be dealt with seriously.
7. **Cheating:** The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.
8. **Chronic Violation of School Rules:** The accumulation of any combination of detentions and suspensions in a semester.
9. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.
10. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized school activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.
11. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the

classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the reasonable directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.

12. **Dress Code Violation:** The appearance of a student at school in clothing other than that specified in the school's dress code without permission.
13. **Drug or Alcohol Violation:** The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.
14. **Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.
15. **False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
16. **Fighting:** Combative physical contact or other violent encounters between two or more persons.
17. **Forgery:** The involvement in the imitation or fabrication of another's signature or written work.
18. **Harassment:** The act of threatening bodily harm, verbally harassing or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
19. **Insubordination:** The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
20. **Littering:** The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property
21. **Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
22. **Other Misconduct:** The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of

any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.

23. **Parking Violations:** The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.
24. **Plagiarism:** The unauthorized use of another's material that is represented as one's own work.
25. **Possession of an Explosive:** The use, actual or constructive possession, or the sale of an Explosive.
26. **Possession of a Weapon:** The use, actual or constructive possession, or the sale of a Weapon.
27. **Reckless Endangerment:** The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
28. **Repeatedly Disruptive Conduct:** Misconduct that results in the student being sent repeatedly from the classroom by teacher(s) during a semester.
29. **Sexual Harassment:** Any act or conduct that involves or effects the harassment of another based upon that person's gender, including, but not limited to, inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.
30. **Tardy:** Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office.
31. **Theft:** The unlawful use, taking possession of, or control over, property belonging to the school or another.
32. **Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
33. **Tobacco Violations:** The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
34. **Traffic Violation:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.
35. **Trespassing:** The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
36. **Truancy:** The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.
37. **Violation of the Computer Use Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.

37. **Vandalism:** The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

DEFINITIONS

Definitions of Key Words and Terms

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
2. **Explosive:** An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.
3. **Expulsion:** The permanent removal of a student from the school program.
4. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
5. **Illegal Substances:** Alcohol, and tobacco and look-alike drugs.
6. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
7. **Long Term Suspension:** The disciplinary removal of a student from his or her regular educational program and activities.
8. **Out-of-School Suspension:** The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
9. **Parent:** The biological, adoptive or foster parent, guardian or person in parental relation to a student.
10. **School Function:** Any school-sponsored extra-curricular event or activity.
11. **School Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the school complex or controlled property, or in or on a school bus operated by a public school District, providing transportation to the School's students.
12. **Violent Student:** A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.

13. **Visitor:** Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.
14. **Weapon:** A firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

Notre Dame High School Acceptable Use Policy 2018-2019

Introduction

Notre Dame High School (NDHS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

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

- The NDHS network is intended for educational purposes
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the [Children's Internet Protection Act \(CIPA\)](#).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- NDHS makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

NDHS may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message-boards, email, and more. This Acceptable Use Policy applies to both school-owned technology equipment utilizing the NDHS network, the NDHS Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This

Acceptable Use Policy also applies to privately-owned devices accessing the NDHS network, the NDHS Internet connection, and/or private networks/Internet connections while on school property. As new technologies emerge, NDHS will seek to provide access to them. The policies outlined in this document cover *all* available technologies now and into the future, not just those specifically listed or currently available.

Usage Policies

All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

Web Access

NDHS provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the NDHS Technology Services.

Email

NDHS may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, NDHS may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Mobile Devices Policy

NDHS may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to IT staff. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

Personally-Owned Devices Policy

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours—unless in the event of an emergency, instructed by a teacher or staff for educational purposes, or the device has been approved for use by administration. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. No photography, video or audio recording should take place without permission, unless instructed by a teacher or staff for educational purposes. In some cases, a separate network may be provided for personally-owned devices. Please remember, this Acceptable Use Policy applies to privately-owned devices accessing the NDHS network, the NDHS Internet connection, and private networks/Internet connections while on school property. NDHS IT staff is not responsible for the care or maintenance of user's personally-owned devices. Nor will NDHS IT staff upload updates and/or school software to user's personally-owned devices.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads

Users should not download or attempt to download or run *.exe* programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Netiquette

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Social Media Policy

The district has a separate Social Media Policy that applies to all staff, and may have implications for students. By signing the Acceptable Use Policy users are acknowledging they have been made aware of the Social Media Policy and agree to abide with the requirements of the Social Media Policy. Violations of the Social Media Policy are in effect violations of the Acceptable Use Policy.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Acceptable Use Policy.
- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- Create, distribute or deploy multi-user servers or gaming software on or within the NDHS network.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Acceptable Use Policy.
- Use school technologies to send spam or chain mail.
Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, images, or videos about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable.
Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

NDHS will not be responsible for damage or harm to persons, files, data, or hardware. While NDHS employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. NDHS will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities;
- Employment disciplinary action, up to and including termination of employment;
- Legal action and/or prosecution.

Notre Dame High School Social Media Acceptable Use Policy 2018-2019

Overview

Notre Dame High School (NDHS) recognizes that there are legitimate educational and personal reasons for using social media at work or using school computing resources. To enable persons associated with NDHS to take advantage of the educational value of these sites and to promote an open, trusting, collaborative workplace, NDHS policy allows students, faculty and staff to use social media within the guidelines specified below.

What is Social Media?

Social media includes any Web site in which visitors are able to publish content to a larger group. Content shared may include (but is not limited to) personal information, opinions, research, commentary, video, pictures, or educational information. Examples of such destinations include large branded entities such as Facebook, Twitter, YouTube, and LinkedIn. However, blogs, special interest forums, user communities are also considered social media.

Social Media Authorization

General Use of Social Media

General use of social media sites is permitted for the following: Students, Faculty and Staff of Notre Dame High School. All use of social media through Notre Dame's secure network may be monitored. Users should be careful not to share personally- identifying information online.

School Social Media Content

Posting of content to school sponsored social media (e.g. the NDHS Facebook page) is permitted only for the following employees authorized to publicly represent the company: Marketing Department, Office Staff, Advancement Office, Administration, and designated staff and faculty.

Inappropriate Content Policy

While social media contains legitimate educational and personal content, they also include content that is inappropriate for the workplace including nudity, violence, abused drugs, sex, and gambling. Therefore, the same inappropriate content policy that applies to the broader Web, also applies to content found within social media. Inappropriate content should not be accessed by students, faculty and staff while at Notre Dame, or while using school resources. In addition to these guidelines, students, faculty and staff should use common sense and consideration for others in deciding which content is appropriate for school.

Productivity Policy

NDHS recognizes that faculty and staff have a need, at times, to conduct personal business within social media while at work or using school resources. Therefore, NDHS allows limited access to non-educational social media content. For example, employees are allowed to access personal communications applications, email, and blog content within social media. It is the responsibility of the employee to ensure that personal business does not affect work quality or productivity.

Content Publishing and Confidentiality Policy

The following are policy guidelines regarding what you should and should not do when publishing content in social media. These guidelines apply to all social media communications whether personal or school-sponsored. Students, staff and faculty are responsible for content they publish in social media and can be held personally liable for content published. Employees also can be subject to disciplinary action by NDHS for publishing inappropriate or confidential content. These guidelines only cover a sample of all possible content publishing scenarios and are not a substitute for good judgment.

- DO know and follow all privacy and confidentiality guidelines in the NDHS Employee Handbook. All guidelines in the employee handbook, as well as laws such as copyright, fair use and financial disclosure laws apply to social media.
- DO NOT disclose or use NDHS confidential or proprietary information or that of any other person or company. For example, ask permission before posting someone's picture in a social network or publishing in a blog a conversation that was meant to be private.
- DO NOT comment on NDHS confidential information such as educational performances or future educational plans.
- DO NOT cite or reference parents of students, students, board members, staff/faculty, or other persons directly related to NDHS without their written approval.
- DO identify yourself. Some individuals work anonymously, using pseudonyms or false screen names. NDHS discourages that practice.
- DO be professional. If you have identified yourself as a NDHS employee within a social website, you are connected to your colleagues, administration and even NDHS families. You should ensure that content associated with you is consistent with your work at NDHS.
- DO ask permission – to publish or report on conversations that are meant to be private or internal to NDHS. (i.e. items discussed at a faculty meeting.)
- DO speak in the first person when engaging in personal social media communications. Make it clear that you are speaking for yourself and not on behalf of NDHS.
- DO use a disclaimer – If you publish personal social media communications about NDHS and it has something to do with the work you do or subjects associated with NDHS, use a disclaimer such as this: "The postings on this site are my own and don't necessarily represent those of NDHS."
- DO be aware of your association with NDHS social media – If you identify yourself as a NDHS employee, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and families of NDHS.
- DO use your best judgment – Remember that there are always consequences to what you publish. If you're about to publish something that makes you even the slightest bit uncomfortable, review the suggestions above and think about why that is. If you're still unsure, and it is related to NDHS, feel free to discuss it with your administration or simply do not publish it. You have sole responsibility for what you post to your blog or publish in any form of social media.
- DO NOT use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the NDHS workplace. You should also show proper consideration for others' privacy and for topics that may be considered objectionable or inflammatory.
- DO NOT conduct confidential business with a vendor, parent of NDHS, colleague, or board member through your personal or other social media.
- DO NOT register accounts using the NDHS name or any other unregistered or registered trademarks.

Malware and Online Crime Prevention

Social media is commonly used by the online criminal community to deliver malware and carry out schemes designed to damage property or steal confidential information. To minimize risk related to such threats, adhere to the following guidelines. While these guidelines help to reduce risk, they do not cover all possible threats and are not a substitute for good judgment.

- Do not use the same passwords for social media that you use to access school computing resources.
- Do not follow links or download software on social media pages posted by individuals or organizations that you do not know.
- If any content you find on any social media Web page looks suspicious in any way, close your browser and do not return to that page.
- Configure social media accounts to encrypt sessions whenever possible. Facebook, Twitter and others support encryption as an option. This is extremely important for roaming users who connect via public Wi-Fi networks.

Employee Education

An employee education document communicating social media risks, NDHS policy and guidelines to mitigate risk should be added to the employee handbook and presented during new hire training. All employees should be notified of this document upon creation or whenever modifications are made.

Technical Controls

The NDHS social media acceptable use policy described above is monitored and enforced by a Secure Web Gateway system. The Secure Web Gateway inspects inbound and outbound employee Web communications to enforce acceptable use policy, prevent confidential data loss and block Web-based attacks (malware, phishing, etc.). The Secure Web Gateway may be deployed on-premise, as a Security-as-a-Service (SaaS) solution, or as a hybrid on-premise/SaaS system. The Secure Web Gateway must secure all NDHS Internet connected, company-owned employee computers including mobile laptop computers with direct Internet connections. The Secure Web Gateway should include the following capabilities.

- **Content-Aware Social Media Policy** – The ability to apply acceptable use policy to content within all social media pages and do so across all content categories (e.g. sports, games, adult). It is not enough to classify social media at the domain or URL level. Social media content classification should be tested at a minimum by visiting a selection (>25) popular social media pages. A list of the popular Facebook pages may be found at <http://statistics.allfacebook.com/pages/leaderboard/>.
- **Composite Risk Scoring** – The ability to combine information from multiple content security analytics to classify content and identify attacks in real-time. Analytics should include URL database, reputation, content signatures, antivirus, and content analysis. Composite risk scoring enables a Secure Web Gateway to identify malicious content such as Facebook phishing schemes and zero-day malware in real-time.
- **Context-Aware Confidential Data Detection** – The ability to account for the context of confidential data strings when identifying outbound data confidentiality violations. For example, the solution should differentiate between an employee social security number posted alone (not a violation), and a social security number posted in combination with an employee name (a violation). Keyword dictionaries and regular expression matching capabilities do not meet this requirement.
- **Custom Document and Database Fingerprinting** – The ability to identify custom database records (e.g. customers records) and documents (e.g. educational plans).