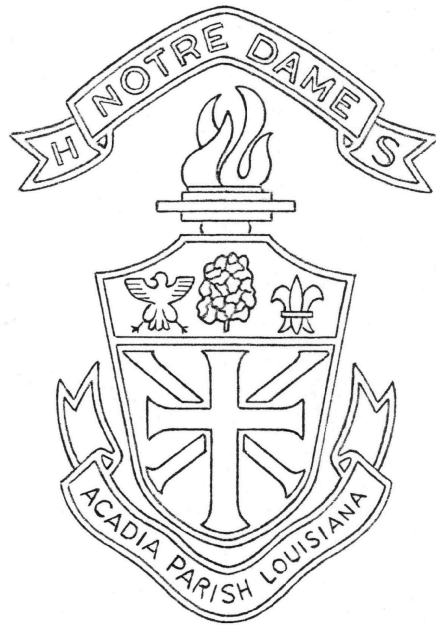


# NOTRE DAME HIGH SCHOOL OF ACADIA PARISH HANDBOOK FOR PARENTS AND STUDENTS



**A Tradition in Excellence Since 1967**

**910 North Eastern Avenue  
Crowley, Louisiana 70526**

*Accredited by*  
**Southern Association of Colleges and Schools  
Louisiana State Board of Education  
Diocese of Lafayette**

*Member of*  
**National Catholic Educational Association  
Louisiana High School Athletic Association**

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

The Notre Dame High School administration, with the approval of the chancellor and the advisory council, reserves the right to amend this handbook for a cause that, in good judgment, is just. The most current version of the handbook is available on our website, [www.ndpios.com](http://www.ndpios.com).

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

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Welcome to the **2024-2025** school year! We are excited to be starting a new year of 50+ years of Catholic education in Acadia Parish! Each year brings change, however, what does NOT change is our Mission and our identity as a CATHOLIC school. Please pray for us that our Mission can be visible in the lives of all those who walk the halls of OUR LADY's School.

This **Parent-Student Handbook** is an important document outlining the expectations and rules that allow us to “live together” in a manner that fosters an environment conducive to Catholic education. When you register your student/s, you sign an agreement to abide by the policies and procedures it contains; therefore, it is vital that you familiarize yourself with its contents.

Unfortunately, at times the handbook isn't utilized until something has happened. In the last few years, the following issues have been ones that have presented themselves most frequently, and/or have caused the most concern:

- **ACADEMIC DISHONESTY (CHEATING)** - This is the MOST COMMON Major Violation and carries a penalty that is, of necessity, serious. This will be discussed with each class during the first days of school and students will sign an informed consent. Please read this information carefully and reinforce the message with your child/ren. Page 44-45
- **ATTENDANCE** - (this is dictated by the State of Louisiana and we must be in compliance—Please note that the 15 allowable days per class are for **EXCUSED** and UNEXCUSED absences) Attendance is closely related to academic performance. Please note our policy regarding informing the school of absences. Pages 17-20
- **PLANNED (IMPENDING) ABSENCES/TRIPS** - This is considered an excused absence if the policy is followed PRIOR TO the absence. Failure to follow the procedure will result in an inability to make up work (i.e. “0” on any assignments/tests) Info on page 19.
- **CELL PHONES and WEARABLE TECHNOLOGY** - Technology has become such an integral part of our everyday lives, however, in order to minimize classroom interruptions and equipment abuse—we have instituted specific restrictions to cell phone usage. Page 44.
- **TESTING DURING MIDTERMS AND FINAL EXAMS** - These test dates are posted prior to the beginning of the school year. PLEASE do not plan trips during these times. Emergency and sickness will be excuses to reschedule exams. See page 19.
- **VAPING/TOBACCO/GUNS** - We are a drug/tobacco/alcohol/firearm free campus and any of these are strictly prohibited on campus or at any school function. This includes smoke free tobacco. VAPING has become an increasing problem. Please discuss consequences with your student/s. During hunting season, please remind your student/s to remove any guns used for hunting from their vehicle prior to reporting to school. Pg 51.
- **LEAVING THE PARKING LOT-** We have experienced complaints from our neighbors about the manner in which we leave in the afternoons. Teachers are on duty and, if necessary, consequences will be given. Pg 57.

It is our belief that clear communication of expectations and consequences is important; and that a proactive philosophy can save grief down the road. After reading the handbook, if you have specific questions or concerns, please give us a call.

We look forward to a GREAT year!

- Mr. Prudhomme

Dear Parents and Students,

This Handbook has been prepared for your information. Contained in this book are important policies currently in effect for Notre Dame High School. The Administration reserves the right to add and/or amend policies during the course of the school year. Should this occur, you would be notified.

Please take the time to carefully read and discuss this handbook as a family. If you have any questions please call the school office for clarification of policies. The Diocesan Handbook of Policies is available in the Principal's office for further clarification.

Guidelines:

1. Attention is taken to see that students are allowed to experience God and Church and their influences on our lives. Religion class will afford ample time for reflection and discussion. Various films will be used. Para liturgical celebrations will be included to further aid the student.
2. Students will be required to participate in discussions and will be responsible for projects, assignments and reports.
3. As time permits, the Liturgical Year will be followed and explained in light of the particular course.
4. The Sacrament of the Eucharist and the Sacrament of Penance will be made available to faculty and students on a regular basis.
5. Evaluation of the entire spiritual and religious program will be encouraged by students, parents, and faculty.

Mutual Responsibilities:

Christian formation is at the center of our purpose. Without Catholic Doctrine and Christian Formation we cannot exist. Students attending Notre Dame will accept the following:

1. Any student failing to pass the Religion course for the year will have to attend and successfully complete summer school to pass the course. The summer course will be the immediate summer following the school year. A fee will be charged.
2. Attendance at all school liturgies and paraliturgical celebrations is mandatory.
3. Students of all denominations are required to take the specific Religion courses offered.
4. All students are required to attend the school retreat.
5. The entire Notre Dame family is called upon to participate in all school religious functions.
6. The presence of the clergy of Acadia Parish will be sought for School Masses, Penance Services, and other school related functions.
7. The administration and faculty are expected, by example and teaching, to foster a Christian atmosphere of charity and understanding, and to uphold the teachings and customs of the Roman Catholic Church.

## ***HISTORY of NOTRE DAME HIGH SCHOOL***

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

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

### ***CREST***

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



### ***PATRON***

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

### ***ALMA MATER***

---

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

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

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

## **MASCOT**

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

## **OWNER PARISHES**

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

<i>St. Michael's Catholic Church</i>	Crowley	<i>St. Lawrence Catholic Church</i>	Mowata
<i>St. Joseph's Catholic Church</i>	Rayne	<i>St. Leo IV Catholic Church</i>	Roberts Cove
<i>St. Joseph's Catholic Church</i>	Iota	<i>St. John the Baptist</i>	Lyons Point
<i>Immaculate Heart of Mary</i>	Crowley	<i>Immaculate Conception</i>	Morse
<i>Our Lady of the Sacred Heart</i>	Church Point	<i>St. John the Evangelist</i>	Mermentau

Each church parish provides leadership in the government of the school and each financially subsidizes the school based on the number of students who attend the school from the parish. Advisory Council members are elected/appointed lay people from each parish and a Chancellor, who is appointed by the Bishop, represents the pastors of the eight church parishes.

## **STATEMENT OF PHILOSOPHY**

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

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

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

## **MISSION**

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



## **BELIEFS**

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*We believe. . .*

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

## **RELIGIOUS FORMATION**

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

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

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

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

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

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

# NOTRE DAME HIGH SCHOOL CAMPUS MAP



## SCHOOL CONTACTS

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www.ndpios.com

Administrative Office  
School Fax

783-3519  
788-2115

### Chancellor

**Very Reverend Brent L. Smith, VF**  
337-334-2193 BSmith@diolaf.org

### Principal

Mr. Prudhomme  
principal@ndpios.com

### Athletic Director

Coach Lewis Cook, Jr.  
lcook@ndpios.com

### Assistant Athletic Directors

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cstevens@ndpios.com  
Coach Lew Cook, III  
lcook3@ndpios.com

### Assistant Principal, Curriculum & Religion

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klavergne@ndpios.com

### Dean of Students

Mrs. Kelly Thompson ('04)  
dos@ndpios.com

### Athletic Secretary

Mrs. Mary Baronet  
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fax: (337) 783-8781  
athletics@ndpios.com

### Cafeteria

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### Advancement and Communications

Mrs. Mandy Miller                      **Advancement**                      (337) 783-7143                      mmiller@ndpios.com

### Administrative Secretary

Mrs. Diana Ronkartz                      Receptionist                      (337) 783-3519                      dronkartz@ndpios.com

### Financial Office

Mrs. Juli Elfert                      Fiscal Officer                      (337) 783-3519                      bookkeeper@ndpios.com

### Guidance Department

Dr. Cheryl Fruge                      Guidance Counselor                      (337) 783-7143                      counselor@ndpios.com

### Registration & Admissions

Mrs. Joan Mouton                      Registrar                      (337) 783-7143                      jmouton@ndpios.com

### Campus Ministry

**John Braham**                      **Campus Minister**                      (337) 783-3849                      jbraham@ndpios.com

### Technology Department

Mrs. Sheila Rothermel                      Technology Coordinator                      (337) 783-7143                      sdrothermel@ndpios.com

### Chaplain

Father Michael Vidrine                      Chaplain                      (337) 684-5494                      MCVidrine@diolaf.org

## ADVISORY COUNCIL

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

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

### Board of Pastors

#### Chancellor

Very Reverend Brent L. Smith, VF

St. Joseph, Rayne

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

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

Reverend Mitchell Guidry -- *St. Leo IV, Roberts Cove*

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

Reverend Michael Sucharski, SVD -- *St. Lawrence, Mowata*

Reverend Arockia Doss Palthasar, HGN -- *Immaculate Conception, Morse*

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

*St. John the Baptist, Lyons Point*

Reverend Andrew Schumacher ('08) -- *St. John the Evangelist, Mermentau*

## Advisory Council Representatives

Mrs. Angie Trahan	<i>St. Joseph, Rayne</i>	Mrs. Kellie Duhon	<i>St. Michael, Crowley</i>
Mrs. Tessa Himel	<i>St. Joseph, Rayne</i>	Mr. Andy Hebert	<i>St. Michael, Crowley</i>
Mrs. Kylie Bearb	<i>St. Joseph, Rayne</i>	<b>Mrs. Valerie Keaton</b>	<b><i>St. Michael, Crowley</i></b>
Mrs. Crystal Hebert	<i>St. Leo IV, Robert's Cove</i>	Mr. Bo Oestreicher	<i>Immaculate Heart, Crowley</i>
<b>Mr. David Smith</b>	<b><i>Our Lady of the Sacred Heart, Church Point</i></b>		

Additional Member-at-Large Position to Be Filled

## FACULTY

---

<b>Ms. Brenda Banowetz</b>	<a href="mailto:bbanowetz@ndpios.com">bbanowetz@ndpios.com</a>
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<b>Ms. Tara Young</b>	<a href="mailto:tyoung@ndpios.com">tyoung@ndpios.com</a>

**BELL SCHEDULES**

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<b>Regular Schedule</b>	
<b>50-minute periods, 50-minute lunch</b>	
7:45	Opening Bell
7:49 - 7:56	Announcements
7:56 - 8:46	Period 1
8:50 - 9:40	Period 2
9:44 - 10:34	Period 3
10:38 - 11:28	Period 4
11:28 - 12:18	Lunch
12:22 - 1:12	Period 5
1:16 - 2:06	Period 6
2:10 - 3:00	Period 7

<b>Liturgy Schedule</b>	
<b>43-minute periods, 50-minute lunch</b>	
7:45	Opening Bell
7:49 - 8:32	Period 1
8:36 - 9:19	Period 2
9:24 - 10:15	Liturgy
10:19 - 11:02	Period 3
11:06 - 11:49	Period 4
11:49 - 12:39	Lunch
12:43 - 1:26	Period 5
1:30 - 2:13	Period 6
2:17 - 3:00	Period 7

<b>Early Dismissal</b>	
<b>23-minute periods, 36-minute lunch</b>	
7:45	Opening Bell
7:49 - 8:12	Period 1
8:16 - 8:39	Period 2
8:43 - 9:06	Period 3
9:10 - 9:33	Period 4
9:37 - 10:00	Period 5
10:00 - 10:36	Lunch
10:40 - 11:03	Period 6
11:07 - 11:30	Period 7

<b>Pep Rally Schedule</b>	
<b>46-minute periods, 50-minute lunch</b>	
7:45	Opening Bell
7:49 - 7:56	Announcements
7:56 - 8:42	Period 1
8:46 - 9:32	Period 2
9:36 - 10:22	Period 3
10:26 - 11:12	Period 4
11:12 - 12:02	Lunch
12:06 - 12:52	Period 5
12:56 - 1:42	Period 6
1:46 - 2:32	Period 7
2:32 - 3:00	Pep Rally

## **ADMISSIONS**

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Notre Dame High School of Acadia Parish is an open admission Catholic school. Notre Dame High School is in compliance with Title IX of the Civil Rights Act of 1964 and admits male and female students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on any national, ethnic, or religious basis in administration of the school's education policies, financial assistance programs, athletics, or any other school administered program. The school makes a sincere effort to live up to its philosophy of educating the whole child in a faith-filled environment. The school seeks to serve all students who want the benefits of a quality Catholic education.

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

Students at Notre Dame High School must follow the academic and discipline policies of the school. Serious disregard for the various policies will result in probationary status for the student and/or possible expulsion. Notre Dame High School pledges to work closely with our students and their parents in the enforcement of school regulations, and students and parents are urged to review these policies carefully. Students and parents are required to abide by all policies in the school handbook. (*See cooperation statement*)

Students expelled from another school will not be admitted to Notre Dame High School. Other refusals will be at the discretion of the administration.

The following is a summary of Part 2 of the Admission Policy. The actual statement is much more detailed and available upon request. In the event that enrollment must be limited, the following criteria will be used to determine the order in which students are accepted to Notre Dame High School of Acadia Parish.

### *Currently Enrolled*

- Students currently enrolled in Notre Dame whose registration is completed during the designated registration period. Incomplete registration will be handled as stated.

### *Feeder Schools*

- Catholic students currently enrolled in an ownership feeder school whose registration is completed during the designated registration period.
- Catholic students currently enrolled in a non-ownership feeder school whose registration is completed during the designated registration period.
- Students currently enrolled in Notre Dame whose registration was not timely.
- Non-Catholic students in ownership feeder schools whose registration is completed during the designated registration period.
- Non-Catholic students in non-ownership feeder schools whose registration is completed during the designated registration period

### *All Others (not in Notre Dame or Feeder Schools)*

- Siblings of students currently enrolled at Notre Dame
- Children of Faculty/Staff of Notre Dame High School
- Children of parishioners in ownership parishes
- Children of parishioners in non-ownership parishes

### *Unwed Pregnancies*

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

### *Married Students*

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

## **TUITION and FEES**

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### *Tuition*

- The Notre Dame Advisory Council sets tuition rates. Rates will vary depending on one's religious affiliation. There is a set rate for students who are Catholic. There is another rate for students who are not Catholic.
- The faculty of the school is hired for one year and students' programs are planned for the year on that basis. The enrollment of a student indicates that his parents understand that all school expenses and commitments were made with the assumption that the student will remain in the school for the entire year.
- The Advisory Council reserves the right to adjust tuition if necessary to meet unforeseen emergencies. Parents will be given adequate notice if such an adjustment becomes necessary.
- Subsidy is requested from the Catholic support and non-support parishes. If for any reason the parish chooses not to pay this subsidy then it becomes the obligation of the parents.
- A family bona-fide membership in a church parish will be determined by the pastor of the parish.
- The total cost of education per child exceeds the tuition. Perhaps some parents are able and willing to pay this total cost. If so, this excess funding will be placed in a scholarship fund that will assist those who are less able to pay full tuition.
- Families experiencing financial difficulty may apply for reduction in tuition by submitting the online form prior to the deadline. Tuition assistance is given on an annual basis and awarded in the summer.
- Tuition **MUST** be current prior to Mid-terms and to finals. This means that students will **NOT** be allowed to test if the financial obligations have not been met. (Diocesan Policy # 5009, NDHS policy)
- Notre Dame Students who are receiving tuition assistance are obliged to follow and adhere to the rules, regulations and policies of Notre Dame High School and the Notre Dame Advisory Council and are expected to make satisfactory academic progress. Any such student causing serious or persistent disciplinary problems at Notre Dame will lose the tuition assistance allocation for the school year in question. This determination rests with the administration of Notre Dame High School following review by the Notre Dame Advisory Council.
- **In the event of a natural disaster, disease outbreak or any other circumstances, which, in the judgment of the school administration, make it infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition and/or applicable fees.**

### *Payment Options*

Notre Dame High School offers the following options for tuition payment:

1. Payment in full at the beginning of the school year
2. Monthly bank draft

## **WITHDRAWAL POLICY**

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When a student withdraws from Notre Dame High School, the family is responsible for ALL fees. The tuition will be prorated on a 9 weeks quarterly basis. EXAMPLE: If a student withdraws any time after the end of a quarter, the family is responsible for tuition through the end of the next quarter. NO records will be released until all financial obligations are satisfied. (Local Advisory Council Policy)

## **NONCUSTODIAL PARENT**

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

## **DIPLOMAS and TRANSCRIPTS**

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

## **SENIOR CLASS RING POLICY**

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The school will provide a vendor who will be able to supply the necessities of the official school ring. **Only senior rings with the official Notre Dame insignia** will be presented during the ring ceremony. Orders for Senior rings take place in the fall of the Junior year. All payments must be completed with the vendor prior to the ring ceremony. Those juniors who have senior rings with the official Notre Dame insignia will receive their rings at this ceremony. Since the purpose of the ceremony is the rite of passage and importance of each family, those Juniors who do not have a ring are encouraged to bring a medal or some other religious symbol to be blessed. The entire student body will be in attendance at this Mass.



## **AWARDS**

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The school will recognize students for excellence. In no way do these awards lessen any person in the life goal of becoming one with the Lord in grace.

### *Catholic Action Award*

This award is given at graduation each year. The recipient of this award is chosen by the seniors of Notre Dame. This is the HIGHEST AWARD that is granted by Notre Dame High School of Acadia Parish. This award is given to one male and one female graduate. The recipients are exemplary of the total educational program of Notre Dame. The criteria for this award are Catholic religious involvement, scholarship, character, leadership, and service to all. The Pastors of the recipients will be invited to come to the Commencement exercises and make the presentations.

### *American Legion Award*

This award is presented to one male and one female graduate each year. The recipient of this award is chosen by the seniors of Notre Dame. Criteria include achievement, scholarship, character, courage, and service to the school and community.

### *Course Awards*

Course awards will be given to the students who excel in each course that is offered in the curriculum. These awards will be presented in conjunction with Senior Mass and Awards or Academic Recognition (underclassmen). The recipients will be chosen by their academic teacher.

## **ATTENDANCE**

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In order to benefit from the academic programs of Notre Dame and its religious training, as well as to contribute to and benefit from the overall learning environment of the school, it is important that all students be in attendance on all school days. Regular attendance is closely associated with good scholarship.

We are bound by State Law, BULLETIN 741 NON- PUBLIC SCHOOLS, regarding attendance.....In order to be eligible to receive grades, secondary students must be present a minimum of 80 days per semester (which is equal to 89%) to receive credit for the course. This means if a student has 15 absences (**excused or unexcused**) in a class within a school year he/she will not receive credit in that course. Students entering Notre Dame during the school year carry with them their absences from their previous school.

6.055.05 "Exceptions to the attendance policy can be made only in the event of extended personal illness (at least 3 **consecutive** days), verified by a physician and/or at the discretion of the principal." A note from the attending physician must be submitted upon return to school.

*NOTE: As standard procedure, a letter will be e-mailed to the parent when a student has missed 7, 10, 11, and 13 days. The purpose of these letters is to help parents track the number of days the child has missed.*

Parents/Guardians and Students are expected to comply with the following regulations:

Attendance is taken each class period. If any student who has not signed out is posted absent, the administration will be notified immediately. **The parents will be notified and the appropriate action under the "Leaving Campus/Cutting Class" discipline policy will be enforced.**

## ABSENCES

If a student will be absent because of illness, the parent must contact the school no later than 8:00am in one of the following ways:

- email [dronkartz@ndpios.com](mailto:dronkartz@ndpios.com)
- call 783-3519
- fax 788-2115

If the school is not notified, the absence is unexcused.

**\*\*Please note that an excuse for an absence will not be taken after the student has returned to school for three days\*\***

### DEFINITION OF "UNEXCUSED" ABSENCE

- Working / needed at home
- Truancy or cutting class
- Any absence for an unacceptable reason  
(The administration reserves the right to determine what is or is not an "excused absence.")

#### PLEASE NOTE

*Unexcused absence may be subject to disciplinary action under the LEAVING CLASS/CUTTING CLASS discipline policy.*

### FULL DAY ABSENCE (*excused OR unexcused*)

- The student **IS** allowed to make up work missed provided the following procedures are followed.
- Students are expected to meet with each teacher to schedule a date and time to make up missed work.
  - Students are granted one **CLASS PERIOD** for each class period missed to make up their work; with a maximum of **THREE (3)** class periods to schedule make ups for all missing work/tests. (*Students who miss more than THREE (3) days will have extended time to make up work based on the number of days missed. These students should meet with the counselor if assistance is needed.*) Any work not completed within the scheduled time will receive a "0".
  - However, assignments made PRIOR TO the absence or tests announced PRIOR TO the absence must be made up **IMMEDIATELY** upon a student's return, and long-range projects are due on the assigned date regardless of absence on the due date.

### DEFINITION OF "EXCUSED" PARTIAL ABSENCE

- Medical or Dental Appointments
  - Permission for leaving campus must be obtained from the school's office. This permission will be granted with a written note from the doctor or parent. This matter must be handled on the day of the appointment and prior to the beginning of the school day. Attendance guidelines apply.
- Funerals
  - Students are allowed to leave campus to attend the funeral of a non-family member **ONLY** when a parental note is received in the school's office before school on the day of the funeral. The student may be required to obtain, complete, and return an IMPENDING ABSENCE FORM. Attendance guidelines apply.
- SCHOOL SPONSORED ACTIVITIES/EVENTS/COMPETITIONS
  - These activities are defined as: athletic, class field trip, or school sponsored extracurricular events. To be able to participate in after school activities students must be in attendance for more than one-half of the school day (four class periods) that the activity is planned. Unusual or extraordinary circumstances may be appealed to the Administration.
  - Unless otherwise noted by the teacher, all tests, assignments, and projects must be completed prior to the student's absence/dismissal. The student is responsible for any and all assignments and is expected

to be prepared for the next class, including quizzes or tests.

- Students will be placed on academic probation if they have a F in one or more classes on the report card. Students on academic probation will not miss the class/classes in which they are on probation for a student activity (athletic, academic, and extracurricular) during the probation period. Students will remain on probation until grades are posted for the next grading period (report card).
- SCHOOL ATHLETIC OR EXTRACURRICULAR ACTIVITIES
  - Students (other than team members) are allowed to leave campus to attend such events **ONLY** when an IMPENDING ABSENCE FORM is completed and returned to the front office.

#### IMPENDING ABSENCE

- Parents are to contact the front office prior to the absence (3 days are recommended).
- In case of an emergency, please contact a member of the administration.
- The impending absence form must be completed and submitted to the front office at least one day prior to the absence.
- School Sponsored Trips
  - If the student does not maintain the minimum standard of 1.5 GPA, or a higher standard set by an organization or club, they may not be eligible to attend a school sponsored trip.

Comprehensive exams (Midterms and Finals) are posted on the school calendar. Any necessary change in exam schedule must be approved by the Principal.

#### **"SKIP DAY"**

*If more than 30% of any grade level is absent, the administration may assume that those students have executed a planned skip day. The administration may then require the teachers to assign an in-class assignment not to exceed 10% of the total points for the grading period.*

#### SIGNING IN AND OUT OF SCHOOL

- When signing in after the school day has begun (this is defined as after 8:05), a student must immediately report to the front office.
  - If a student is coming from a dental or medical appointment, a signed note from the doctor must be brought to school.
  - If a student is not coming from a dental or medical appointment, he/she must be accompanied by a parent/guardian or contact the parent/guardian.
  - The student must obtain an ADMIT SLIP from the school office.
- When signing out of school, a student must receive written permission from the school office before leaving campus.
  - A parent/guardian must speak with an administrator or the school's secretary to sign out a student.
  - If a student will miss a test/quiz or major assignment, he/she must have the teacher's signature before signing out.
- When returning to school after having signed out, a student must immediately report to the school office.
  - If a student is returning from a dental or medical appointment, a signed note from the doctor must be brought to school.
  - If a student is not returning from a dental or medical appointment, a parent/guardian must accompany the student to sign back into school.
  - The student must obtain an ADMIT SLIP from the school office.

Failure to follow the signing in/out procedure will result in disciplinary action.

**PLEASE NOTE**

Students must take all tests and turn in all projects or make arrangements with the teacher *immediately upon returning to school.*

***PARTICIPATION IN AFTER SCHOOL ACTIVITIES***

This includes any athletic event, class field trip, or school-sponsored extracurricular events.

To participate in after school activities, students must be in attendance for one-half (four class periods) of the school day on which the activity is planned. Unusual or extraordinary circumstances may be appealed to the administration **ONLY**.

***ATTENDANCE AT SCHOOL LITURGIES***

Mass is the most important function at Notre Dame High School. All students are required to attend the regular weekly liturgy and/or other liturgical celebrations. Underclassmen must sit with their assigned class in the bleachers; seniors must sit with their assigned class in the chairs.

In respect for the celebration of the liturgy, students are asked to avoid scheduling appointments during weekly Mass.

***SCHOOL CLOSURES***

Emergency closure decisions will be made and announced by the administration of Notre Dame High School. The administration will notify parents and students via text alert (FACTS/RenWeb), e-mail, and ndpios.com.

***ACADEMIC REGULATIONS***

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The courses offered at Notre Dame High School are based on the Catholic philosophy of education and fulfill the requirements of the Louisiana State Department of Education, the Diocese of Lafayette, and the Louisiana Board of Regents. To graduate with a Notre Dame diploma will require more work than the state minimum requirements. Seven courses will be taken each year that a student is enrolled at Notre Dame. To be eligible for a Notre Dame diploma a student must accumulate a minimum of 27 credits in accordance with a specified plan of study/courses.

**Four Year COLLEGE BOUND Plan of Studies Should Follow This Basic Pattern**

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

**Four Year HONORS Plan of Studies Should Follow This Basic Pattern**

<b>Freshman</b>	<b>Sophomore</b>	<b>Junior</b>	<b>Senior</b>
Religion I English I HCB Algebra I HCB Physical Science HCB Health & PE World Geography HCB Fine Arts	Religion II English II HCB Geometry HCB Algebra II HCB/elective Foreign Language I HCB Biology HCB Health & PE	Religion III English III HCB Advanced Math II HCB Foreign Language II HCB Chemistry HCB U.S. History HCB Elective	Religion IV English IV HCB Pre-Calculus/Calculus HCB* Civics HCB Physics HCB Elective** Elective *Either, not both **Biology II HCB/Psychology Suggested *Beginning with class of 2028, Financial Literacy will be required for TOPS eligibility & will replace an elective.

**THE HONORS COLLEGE BOUND TRACK**

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

**OTHER NOTES**

- **Theology Requirements**

- To be eligible for graduation from Notre Dame High School, each student must successfully complete one credit of Religious studies for every year of attendance at Notre Dame High School. Students transferring in at mid-year must successfully complete the second semester of the Religious studies course for the appropriate grade level entered.

- Students who fail a religion class will be required to successfully complete the appropriate packet and services, which may involve attendance in the summer. A fee will be charged for this service.
- **Retreat Requirements**
  - Retreats and service projects are a vital part of the spiritual growth at Notre Dame High School. All students **MUST** participate in a Notre Dame High School retreat program or approved equivalent to successfully complete the theology course for the year.

- **Service Hours**

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

*HOME LEARNING*

- **Philosophy**

It is essential that students do home learning on a regular basis so as not to fall behind during the course of the year. To encourage students to complete their assigned homework, the following policy was enacted:

- **Homework Policy**

Students must comply with the classroom teacher’s homework expectations and policies. Each teacher will set up his or her own homework policy that students must follow in accordance with school guidelines. The homework policies will be communicated with students at the beginning of each academic year as part of the teacher’s classroom management plan.

*GRADING SYSTEM FOR NOTRE DAME HIGH SCHOOL*

- Students are graded in each subject area by the letter and the percentage system. A report card will carry a letter grade and a percentile score.

**Honors  
College Bound**

A 100 – 93 %  
 B 92 – 84 %  
 C 83 – 74 %  
 D 73 – 66 %  
 F 65 – 0 %

**College Bound**

A 100 – 94 %  
 B 93 – 86 %  
 C 85 – 77 %  
 D 76 – 70 %  
 F 69 – 0 %

**Dual  
Enrollment**

A 100 – 90 %  
 B 89 – 80 %  
 C 79 – 70 %  
 D 69 – 60 %  
 F 59 – 0 %

**COMPUTING THE FINAL COURSE GRADE**

*The sum of:*  
 First Nine Weeks Percentage x 2  
 Second Nine Weeks Percentage x 2  
 Midterm Percentage  
 Third Nine Weeks Percentage x 2  
 Fourth Nine Weeks Percentage x 2  
 Final Percentage

*Divide the sum by 10.*

### *PROGRESS REPORTS*

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

### *REPORT CARDS*

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

### *ACADEMIC SWEATERS*

- Sweaters are awarded to seniors who have completed and earned credit for their first six semesters in high school and have an accumulated GPA of 3.3 or better while enrolled in the Honors College Bound or the College Bound Curriculum. (Adv. Council Rec. 5/18)
- Any instance of major Academic Dishonesty excludes one from this honor.

### *ACADEMIC HELP*

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

### *FAILURES*

- **ALL FAILURES (any subject) MUST MEET WITH THE GUIDANCE COUNSELOR IMMEDIATELY AFTER THE FINAL GRADING PERIOD.** Students who fail to successfully complete a required course of study SHOULD ATTEND SUMMER SCHOOL or equivalent to complete the required course.
- In accordance with Bulletin 741, please note the following:
  - "Students may earn a maximum of seven credit recovery units applied towards diploma graduation requirements and no more than two Carnegie units annually."

### *ACADEMIC RECOGNITION*

- NDHS groupings for Academic Recognition (at year end) are based on 9 weeks grades for the first three quarters. This is an Honor Roll recognition and NOT a reflection of cumulative grade point averages. Prize groups are as follows with the stipulation that the student has no D or F as a 9 weeks grade:
  - Bronze (3.00 - 3.50)
  - Silver (3.51 - 3.75)
  - Gold (3.76 - 3.99)
  - Platinum ( 4.00 )

### *CLASS SCHEDULING*

#### **Guidelines for Schedule Changes**

- The following guidelines apply to those students wishing to make changes to their 2024-2025 class schedules. Requests for schedule changes will be considered under the following guidelines:
  - Students wishing to fulfill the requirements of the Louisiana State Department of Education and NDHS graduation requirements will be considered. Strong emphasis is placed on mandated courses of study



relative to receiving a Notre Dame High School diploma.

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

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

## **RECORDS**

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

## **NATIONAL TESTING OFFERINGS**

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

- Sophomores
  - PSAT upon request
- Juniors
  - ACT
  - PSAT upon request
  - ASVAB upon request
- Seniors
  - ASVAB upon request

## **GRADUATION POLICIES**

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### **SENIOR AWARDS MASS**

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

### **GRADUATION PRACTICE**

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

**COMMENCEMENT EXERCISES - All Seniors in good standing are eligible to participate in Commencement Exercises.**

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

**DRESS CODE FOR GRADUATES**

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

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

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

**GRADUATION HONORS**

**Grade point averages are NOT rounded and students will NOT be ranked. Graduates will be honored according to their GPA.**

Honors Graduates will be recognized as follows:

- *Summa Cum Laude (Gold Stole)*
  - 4.00 GPA with exclusive participation in an Honors Curriculum for four consecutive years of high school. A qualifying transfer student will not be eligible to give the Commencement Address at the graduation ceremony, nor to participate in choosing the honoree of the valedictory address.
  - Transcript must include Calculus and Physics HCB. No classes will be taken for audit.
  - One graduate from this group will deliver the valedictory address at graduation and shall be chosen from among his/her fellow honorees of this level by secret ballot. If there is a tie after secret ballots are cast, the tie will be broken by calculating the number grades associated with the final core grades in their senior year. Should there again be a tie, the number calculation will be done for final core grades for the junior year, and so forth.
  - Core Subjects for each grade include:
    - Seniors: Civics, English IV, Physics, Calculus, and Religion IV
    - Juniors: US History, English III, Chemistry, Advanced Math, Religion III
    - Sophomores: English II, Biology, Algebra II, Geometry, Religion II
    - Freshmen: World Geography, English I, Physical Science, Algebra I, and Religion I
  - **\*\*If no graduating student achieves a 4.0 among those students who have fulfilled all other requirements necessary to be considered for the #1 Graduating Senior, the student(s) who have the highest numerical average in the CORE SUBJECTS (see list) will be recognized as the TOP ranking graduate(s) of their class.**
- *Magna Cum Laude (White Stole)*
  - 3.70-4.00 GPA with at least twelve (12) Honors College Bound Courses.
- *Cum Laude (Blue Stole)*
  - 3.70-4.00 with less than twelve (12) Honors College Bound Courses
  - This group honors those students who achieved at the highest level in the College Bound Track.

- *Scholars Honors (Gray Stole)*
  - 3.50-3.699 in Honors College Bound OR College Bound Curriculum

## **SCHOOL OFFICE POLICIES**

### **SCHOOL OFFICE HOURS**

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The office hours for official school business are from:

- 7:30am to 3:30pm, Monday through Friday in August through May
  - This does not include posted school holidays.
- 8:00am to 12:00pm, Monday through Thursday in June and July.

### **VISITORS**

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

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

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

### **STUDENTS IN OFFICE**

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

### **ASSIGNMENT REQUEST POLICIES**

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

### **ANNOUNCEMENTS DURING THE SCHOOL DAY**

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

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

### **DISTRIBUTION OF PRINTED MATERIAL AND/OR PETITIONS**

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

#### *PARENT – STUDENT HANDBOOK*

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

#### *MEDICATION*

- **Due to the random drug testing policy, the administration should be notified of all special medical conditions, cases and/or medication prescribed by a student’s physician that could be detected by the drug screening.**
- Routine medications will be administered ONLY if the PERMISSION FOR MEDICATION FORM, which is available online, has been completed.
- Parents are to submit any special medical conditions/needs to the front office so as to communicate said conditions/needs to student’s teachers via FACTS dashboard.

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

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

#### *POSTERS / SIGNS*

No decorations, flyers or posters of any type are to be put on any part of the building without permission of the administration.

#### **PLEASE NOTE**

*During student elections, no posters or writing will be allowed on windows or on the front of the school building. Only blue painters’ tape should be used on any painted surface.*

#### *NEWSLETTER*

The official Notre Dame High School of Acadia Parish Newsletter is sent out monthly via email. Anyone wishing to include information in the newsletter should contact the administration prior to the 15<sup>th</sup> of the month. Anyone wishing to be mailed a paper copy should contact the office.

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

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

#### *LOST AND FOUND*

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

#### *USE OF GROUNDS AND FACILITIES*

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

## **DEVELOPMENT PROGRAM**

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As a private, Catholic, secondary school, Notre Dame High School receives no funds from the Diocese of Lafayette but operates on tuition, donated services and gifts from benefactors. Funds in the Notre Dame Foundation, a non-profit corporation, are dedicated exclusively to tuition assistance and capital improvements.

Although tuition is the primary source of funding for the daily operation of Notre Dame, it is the financial support of alumni, present and former parents and grandparents, and other friends of Notre Dame, that strengthens Notre Dame High School for today's students and those yet to come.

## **INVESTMENT OPPORTUNITIES**

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### *Notre Dame Foundation*

The purpose of The Foundation is to provide assistance to Notre Dame for its educational and financial needs and purposes. This shall include, but not be limited to, the management of various financial funds or accounts that are intended to benefit teachers' salaries, tuition assistance or scholarships, and any other financial matters pertaining to the school.

### *The Teacher Benefit Trust Fund*

This fund was established with the expressed purpose of providing increased salaries and benefits.

### *The Memorial Fund*

One way to contribute to Notre Dame High School is through the Memorial Fund, which accepts gifts of any amount given in memory of a deceased person. This fund directly impacts students in need of financial assistance.

### *Planned Giving*

A planned gift is one which is legally established during the donor's lifetime with the principal benefits generally not accruing to the school until a designated future date. These gifts include bequests, life insurance, charitable gift annuities, real estate and charitable trusts.

### *Specific Department or Program Gifts*

Gifts are given to a specific department or program to provide materials requested by faculty. These include cash and in-kind gifts.

### *Matching Gifts*

Donations of employees or participating retirees may qualify to be matched by their employer if the company has a matching gifts program. To determine if the program includes gifts to non-public schools, check with your employer or the Human Resources Department in your company.

### *Scholarships*

These funds, usually established by a family, pay tribute to a person and are designed according to the specifications of the donor(s). Interested parties should contact the Development Office.

## ***SOLICITATION and DONATION POLICIES***

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### *Rationale*

It is the responsibility of the Development Office to coordinate all fundraising efforts. So that efficient records may be maintained and donors properly acknowledged, a policy for solicitation is necessary. **Prior to any fundraising transactions, all persons and organizations who solicit in the name of Notre Dame High School MUST complete fundraising project proposals.** The Development Director will present proposals to the Advisory Council, which reserves the right to limit or refuse a proposed solicitation.

### *Policy*

The Notre Dame High School Solicitation Policy is as follows:

- No individual or business is to be solicited without the concurrence of the Development Office.
- Solicited funds must be targeted to a specific project or event that has received the prior approval of the Advisory Council.
- Restricted donations must be applied to the area or project specified by the donor unless the donor is contacted by the Development Director and such permission is granted.
- Under no circumstances may the solicitor promise or guarantee any specific returns or favors for the donor's contribution.
- All donors should receive a written acknowledgement for their contribution within fifteen (15) days of receipt. A copy of the letter should be filed in the Development Office on the day that it is mailed.
- In order to maintain a permanent record of donor history, the following information must be given to the Development Office:
  - Name of donor
  - Amount of Donation (if applicable indicate type of in-kind donation or item donated)
  - Project or campaign to which the donation was made
  - Date of the Donation
  - Solicitor's name
- In-kind donations or gifts of property, which might incur additional expenses must receive Advisory Council approval and permission.

## ***PUBLICATION POLICIES***

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### *Rationale*

All publications and documents produced in the name of Notre Dame High School are an extension of our school and a part of the overall marketing plan. Those who see them make judgments about the school whether consciously or unconsciously. In order to ensure that the school's mission, philosophy, and image are properly communicated, it is the Development Director's responsibility to review all publications and documents prior to publication. The Development Director and the Advisory Council reserve the right to amend or refuse any document, publication or program which does not reinforce the quality, stability and viability of the school.

### *Media Releases*

All press releases and news articles must be approved by the Development Director prior to their release.

All media inquiries regarding Notre Dame must be directed to the Principal or Development Director. The exception to this is an inquiry directed to a faculty member responsible for an official school event; that faculty member may respond to the media about that event only.

### *Public Announcements*

No one may act or speak as an official representative of Notre Dame without prior consent of the Principal or Development Director.

### *Web Site*

No individual, department, club, etc. may post a web site in the name of Notre Dame High School outside of the official school website.

### *Publications*

Prior to publication, all letters, yearbooks, newspapers, literary books, sports programs, or any other document produced in the name of Notre Dame must be approved by the Development Director.

#### **PLEASE NOTE**

*Any t-shirt bearing the name of Notre Dame High School must be approved by the Development Director before printing.*

## **GUIDANCE SERVICES**

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Notre Dame has one full-time Guidance Counselor. The Guidance Counselor focuses on academic counseling and advisement. Academic and college counseling begin before the student actually enters the school. A long-term relationship between counselor and student begins when the first high school schedule is prepared in the spring before the Freshman year.

### **ADVISEMENT**

Due to the large number of students, each student is assigned a Faculty Adviser. The Faculty Adviser aids the Guidance Counselor by meeting with the student and parents each year during scheduled advising times. Each student and parent is encouraged to be familiar with TOPS and Graduation requirements and to ask for guidance assistance when needed.

Academic counseling remains an essential part of the Guidance Department. At-risk students are identified and may be referred for private counseling.

### **COLLEGE & WORK PLACEMENT**

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

## **LIBRARY**

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

### **GENERAL POLICIES**

#### **PLEASE NOTE REGARDING LIBRARY HOURS**

*The library will be open from 7:30 AM until 3:30 PM Monday through Friday.  
At the request of teachers and students, the librarian may extend hours during research periods.  
Any student needing special assistance in this area should see the librarian.*

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

- Students must present a pass to the librarian when entering the library unless accompanied by a teacher.
- Students are required to sign in and sign out when using the library unless accompanied by a teacher.
- Students have access to print on the library copy machine for a fee of 10 cents per sheet.

- Books are checked out for 10 school days and may be renewed if not needed by other students.
  - Books must be returned no later than 3:25pm on the date the book is due.
  - Fines for overdue books are 10 cents per day.
- Due to the large demand for certain print materials during assignments and research, certain materials may be due for a shorter time period. These items must be returned before the beginning of 1<sup>st</sup> period on the date due. Fines are incurred immediately, and students are responsible for getting said materials back to the library in a timely fashion.
- Semester/Final Exams will not be given to students who owe fines, fees or materials to the library.
- When a book is lost, students pay the replacement value of the book.

## **LUNCH PROGRAM**

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Notre Dame High School's School Nutrition Program is computerized. Each student enrolled will be given a food service identification (ID) number, which will be the same as the student's ID number. It will be his / her food service ID number as long as they attend Notre Dame.

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

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

### **PLEASE NOTE**

*Students are not allowed to let other students use their ID card for lunches. The ID numbers are used to generate monthly federal claims for reimbursement on approved free or reduced price meals. It is critical that accurate information is available for reporting.*

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

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

## **SUBSTANCE ABUSE TESTING**

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



In the 1990-91 school year, a substance abuse testing program was begun. All students are subject to drug testing. Any student enrolled within the school system may also be subjected to a reasonable and limited search of his/her person, vehicle, possessions, and lockers by the administration or any teacher. The administration is also authorized to solicit and provide for periodic use of trained animals in the search for or detection of illicit drugs. In the event that such animals should detect or indicate the presence of such substances, then the administration shall be authorized to demand all students in the area of the detection to display or otherwise exhibit the contents of the affected area.

Notre Dame High School hopes that one of the outcomes of the drug testing policy is to foster a positive, ongoing discussion between parents and their children concerning drugs, alcohol, and the other temptations young people face.

The drug testing program at Notre Dame High School is a service not only to the individual families, but it also serves the entire Notre Dame family.

The random test that is taken by the student is a service for the individual family and the student. After a child tests positive, the retest becomes a service to the Notre Dame High School community. The retest allows Notre Dame to take a radical, appropriate and definitive action in creating a safer environment with the goal of being a drug-free school. Through the drug-testing program, Notre Dame can offer concrete evidence to our parents, the church and the civic community, that a proactive program is in place, fighting against illegal drug use. We are in essence stating to our parents that we are doing everything in our power to offer a safe social, educational, spiritual environment for our students. If the student's retest comes back positive, the results then are brought to the attention of the administration.

#### Drug Testing:

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

#### Implementation of drug/alcohol testing:

- Testing will be conducted by the school's designated employees.
- Testing will be done in cooperation with an Independent Agency.
- Students may be subject to breath, swab, urine, saliva, and/or hair test.
- Steps will be taken to confirm any positive results.
- The administration will receive the test results.
- The parent will then be notified by phone of the positive test result.
- Administration will be informed and sanctions imposed as indicated under the Drug/Alcohol policy under the Major Violations section of this handbook.

#### Notification of Results:

All drug test results are considered confidential information and will be handled accordingly. Those persons having results reported to them, as set forth by this Policy, must agree to a Confidentiality Statement.

**Research suggests that when a student tests positive, illicit drug usage is on a moderate to high level and addiction to the substance is a very strong possibility.**



- To eliminate the possibility of reporting a false-positive due to possible cross-reactivity with substances such as over-the-counter medications, the testing agency automatically confirms by GC/MS all positive results.
- The administration will receive student drug testing results from the testing vendor online.
- When a positive drug test is received, the principal will then contact the parent and/or guardian of the student. An explanation of the student's drug test results will be given.

Please see Drug Policies and Consequences under Major Violations in this handbook.


**UNIFORM REQUIREMENTS and POLICIES**

The Notre Dame High School uniform is to be worn every day except on special dress days which are predetermined and listed on the school’s calendar. Clean, neat and attractive uniforms are a discerning mark of a Notre Dame High School student. Students should be immediately recognizable as a member of our school community. The uniform not only includes the items that should be worn, but the manner in which they are worn. The uniform serves as a reminder to all that we are Christians and that we are models for others and should hold a sense of pride and unity for all students.

**PLEASE NOTE**  
*If at ANY time during the school year, ANY part of the school uniform becomes worn and/or unappealing, the administration will require the item(s) to be replaced.*

REQUIREMENTS FOR BOYS			
Item	Color	Type	Notes
<b>Shirt</b>	Light Blue	Oxford/Knit Shirt With ND Crest on Left Chest	Must be tucked into pants with belt visible.
<b>Undershirt</b>	Solid White	Short Sleeve	
<b>Long Pant</b>	Solid Navy	School Apparel Brand (A+) 7021 or 7000 (Navy) NDHS logo must be located on the back right side between the side seam and center back seam, 1” below waist band.	Must be hemmed; May not be rolled, cuffed, split or worn on the hips.
<b>Walking Short</b>	Solid Navy	School Apparel Brand (A+) 7031 or 7320 (Navy) NDHS logo must be located on the back right side between the side seam and center back seam, 1” below waist band.	No shorter than 4 inches above the floor when kneeling, no longer than 1 inch below the knee. Must be hemmed and cannot be cuffed.
<b>Belt</b>	Solid Brown	1 – 1 ½ inch Width With small brass/silver buckle	
<b>Socks</b>	Navy or White	No overall pattern	Crew Length
<b>Shoes</b>	Brown	Johnston & Murphy - McGuffey Plain Toe (Tan Oiled Full Grain)  	Plainview Eastland  

\*\*Boys are permitted to wear a brown **Johnston & Murphy** Saddle Oxford for the **2024-2025** school year.

REQUIREMENTS FOR GIRLS			
<i>Item</i>	<i>Color</i>	<i>Type</i>	<i>Notes</i>
<b>Shirt</b>	White	Oxford Blouse/Knit Shirt With ND Crest on Left Chest	
<b>Undershirt</b>	Solid White	Short Sleeve	
<b>Skirt</b>	ND Plaid	Stitched-down Box Pleats	No shorter than 4 inches above the floor when kneeling. Must be hemmed. <b>Must NOT be rolled at the waist.</b>
<b>Walking Short</b>	ND Plaid	<b>Belts are optional</b>	No shorter than 4 inches above the floor when kneeling, no longer than 1 inch below the knee. Must be hemmed and cannot be cuffed.
<b>Long Pant</b>	Navy	School Apparel (A+) 7896: NDHS logo must be located on the back right side between the side seam and center back seam, 1" below waist band.	<b>Belts are optional.</b> Pants must be hemmed and must not be rolled, cuffed, split, or worn on the hips.
<b>Belt</b>	Solid Brown	1 – 1 ½ inch Width With small brass/silver buckle	
<b>Tights</b>	Solid Navy or Gray	Must NOT be torn/with holes	Socks need not be worn with tights.
<b>Socks</b>	Navy or White	No overall pattern	Crew Length
<b>Shoes</b>	White	Navy or Black Saddle Oxford 	

MASS DRESS REQUIREMENTS	
<i>Boys</i>	<i>ND uniform shirt w/ <u>uniform pants</u> (shorts not allowed)</i>
<i>Girls</i>	<i>ND uniform shirt w/ <u>uniform skirt</u> (shorts/pants not allowed)</i>

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

#### OUTERWEAR

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

- Navy or gray official school sweatshirt – must be purchased from NDHS
  - Sweatshirts are not to be cut in any way.
- Scarlet red official school cardigan – must be purchased from NDHS
- Navy official school academic sweater – issued by NDHS to seniors only
- Navy official school athletic letterman coat – issued by NDHS to seniors only
- During extremely cold weather, students will be permitted to wear a wider selection of appropriate outerwear garments. This includes any heavy coat meeting the following requirements:
  - NO hood

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

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

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

### *STUDENT IDs AND VIOLATION CARDS*

These are considered part of the official school uniform and MUST be visibly worn at all times. Failure to do so will result in consequences, which are listed under the VIOLATIONS section in the handbook.

### *GROOMING REQUIREMENTS & POLICIES*

#### **REQUIREMENTS FOR BOYS**

##### *HAIR*

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

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

If students' hair does not meet the guidelines, they will have three days, from the time it's addressed, to comply.

The following are not acceptable:

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

##### *FACIAL HAIR*

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

#### **REQUIREMENTS FOR GIRLS**

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

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

***Students not adhering to these guidelines will be subject to the appropriate violation and consequence.***

### *JEWELRY and ACCESSORY POLICIES*

The following guidelines are set forth for jewelry:

- Necklaces
  - Multiple necklaces are not allowed.
  - Student may wear ONE gold or silver necklace with or without a religious medal or symbol that is representative of a Catholic-Christian retreat or camp experience.
  - Student may also wear a scapular.
- Earrings
  - Girls may wear ONE set of earrings (multiple sets are not allowed).
  - Boys may NOT wear earrings at any time at school or at any school functions.
- Tattoos
  - Tattoos which may be visible at any time are NOT allowed.
- Body piercing
  - With the exception of a single set of earrings, body piercing is totally unacceptable.
- Other
  - Chain wallets, large belt buckles, hats, or sweatbands are not permitted.
- Makeup
  - Makeup in moderation is allowed for female students ONLY.

***Students not adhering to these guidelines will be subject to the appropriate violation and consequence.***

#### **HEALTH & PHYSICAL EDUCATION UNIFORM REQUIREMENTS**

- Uniforms deemed appropriate by the teacher, coach, and Assistant Principal will be issued or accepted.
- Female students may be required to wear tights under the uniform shorts.
- Shirts must be worn at all times.

***Any student not adhering to these guidelines will be subject to a deduction in grade for that class.***

#### **SPIRIT SHIRT / JEANS DAY POLICIES**

**Spirit attire may ONLY be worn on designated SPIRIT SHIRT/JEANS DAYS.** These days will be designated during the school year. The fee for a standard spirit day is **\$2.00**. On these days, the following guidelines will be enforced:

- Students MUST wear an approved spirit shirt (see further explanation below)
- Students may wear shoes of choice, provided those shoes are appropriate for outdoor wear (for example, slippers are not permitted)
- Students may wear uniform bottoms or jeans
  - Jeans must be “traditional” blue denim, **black, or white JEANS**
  - Jeans must be hemmed
  - Jeans may not have holes or tears
  - Jeggings and/or excessively tight/baggy jeans are not permitted

Spirit shirt attire is defined as:

- An official Notre Dame club or organization shirt, sweatshirt, or jacket
- An official Notre Dame class shirt or sweatshirt
- An official Notre Dame sporting team shirt, sweatshirt, jacket, or jersey

Spirit shirt attire must meet the following criteria:

- Have the Notre Dame High School name, logo, or crest visible on the shirt
- Have NO hood
- Be in school colors – **blue**, scarlet, white, or gray

***Students not adhering to the previous will be subject to the appropriate violation and consequence.***

#### **RETREATS & FIELD TRIP POLICIES**

- Students must follow the same regulations as stated in the SPIRIT SHIRT/ JEANS DAY policy.
- Students MUST wear their official Notre Dame Student ID with violation card.

**PLEASE NOTE**

*The administration reserves the right to determine if the student meets the standards of the school regarding dress and grooming during the school day and at school events.*

*In general, clothing and personal grooming should be such as to suggest the serious minded Christian student.*

*Students should wear the school uniform properly and proudly at all times.*

## **DISCIPLINE**

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One of the most important lessons education should teach is discipline. While it does not constitute a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, efficiency, and the ability to cope with the responsibilities of adult life.

All students have the obligation to represent Notre Dame High School in a respectful manner, both in school and at school-sponsored activities. Students must remember that wherever they are they carry the reputation of the school with them. Students who may become involved in any grave violation of discipline and/or serious public misconduct that brings discredit to this school could be subject to disciplinary consequences including, but not limited to, suspension or expulsion.

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

The Notre Dame High School of Acadia Parish administration has developed, and the advisory council has adopted, the following rules for general student behavior. In order to promote the school's mission statement, we believe that no student has the right to interfere with a teacher's right to teach. Consequently, no student is allowed to interfere with another student's right to learn. Students are expected to display Christian values, and respect themselves as well as their neighbor. **Any student with an accumulation of three or more lunch detentions for major infractions in an academic year may, at the discretion of the administration, MAY be retained at school during off campus co-curricular activities. This does not apply to class retreats.**

It is neither the province nor the desire of Notre Dame High School to prescribe what limits of freedoms parents may specify for their child's behavior. Notwithstanding, there are times and places in which the behavior of students reflects on Notre Dame High School. In all such cases, student behavior is definitely the Province of Notre Dame High School and the school's policy will be administered judiciously, firmly and fairly by the school's administration.

## **CODE OF COURTESY**

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Notre Dame High School students are expected to be polite and respectful towards others both on and off the campus. Courtesy should be the hallmark of a student's relationship with adult staff and fellow students. The following are guidelines students should follow in dealing with members of the Notre Dame community.

- Always address faculty and staff members with appropriate respect, using titles proper to their positions (Father, Coach, Miss, Mr., or Mrs.)
- "Thank You" is the expected expression of gratitude when assistance is given by adults or fellow students.
- Say "Yes, (Title)" and "No, (Title)" or "Yes Ma'am" or "No Sir" to answer a question. Do not say "What?" or "Huh?"

- Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when the adult is talking to someone else.
- Say “Excuse me” when you do not understand and want an adult to repeat something for you. Do not say “What?” or “Huh?”
- Common respect for adults requires you to allow adults to pass before you when entering a building or room, and that you hold the door open for persons coming behind you into a building or room.
- When an adult corrects you for some fault, be quiet and listen until the adult is finished talking.
- Courtesy demands respect for school property. Students are asked to help maintain the appearance of the campus by keeping the campus free of litter, and by treating the trees, plants, and grassy areas with respect.
- While in the classrooms and buildings, students are asked to deposit trash in the trash receptacles located in each classroom or in the breezeway. No paper or other trash should be left on the floor of a classroom at the end of a class period.

**The following is designed to address as many areas as possible; however, it is IMPOSSIBLE to cover EVERY eventuality. Therefore, the administration reserves the right to address any situation that might arise as it deems appropriate.**

### ***PROCEDURES IN CLASSROOM SETTINGS***

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#### ***STUDENT BEHAVIOR***

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

Each teacher will compose his or her own classroom rules and consequences that students must follow in accordance with school guidelines. At the start of each academic year, all classroom policies will be reviewed and approved by the Administrator. The teachers’ discipline plans include clear guidelines for their expectations of appropriate student behavior in the classroom.

Each classroom teacher will have at their disposal the use of the “Behavioral Accountability” section of the violation card to aid in the enforcement of classroom behavior expectations. This section of the violation card is separate from the minor violation tracking section.

Consequences for the “Behavioral Accountability” section of the violation card will be enforced as described.

<b>Summary of Disciplinary Action For Behavioral Accountability Infractions</b>						
<b>Number Of Violations</b>	<i>Violation Card Signature</i>	<i>Violation Card to Dean of Students</i>	<i>Detention</i>	<i>Saturday Detention</i>	<i>OSS</i>	<i>Administration Referral</i>
<b>ONE</b>	*					
<b>TWO</b>	*					
<b>THREE</b>	*					
<b>FOUR</b>	*	*	*			
<b>FIVE</b>	*	*	*			
<b>SIX</b>	*	*	*			

<b>SEVEN</b>	*	*		*		
<b>EIGHT</b>	*	*		*		
<b>NINE</b>	*	*		*		
<b>TEN</b>	*	*			*	
<b>ELEVEN +</b>	*	*				*

Any further violations will be handled by the Administration and may result in out-of-school suspensions, withdrawal, or expulsion.

**PLEASE NOTE**  
*If a teacher deems it necessary to bypass the procedures listed above, the student's behavior may be dealt with as a MAJOR VIOLATION.*

**PROCEDURES FOR GENERAL BEHAVIOR**

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**MINOR VIOLATION CONSEQUENCES**

- Violations ONE through THREE
  - Administrator, teacher, or staff member will sign and date the student's card and immediately return the card to the student.
- Violations FOUR through SIX
  - Administrator, teacher, or staff member will sign and confiscate the card.
  - Card will be delivered to the Dean of Students and the student will be assigned detention.
  - See DETENTION description following Major Violations.

**PLEASE NOTE**  
*Once the detention has been assigned, the student's violation card will be returned and EACH succeeding violation warrants a consequence.*

- Violations SEVEN through NINE
  - The student will serve one day Saturday Detention.
  - See Saturday Detention description following Major Violations.
- Violation TEN
  - The student will serve a one day Out-of-School Suspension
  - The student will be placed on probation and may be required to sign a behavioral contract (administrative discretion).
- All Subsequent Violations
  - These will be handled by the Administration and may result in further suspensions, withdrawal or expulsion.

<b>Summary of Disciplinary Action</b>						
Number Of Violations	Violation Card Signature	Violation Card to Dean of Students	Detention	Saturday Detention	OSS	Administration Referral
<b>ONE</b>	*					
<b>TWO</b>	*					
<b>THREE</b>	*					



<b>FOUR</b>	*	*	*			
<b>FIVE</b>	*	*	*			
<b>SIX</b>	*	*	*			
<b>SEVEN</b>	*	*		*		
<b>EIGHT</b>	*	*		*		
<b>NINE</b>	*	*		*		
<b>TEN</b>	*	*			*	
<b>ELEVEN +</b>	*	*				*

**PLEASE NOTE**

*For all LUNCH DETENTIONS and SATURDAY DETENTIONS, parents will be notified via EMAIL.  
For all OUT OF SCHOOL SUSPENSIONS, parents will receive a PHONE CALL from the Dean of Students.*

**MISCELLANEOUS CIRCUMSTANCES**

- Not Surrendering a Violation Card - MAJOR VIOLATION of DISRESPECT
  - Refer to the DISRESPECT description and consequences.
- Possessing More Than One Violation Card - MAJOR VIOLATION of DISHONESTY
  - Refer to the DISRESPECT description and consequences.

**MINOR VIOLATIONS**

The following are examples of things considered MINOR VIOLATIONS. The letters in parentheses denote the code corresponding with each behavior on the Violation Card.

**Assemblies, School Masses, and Functions (AS)**

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

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

Violations of these expected behaviors will result in:

- A signature on the Violation Card followed by Minor Violation procedures.

**Cafeteria (CF)**

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

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

Violations of these rules will result in:

- A signature on the Violation Card followed by Minor Violation procedures.

**PLEASE NOTE**

*The Cafeteria Manager can make special arrangements for students on special diets.  
A doctor's statement must be on file in the cafeteria for any such accommodations to be made.*

### **Dress Code (DC)**

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

Violations of these policies will result in:

- A signature on the Violation Card followed by Minor Violation procedures.
- Any uniform violation that is deemed to be disruptive to the learning environment will be handled with the discretion of the administration.

### **Electronics & Games (ED)**

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

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

- Radios
- Any type of electronic device
- Decks of cards or any gaming device
- Earbuds (wired or wireless) are permitted only when instructed by a teacher for use during instruction.
- For wearable communication devices (such as a smart watch) see major violations

Violation of this rule will result in:

- The item will be confiscated and can be retrieved from the Dean of Students after 3:00 PM.
- A signature on the Violation Card followed by Minor Violation procedures.

### **Food, Drinks, or Gum Chewing (FDG)**

The following rules must be adhered to:

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

Violations of these rules will result in:

- Student will dispose of the item(s).
- A signature on the Violation Card followed by Minor Violation procedures.

### **Hall Pass (HP)**

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

Violation of this rule will result in:

- The student must immediately return to class.
- A signature on the Violation Card followed by Minor Violation procedures.
- **Students possessing a Hall Pass without permission will receive a Saturday Detention.**

### **Littering (LT)**

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

Violation of this rule will result in:

- A signature on the Violation Card followed by Minor Violation procedures.

### **Off Limit Areas (OL)**

During school hours, students are strictly forbidden from the following areas:

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

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

- All porches and stairwells
- Hallways and classrooms of the North Wing
- West side of the gym
- All classrooms, unless attended by a faculty member
- Foyer into school office
- Main sidewalk from street to office foyer

Car riders are to be dropped off and/or picked up in the designated area on the north side of the chapel. Students found to be dropped off or picked up in parking lots, the front of school, or any area other than the designated location will receive an off limits violation.

Violation of this rule will result in:

- Student will return to an approved area.
- A signature on the Violation Card followed by Minor Violation procedures.

### **Student Identification (SI)**

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

- The ID must be worn around the student's neck on the school issued lanyard.
- A student must surrender the ID on demand to any administrator, faculty, or staff member.
- ID cards are to be used to gain admittance to any school function.
- A replacement ID is \$10.00.
- Misplaced/lost lanyard or ID holder must be replaced and can be purchased for \$2.00.

Violation of this rule will result in:

- The student must purchase a Temporary ID card for the cost of \$2 per day.
- If the student obtains a Temporary ID **before the beginning of the first period**, the violation card will not be signed.
- If the student obtains a Temporary ID **after the beginning of 1st hour** or does not obtain a Temporary ID, the student's Violation Card will be signed and dated and the minor violation procedures and consequences will be followed.
- If the temporary ID is lost the student must purchase a new temporary ID for a cost of \$2.

### **Tardiness (TD)**

A student must be on time for every class.

- Please see appropriate procedures for tardiness under the ATTENDANCE section in this handbook.

Violation of this rule will result in:

- A signature on the Violation Card followed by the Minor Violation procedures.

### **Violation Card (VC)**

- A student must have an official Notre Dame High School Violation Card (VC) on his/her person at all times while on campus.
- The VC card will be carried with the student's official ID card.

- A student must surrender the VC on demand to any administrator, faculty, or staff member.
- The administrator, teacher, or staff member will sign and date the student's VC every time a student commits a minor violation while on campus.

**A student found to be in possession of their ID but not their Violation Card will be sent to the office of the Dean of Students immediately. If the student is able to produce the Violation Card on the next school day, the consequence will be a card signature (VC). However,**

If the Violation card cannot be produced:

- The student must purchase a new VC, which will cost \$2.
- The student's violation card will be signed and dated three times.

### **Technology (TC)**

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

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

**PLEASE NOTE**  
*MINOR VIOLATIONS will be CLEARED and new Violation Cards will be given at the beginning of each quarter.*

### **MAJOR VIOLATION CONSEQUENCES**

- Administrator, teacher, or staff member will NOT sign and date the student's card but immediately complete a REFERRAL FORM and send it to the Dean of Students.
- Appropriate action will be taken as outlined under each violation.

**PLEASE NOTE**  
*For ANY Major Violation, the Administration ALWAYS reserves the right to contact and turn the matter over to the local law enforcement agency.*

### **Cell Phones & Wearable Technology (Smart watches, Fitbits, Etc.)**

Due to the large amount of text messaging during classes, cheating incidents, and inappropriate pictures being taken during school hours, all cellular phones and wearable technology must remain in the student's automobile, **backpack (IN THE OFF POSITION)**, locked in the student's locker, or kept in the school office between 7:45am and 3:00pm. For school purposes, wearable technology is defined as any kind of electronic device with communication, tracking, wireless connection, and/or photographic abilities designed to be worn on the user's body. This includes but is not limited to

Apple watches, Fitbits, etc. Electronics found in pockets or on your person will be confiscated and the following consequences will take effect:

- FIRST Offense
  - Student's device will be confiscated.
  - Student will serve lunch detention.
  - Student's device will be returned at the end of the school day.
- SECOND Offense
  - Student's device will be confiscated.
  - Student will serve a Saturday Detention.
  - Student's device will be returned to him/her at the end of the school day.
- THIRD Offense
  - Student's device will be confiscated.
  - Student will serve two Saturday Detentions.
  - Student must submit their device to the office before the tardy bell for a period of one week.
- FOURTH Offense
  - Student's device will be confiscated.
  - Student will serve an Out of School Suspension.
  - Student must submit their device to the office before the tardy bell for a period of one week.
- FIFTH Offense
  - The student will receive an Administrative Referral.

\*Note: Use of these devices in the locker room and/or restrooms during school hours is prohibited. Locker room and restroom checks are conducted, and students found to be in violation of the school's policy will receive the outline consequences.

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

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

*For the graduating classes of 2025, 2026, and 2027, the following policies remain in effect for the duration of the high school career.*

#### **MAJOR ASSIGNMENTS**

- FIRST Offense
  - Teacher will submit written notification of the infraction to the administration.
  - Administration will notify parents.
  - Student will receive a "0" on the assignment involved.
  - Student will be assigned a one day Saturday Detention. *(See Saturday Detention description following Major Violations.)*
  - Student's Nine Weeks grade will not exceed 60%; If infraction occurs on the Mid-Term or Final Exam – the student receives a "0" on the exam.
  - Student is not eligible for any Academic Honors at Notre Dame High School; to include Graduation Honors, Academic Sweater and membership in the Beta Club
- SECOND Offense
  - Teacher will submit written notification of the infraction to the administration.
  - Administration will notify parents.
  - Student will receive a "0" on the assignment involved.
  - Student will be assigned a two day Saturday Detention.

- Student's Nine Weeks grade will not exceed 60%; if infraction occurs on the Mid-Term or Final Exam – the student receives a "0" on the exam.
- Student is not eligible for any club or class offices and for any positions of leadership or ambassadorship-those holding positions will be removed.
- **THIRD Offense**
  - Teacher will submit written notification of the infraction to the administration.
  - Administration will notify parents.
  - Student will receive a failure (F) in the course for the year.
  - Student will be assigned a one day Out-of-School-Suspension. *(See OUT OF SCHOOL SUSPENSION description following Major Violations.)*

If the first offense of academic dishonesty is on a MINOR ASSIGNMENT (Examples: homework, minor quizzes, etc.), the student will adhere to the following consequences:

**MINOR ASSIGNMENTS**

- **FIRST Offense**
  - The teacher will submit written notification of the infraction to the administration.
  - The teacher will notify the parents.
  - Receive a "0" on the assignment.

**PLEASE NOTE**

*After this violation, All Academic Dishonesty violations will result in consequences established for MAJOR ASSIGNMENTS beginning with the FIRST offense and progressing.*

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

**MAJOR ASSIGNMENTS**

- **FIRST Offense**
  - Teacher will submit written notification of the infraction to the administration.
  - Administration will notify parents.
  - Student will receive a "0" on the assignment involved.
  - If the infraction occurs on the midterm or final exam, the student receives a "0" on the exam.
  - Student will be assigned a one day Saturday Detention. *(See Saturday Detention description following Major Violations.)*
  - Student and parent will meet with an administrator and sign a document regarding the consequences of additional academic dishonesty violations for the student's tenure at Notre Dame.
  - Eligibility for membership in the Beta Club will be determined by the organization's bylaws.
- **SECOND Offense**
  - Teacher will submit written notification of the infraction to the administration.
  - Administration will notify parents.
  - Student will receive a "0" on the assignment involved.
  - If the infraction occurs on the midterm or final exam, the student receives a "0" on the exam.
  - Student will be assigned a two day Saturday Detention.
  - Student is not eligible for any academic honors at Notre Dame High School to include graduation honors and academic sweater. Eligibility for membership in the Beta Club will be determined by the organization's bylaws.
  - Student is not eligible for any club or class offices and for any positions of leadership or ambassadorship-those holding positions will be removed.
  - Student and parent will meet with an administrator and sign a document regarding the consequences of additional academic dishonesty violations for the student's tenure at Notre Dame.
- **THIRD Offense**
  - Teacher will submit written notification of the infraction to the administration.

- Administration will notify parents.
- Student will receive a “0” on the assignment involved.
- If the infraction occurs on the midterm or final exam, the student receives a “0” on the exam.
- Student will receive a failure (F) in the course for the year.
- Student will be assigned a one day Out-of-School-Suspension. *(See OUT OF SCHOOL SUSPENSION description following Major Violations.)*

If the first offense of academic dishonesty is on a MINOR ASSIGNMENT (Examples: homework, minor quizzes, etc.), the student will adhere to the following consequences:

**MINOR ASSIGNMENTS**

- FIRST Offense
  - The teacher will submit written notification of the infraction to the administration.
  - The teacher will notify the parents.
  - Receive a “0” on the assignment.

**PLEASE NOTE**

*After this violation, All Academic Dishonesty violations will result in consequences established for MAJOR ASSIGNMENTS beginning with the FIRST offense and progressing.*

**Damage to Property / Vandalism (Cumulative for tenure at Notre Dame)**

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

Vandalism is defined here as intentionally or knowingly tampering with the tangible property of the owner/s and causing substantial inconvenience, emotional distress, and/or financial loss. (examples, not limited to: toilet paper, egging, sticky notes, spray paint, saran wrap, shaving cream, forks, q-tips, shoe polish, trespassing)

*Damage to School Property*

- Deemed by Administration to be accidental.

The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student who by his/her action causes damage to school property is obliged to replace/repair that property (to the school's satisfaction) through monetary retribution.

*Vandalism of School Property*

- Vandalism is damage to school property deemed by the administration to be intentional.

The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student who by his/her action causes damage to school property is obliged to replace that property (to the school's satisfaction) through monetary retribution.
  - The student will receive a one day Out of School Suspension.
  - *If damages exceed \$250, the offense may be automatically treated as a SECOND Offense.*
- SECOND Offense
  - A student who by his/her action causes damage to school property is obliged to replace that property (to school's satisfaction) through monetary retribution.
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

- If deemed necessary or appropriate, local law enforcement authorities will be contacted.

*The administration has the option of addressing home vandalism or home property damage if it feels it is a direct result of some school activity, incident, etc. If deemed necessary or appropriate, local law enforcement authorities will be contacted.*

#### **Vandalism of Private Property**

- **\*\*Acts of vandalism (as defined above) perpetrated against the administration, faculty, and/or staff of NDHS do not reflect the respect and care in keeping with the School's mission, nor are they reflective of the proud history of Notre Dame High School of Acadia Parish. Students who are involved in, or are present at, said acts of vandalism will receive an ADMINISTRATIVE REFERRAL and no less than 1 day Out of School Suspension (see explanation of consequences pages 54). This day of suspension has the potential to impact participation in extra- and co-curricular events. Based on the severity of the incident, additional disciplinary consequences and/or financial restitution may be imposed.\*\***

#### **Dishonesty**

All students at Notre Dame High School are bound by the guidelines of the Honor Code. Students who are guilty of or involved in falsification of faculty, staff or parental signatures, transcripts, letters of recommendation, college/university applications, or school documents, and willful lying makes a student subject to corrective action.

#### **Disrespect/ Disobedience/ Defiance**

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

- Any administrator, faculty, or staff member of Notre Dame High School has the authority to correct student misconduct at any time.
- Deliberate insubordination or insolence towards authority calls for immediate disciplinary action by the Dean of Students.

#### **Disruptive Behavior**

- Defined as any behavior deemed unacceptable and trending towards repetitive classroom behavior.

**\*\*Violation of the policies for dishonesty, disrespect, disobedience, defiance, or disruptive behavior will result in an Administrative referral, which could result in detention, Saturday Detention, Out of School Suspension, withdrawal or expulsion.**

#### **Drugs and Alcohol (Cumulative for tenure at Notre Dame)**

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

- No student will consume, use, sell, distribute, be under the influence of, or possess (including consumption prior to school or school function) any drug or like substance including anabolic steroids, or any alcoholic beverage at Notre Dame High School or any school function on or off campus.
- No student will be in possession of any drug related paraphernalia at Notre Dame High School or any school function on or off campus.
- If any student is found to be complicit, even if they have not participated, will still be found to be in violation of the Drug and Alcohol policy.
- Any person having any reasonable cause to believe that a student is guilty of any of the infractions listed above, shall immediately report such fact to the Administration of Notre Dame High School.
  - The Administration shall investigate the circumstances of the report with the student and his/her parents or guardian. This investigation may include the administering of a breath, swab, urine, saliva, or hair test for the detection of the presence of drugs and/or alcohol. The cost of said test is to be paid for by the student,



parent(s), or guardian(s) of the student. The administration reserves the right to involve local law enforcement.

- The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice. The Notre Dame High School Administration also has the right to conduct a reasonable search of the student and the student's possession, including vehicles on the Notre Dame High School premises.
- The Notre Dame High School Administration, in cooperation with local law enforcement agencies, will perform periodic random searches utilizing drug dogs in the parking lot, student lockers, classrooms, student book bags, and other locations on the Notre Dame High School campus.

**PLEASE NOTE**

*Any student who REFUSES to be tested or retested may be EXPELLED or asked to withdraw from Notre Dame High School.*

The appropriate penalties for violations of these policies are as follows:

- FIRST Offense
  - (1) The student will receive a THREE DAY Out of School Suspension.
  - (2) Parent/Guardian must send written documentation (within 7-10 days of notification of the infraction) to the school administration verifying that the student has successfully completed an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Louisiana Department of Health or the Louisiana Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor.
  - (3) The student is mandated to take a witnessed collection and drug screen (urinalysis) until at least three negative urinalysis tests have been produced. When possible, retests will be performed at Notre Dame. If circumstances do not permit performing tests at Notre Dame, the drug testing coordinator will set the dates for these witnessed collections and drug screens. Parent/guardian is responsible to bring the student to DISA for the selected dates. The parent/guardian is also responsible for all subsequent retesting expenses.

**PLEASE NOTE**

*Student not adhering to stipulations #2 and #3 will be expelled or allowed to withdraw from Notre Dame High School.*

**Any attempt on the part of a student to adulterate or falsify a drug test will be considered as an admission of violation and will be treated as a first offense (unless a student has a prior offense in which case it will be handled as a repeat offense).**

**Any student who, in any way, assists another student in the attempt to adulterate or falsify a drug test may be given an administrative referral which will include NO LESS than a two day out-of-school suspension.**

**If the lab determines a test to be adulterated or oxidized, it may be considered a positive test.**

- SECOND Offense
  - The student will be allowed to withdraw within 48 hours or be expelled from Notre Dame High School.

**PLEASE NOTE**

*Students bringing required or prescription medication to school should bring the medication to the office and immediately register the same and turn said medication over to the possession of the school secretary. The medication will be taken and consumed by the student in the secretary's office as per the terms of the prescription. The medicine, therefore, must be properly labeled with the student's name, doctor, and dosage requirements. In addition, the student, parent, or guardian's written permission(form found online) will be required before the student is permitted to consume the medication during school hours on the Notre Dame High School campus.*

## **Fighting / Altercation (Cumulative for tenure at Notre Dame)**

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

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

After Administrative investigation and review, the student(s) deemed the aggressor(s) or instigator(s) will receive the following:

- FIRST Offense
  - The student(s) will receive TWO Saturday Detentions.
- SECOND Offense
  - The student(s) will receive a ONE day Out of School Suspension.
- THIRD Offense
  - The student(s) will receive a THREE day Out of School Suspension.
- FOURTH Offense
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal, or expulsion.

If the FIRST offense of fighting is considered MINOR by the administration, the incident will be deemed an ALTERCATION – examples include:

- Verbal disagreement
- No physical blows being exchanged

The student(s) will be subject to the following consequences:

- FIRST Offense
  - The student(s) will receive a lunch detention.

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

\*\*Behavior expectations are the same in all areas of the school, including locker rooms, showers, and restrooms. Routine and random inspections will be conducted. Inappropriate and/or unsanitary use of the facilities, horseplay (examples: popping with towels, shoving, etc), smoking, vaping, vandalism, use of cell phones during school hours, and other violations of school policies will be reported to the Dean of Students who will administer the appropriate consequences in accordance with the student handbook.

## **Gambling**

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

- FIRST Offense
  - The student(s) will receive TWO Saturday Detentions.
- SECOND Offense
  - The student(s) will receive a ONE day Out of School Suspension.
- THIRD Offense
  - The student(s) will receive a THREE day Out of School Suspension.
- FOURTH Offense
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

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

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

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

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

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

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

The appropriate penalty for ALL violations will be:

- An ADMINISTRATIVE REFERRAL, which could result in disciplinary consequences including detention, Saturday detention, suspension, withdrawal, or expulsion.

### **Leaving Campus / Cutting Class (Cumulative for tenure at Notre Dame)**

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

A student who LEAVES CAMPUS without permission:

- FIRST Offense
  - The student will receive a ONE DAY Out of School Suspension.
- SECOND Offense
  - The student will receive a TWO DAY Out of School Suspension.
- THIRD Offense
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

A student who CUTS CLASS without permission and REMAINS ON CAMPUS:

- FIRST Offense
  - The student will receive ONE Saturday Detention.
- SECOND Offense
  - The student will receive a ONE DAY Out of School Suspension.

- THIRD Offense
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal, or expulsion.

### **Obscenity / Offensive Language**

The use of obscene language (either spoken or written) or gestures is prohibited. Possession of obscene printed or written material is prohibited. The administration will not tolerate obscene/inappropriate language in the classroom, on the campus, or at school functions. The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student will make retribution through an apology to any offended party.
  - The student will receive a lunch detention.
- SECOND Offense
  - A student will make retribution through an apology to any offended party.
  - The student will receive a Saturday Detention.
- THIRD Offense
  - A student will make retribution through an apology to any offended party.
  - The student will receive a ONE DAY Out of School Suspension.
- FOURTH Offense
  - A student will make retribution through an apology to any offended party.
  - The student will receive a TWO DAY Out of School Suspension, and a parent conference will be held.

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

A student caught stealing property from the school or from any person on campus will be subject to disciplinary action. The appropriate penalties for violation of this policy are as follows:

- FIRST Offense
  - A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
  - The student will receive a ONE DAY Out of School Suspension.
- SECOND Offense
  - A student caught stealing will be expected to make monetary retribution (equal to the amount of the charge) for items taken.
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

### **Threats of Violence (Cumulative for tenure at Notre Dame)**

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

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

The appropriate penalties for violations of these policies are as follows:

- The school administrator will contact the appropriate civil authorities immediately and follow their directives.
- If the threat or danger involves a student or students, parents/guardians will be contacted immediately.
- If the student is on campus, he or she will be detained according to the directives of the local law enforcement agency.

- The superintendent of Catholic Schools will be informed of the threat and the action being taken.
- If the threat or danger comes from a non-student, appropriate action will be left in the hands of the civil authorities.
- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

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

No person is allowed to consume, use, sell, distribute, or possess any form of tobacco product including vaping devices and/or products at Notre Dame High School or any school function on or off campus. The appropriate penalties for violations of these policies are as follows:

- FIRST Offense
  - The student will receive TWO Saturday Detentions.
- SECOND Offense
  - The student will receive a ONE DAY Out of School Suspension.
- THIRD Offense
  - The student will receive a TWO DAY Out of School Suspension.
- FOURTH Offense
  - The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

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

A weapon is defined as any instrument that is used or may be used to cause grave bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school-related function. The appropriate penalties for violation of this policy are as follows:

- Anyone violating this regulation will surrender the weapon.
- The student will receive an ADMINISTRATIVE REFERRAL, which could result in Saturday detention, suspension, withdrawal or expulsion.

### **Violation Card**

A student must surrender an ID and/or Violation Card on demand to any administrator, faculty, or staff member. If a student refuses to comply with a surrender request, the penalties are as follows:

- Result in the DEFIANCE policy consequences and considered a MAJOR VIOLATION
- A signature on the student's violation card for the original violation by the original teacher

If a student is discovered to possess more than one Violation card:

- Result in the DISHONESTY policy consequences and considered a MAJOR VIOLATION
- A signature on the student's violation card for the original violation by the original teacher

### **Notre Dame High School – Student Acceptable Use Policy/Internet Agreement**

Notre Dame High School recognizes that computers and technology are used to support learning and to enhance instruction. Technology has changed the manner in which people interact with each other and, as with other advances in society, can be utilized for the benefit or the detriment of ourselves and others. All computers are to be used in a responsible, efficient, ethical and legal manner. In order to address issues which may occur, **IT IS IMPORTANT THAT STUDENTS AND PARENTS CAREFULLY READ AND UNDERSTAND THE FOLLOWING INFORMATION:**

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

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

**MINOR OFFENSES** - see “Technology” portion of Minor Violations

**MAJOR OFFENSES (Cumulative for tenure at Notre Dame)**

- **Posting on any website or blogging anything that is contrary to the Mission Statement of Notre Dame High School of Acadia Parish** (e.g. Posting on any website or blog that verbally or pictorially references Notre Dame High School of Acadia Parish, its policies, administration, faculty, staff members, or its students in a derogatory or unfavorable manner--anything other than in a favorable light)
- Using information networks for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Using information networks for illegal, inappropriate, or obscene purposes, or in support of such activities
- Intentionally disrupting information, network traffic (including pop-ups) or crashing the network (including virus) and connected systems.
- Degrading or disrupting equipment or system performance.
- Using computing resources for commercial or financial gain or fraud.
- Stealing data, equipment or intellectual property.
- Gaining unauthorized access to the files of others or vandalizing the data of files of another user.
- Gaining or seeking to gain unauthorized access to resources or entities.
- Forging electronic mail messages, or using an account owned by another user.
- Invading the privacy of individuals.
- Posting anonymous messages.
- Possessing any data which might be considered a violation of these rules in paper, magnetic (disk), or any other form.
- Bringing/using a Chromebook (or other device) other than the device issued to the student by the school.

Violation of these rules will result in the following:

- **FIRST Offense**
  - ADMINISTRATIVE REFERRAL will result in ONE DAY Saturday Detention
  - The student will make monetary retribution for all damages.
  - The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
- **SECOND Offense**
  - ADMINISTRATIVE REFERRAL will result in ONE DAY Out of School Suspension.
  - The student will make monetary retribution for all damages.
  - The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.
- **THIRD Offense**
  - The student will make monetary retribution for all damages.
  - The student will be subject to loss of privileges for a length of time as deemed appropriate by the administration.

- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

**PLEASE NOTE**

*The Administration reserves the right to treat postings which defame others, utilize profane language, or are deemed severely inflammatory in nature as a THIRD OFFENSE.*

**EXPLANATION OF CONSEQUENCES**

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**LUNCH DETENTION**

- Detention is the LEAST severe disciplinary action of Notre Dame High School. It is conducted and moderated by faculty members under the supervision of the Dean of Students.
- Detention will take place during the lunch period on designated days in an assigned classroom. Students will be required to sit in silence with their head up for the duration of the detention session. Students will NOT be allowed to communicate with other students, do homework, make-up tests, etc. (If a student is not able to stay awake, he/she will be required to stand for the remainder of the detention.)
- Students will be permitted to eat lunch during the detention session.
- Students will be allowed one restroom break.
- Students must be properly dressed in school uniform.
- Students who are more than five minutes late WILL NOT be admitted and thus will constitute a missed detention.
- Students who do not follow the rules (including communicating, sleeping, uniform, etc.) during their assigned detention will be assigned two detentions.

**PLEASE NOTE REGARDING MISSED DETENTION**

*If a student misses a scheduled detention, he/she will be assigned TWO new detentions (only once during the school year).  
For each subsequent detention missed, the student will be assigned a Saturday School Detention.*

**Saturday Detention**

A student placed in Saturday Detention will be placed in a designated detention area from 7am to 9am on the assigned Saturday.

- All school rules and regulations are in effect.
- If a student arrives more than 5 minutes late, he/she will be sent home and will be assigned two new Saturday Detentions.
- Students will be required to sit with their head up for the duration of the detention and comply with the instructions given by the detention supervisor. Students will NOT be allowed to communicate with other students, do homework, make-up tests, etc. (If a student is not able to stay awake, he/she will be required to stand for the remainder of the detention.)
- If a student fails to comply with the instructions given by the detention supervisor, he/she will be dismissed from the detention center and will be assigned two new Saturday Detentions.
- Students will be given one bathroom break during the detention.
- Students must wear school uniforms.

**PLEASE NOTE  
REGARDING SATURDAY DETENTION**

- *If a student misses a scheduled Saturday Detention, he/she will be assigned TWO new Saturday Detentions per school year.*
- *If the student misses one of the two reassigned detentions, the student will be assigned a ONE DAY Out of School Suspension.*
- *After THREE Saturday Detentions per school year, the subsequent Saturday Detention consequences may become an Out of School Suspension depending on the severity of the offense.*

**SUSPENSIONS**

Suspension is the SECOND MOST SEVERE disciplinary action of Notre Dame High School. A student may be suspended for serious misconduct or repeated occurrences of less serious misconduct. Suspension places a student in jeopardy of withdrawal or expulsion from Notre Dame High School.

*Out of School Suspension*

A student placed on out-of-school/out-of-class suspension will automatically be placed on probation. A student placed on out-of-school/out-of-class suspension will not be allowed to:

- Attend school and/or individual class for the length of the suspension
- Attend or participate in school activities during the suspension period, to include weekend
- Attend co-curricular events during the suspension period, to include weekend
- A student placed on out-of-school/out-of-class suspension WILL be allowed to make up all work.

*FIRST Suspension of the School Year*

- ONE Day Out of School Suspension
  - A 5% decrease in the nine week grade will occur for ALL classes for students in the Honors curriculum
  - A 3% decrease in the nine week grade will occur for ALL classes for students in College Bound curriculum
- TWO or THREE Day Out of School Suspension
  - A 5% decrease in the nine week grade will occur for ALL classes for students in the Honors curriculum
  - A 3% decrease in the nine week grade will occur for ALL classes for students in the College Bound curriculum

*SECOND and THIRD Suspensions of the School Year*

- ONE Day Out of School Suspension
  - A 7% decrease in the nine week grade will occur for ALL classes for students in the Honors curriculum
  - A 5% decrease in the nine week grade will occur for ALL classes for students in College Bound curriculum
- TWO or THREE Day Out of School Suspension
  - A 7% decrease in the nine week grade will occur for ALL classes for students in the Honors curriculum
  - A 5% decrease in the nine week grade will occur for ALL classes for students in the College Bound curriculum

*FOURTH Suspension of the School Year*

- The student will receive an ADMINISTRATIVE REFERRAL, which could result in suspension, withdrawal or expulsion.

**SUSPENSION DURING A CRIMINAL INVESTIGATION**

If any student of a Catholic school is suspected of criminal activity, that student may, at the discretion of the Chancellor or Administration, be placed on suspension until an investigation has been conducted to ascertain his/her guilt or innocence. The length of the investigation shall govern the length of the suspension. This suspension time shall not



count as part of the number of days absent when determining passing and failing according to state attendance regulations. The student shall be allowed to complete assignments at home and may be allowed to make up all tests either under supervision at home or upon returning to school.

## **SEARCH AND SEIZURE POLICY**

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There are no private domains at Notre Dame High School; in order to safeguard the moral and physical welfare of the students, all spaces, including locker, desks, etc. and all property including purses, book bags, etc., are subject to inspection. Materials obtained from these inspections may be confiscated for use in disciplinary procedures. The school administration, or another school official with permission of the school administration, may search students themselves, or their lockers, or the students' belongings, including, but not limited to, handbags, briefcases, book bags, etc.

### **PLEASE NOTE**

*After signing the Registration Forms, the parents/guardians and students forgo any rights to private domains on the campus of Notre Dame High School and/or at any Notre Dame sponsored functions.*

## **DANCE / EVENT POLICIES**

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### Dance Attire Guidelines

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

According to the *Catechism of the Catholic Church*, "Purity requires modesty. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness...Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet...Teaching modesty to children and adolescents means awakening in them respect for the human person."

In accordance with these directives of the National Conference of Catholic Bishops, Notre Dame High School sets for the following dress guidelines for our students and their dates.

### Girls

- Tops
  - The neckline of a dress, top, or gown must be cut in a modest way.
  - No cleavage showing (Discretion is left to the faculty)
    - If cleavage is showing, the student will be asked to leave the dance or may be supplied a sweater or shawl in order to be in compliance with dance dress regulations.
    - Spaghetti straps or strapless dresses are allowed, as long as they are not low cut.
    - The cut of a dress in the back and sides must not be below the natural bra line. Backless dresses are not allowed.
- Length
  - A skirt or dress must be below the knee, NOT at the knee or right above it.
  - Side, front, and back slits in a dress/skirt must be below the knee.
  - Only tea-length dresses and floor-length dresses will be allowed.

- Miscellaneous
  - No midriff is allowed to show.
  - No navel is allowed to show.
  - No dress may contain fabric cut-outs. This includes openings covered with net-like fabric.
  - Dresses should not be excessively tight. Discretion is left to the faculty.

#### Boys

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

#### Additional Attire Notes

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

#### Additional notes:

- Dances are for Notre Dame High School students and their guests only.
- Each student is allowed one approved guest from outside of Notre Dame High School. Persons who've previously been asked to withdraw from (or expelled from) ND will not be permitted to attend.
- A fee will be assessed for Prom guests who are ND freshmen or sophomores and for non Notre Dame guests.
- **Guests of high school age must be enrolled in high school. No guest may be 21 years of age or older.**
- **Students bringing a guest from outside of Notre Dame must obtain, complete and return a request/permission form from the office of the Dean of Students before the dance.**
- **All guests are subject to all Notre Dame Rules, regulations and policies set forth by Notre Dame.**
- Notre Dame High School students are responsible for their guest's behavior and observance of school rules while at the dance.
- The Back to School Dance time is 7pm-9pm. Students must arrive by 7pm.
- The Homecoming Dance time is 8pm-10:30pm. Students must arrive by 8pm
- The Prom Dance time is 6:45pm-10:00pm (students must arrive by 6:45pm). The senior march will begin at 7pm.
- Students and guests arriving after the breath-a-lizing is completed will not be admitted into the dance; parents will be notified before students are allowed to leave the premises.
- Students and guests who must arrive late due to a valid excuse (work, athletic competition, etc.) must get prior approval from the administration.
- The drug and alcohol policy will be strictly enforced at dances.
- Each student and his/her guest will be subject to a sobriety test.
- No alcoholic beverages or tobacco products of any type are allowed at school dances/functions. Students and their guests arriving at dances/functions under the apparent influence of, in possession of, or smelling of alcohol or drugs, will not be admitted to the dance/function. Further disciplinary action will be applied to those students as well as to any student who is apparently under the influence of, in possession of, or smelling of alcohol or drugs, during any time that the dance/function is in progress. Parents of such students will be telephoned immediately and so advised. *Reminder: Notre Dame students are responsible for the actions of their dates.*
- **Dances will begin promptly, doors will be locked and students/guests will not be allowed to leave until the ending time.**

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

Violations of these rules will result in:

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

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

## **PARKING**

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

- Parking permits will be issued **within the first full week of the academic year.**
- Students must purchase a parking permit from designated school personnel as soon as the student begins driving to school. (Students must have a valid driver's license to purchase a parking permit)
- Parking permits must be **hanging from the student's rearview mirror.** Permits must be visible.
- Park in the parking zone designated by the **color** of your permit. If you arrive at school and there is no space available in your assigned zone, please park in the parking lot behind the stadium.
- **Upon arrival and at departure, students must immediately exit their vehicle. Loitering in the parking lot and/or vehicles will not be permitted.**
- **It is necessary that we have on file the license plate number of the primary vehicle the student will drive during the school year. If a different vehicle is driven for any reason, the student must remove his/her tag, place it in the vehicle they will be using, and turn in vehicle plate number, make/model/color/year to the office.**
- Students are not allowed to access their vehicles during class time.

Discipline will be issued for the following:

- Permit is not visible
- Parking incorrectly (in the middle of two spots)
- Parking in the wrong zone
- Parking in a driveway
- Parking on the sidewalk
- Parking in lots/spaces not designated for student parking
- Reckless/unsafe driving

Citations will result in the following actions:

- FIRST Citation
  - One Lunch Detention
- SECOND Citation
  - One Saturday Detention
- THIRD Citation
  - Two Saturday Detentions

- FOURTH Citation
  - Loss of On-Campus Parking Privileges
  - No refunds will be granted.

**PLEASE NOTE**

*If you park on campus without purchasing an appropriate parking permit,  
you will receive one SATURDAY SCHOOL DETENTION.*

## **LOCKERS**

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Student lockers are owned by Notre Dame High School. It is the student's responsibility to keep his/her locker locked. All students are provided a lock by the school for their North wing hall locker and are encouraged to keep their locker locked at all times.

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

## **FIRE DRILLS AND EMERGENCY EVACUATION**

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

## **GRIEVANCE / RESOLUTION PROCEDURES**

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

## **STUDENT ACTIVITIES PHILOSOPHY**

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

responsibility to the school, to the activity/organization, to the student body, to the community and to the individual student.

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

### ***CLUBS and ACTIVITIES***

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

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

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

#### ***OFFICERS***

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

#### ***MEMBERSHIP***

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

### ***Co-Curricular Activities***

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#### **BETA**

The Notre Dame Beta Club is designed to promote and reward academic achievement and servant leadership. The Beta Club is open to sophomores, juniors and seniors. The scholastic requirements for membership in this chapter of the National Beta Club shall be: (1) 3.5 cumulative average for the initial invitation, (2) must maintain a 3.0 overall average for one school year for continued membership, (3) complete the club's service projects. Any student who violates the academic dishonesty policy will be dismissed. These standards are mandated by the National Beta Constitution.

#### **CAMPUS MINISTRY**

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

#### **RALLY TEAM**

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

### SPEECH AND DRAMA CLUB

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

### YEARBOOK

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

## ***Extra-Curricular Activities***

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### CHEERLEADERS

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

### DANCE LINE (PIO PRIDE)

The purpose of this spirit group is to promote school spirit. The dance line also chooses to compete in local and national competitions. Competition requires rigorous training and numerous practices. Dance line is open to eligible seniors, juniors, sophomores, and enrolled incoming freshmen. Students will be notified of tryout dates. Tryouts will be conducted by impartial judges. **\*Please note the requirements and policies set forth in the Dance Line By-laws.**

### 4-H

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

### QUIZ BOWL

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

### STUDENT COUNCIL

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

month at 7:10am. **\*Please note the requirements and policies set forth in the Student Council By-laws.**

#### CLASS OFFICERS

Class officers will assist the Student Council in planning and promoting activities for their particular class. Class officers consist of a president, vice president, secretary, treasurer, historian, and two class representatives. **\*Please note the requirements and policies set forth in the Class Officer By-laws.**

#### **ATHLETICS**

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Working with each student's academic program, Notre Dame's Department of Athletics seeks to make the Notre Dame student a well-rounded individual. To be eligible to participate on any of the school's athletic teams, the student must meet or exceed the LHSAA's minimum academic requirements which is to pass 6 subjects and have a C average. First semester or final grades count toward eligibility. Sport offerings are based on sufficient student interest.

#### *ATHLETIC ELIGIBILITY FOR INCOMING FRESHMEN*

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

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

#### *LHSAA MEMBERSHIP*

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

#### *SPORTSMANSHIP POLICIES - SEE CODE OF CONDUCT p. 68*

Sportsmanship is that quality of honor that desires always to be courteous, fair and respectful. Sportsmanship is evidenced by the conduct of players, spectators, coaches, parents, and school authorities.

Notre Dame High School of Acadia Parish aspires to develop and maintain the very highest standards of sportsmanship. Administrators, coaches, teachers, participants, parents, and all fans must contribute to this endeavor. The community's high levels of expectations of Notre Dame magnify our errors. When we fall short of our high standards, we must do all we can to correct the situation and prevent any further such occurrences. The following guidelines may prove helpful in our quest to become a school known for its outstanding sportsmanship.

Sportsmanship Includes:

- Being loyal to superiors in making athletics fit into the general school program.
- Being loyal to coaches and fellow participants.
- Insistence upon high scholarship and enforcement of all rules of eligibility.
- Fair, unprejudiced relationship with participants.
- Teaching athletes to win by use of legitimate means only.
- Counteracting unfounded rumors of questionable practices by opponents.
- Discouragement of gambling, profanity and obscene language at all times.

## *PARTICIPATION POLICIES*

Department policy is that Notre Dame High School will purchase:

- One official athletic coat with the official Notre Dame athletic letter
- Athletes are responsible for the ordering and payment of any individual and/or team patches. (Vendor will provide forms for patches if desired.)
- Eligible athletes receive one coat complete with the official Notre Dame letter.
- All athletic coats will be ordered at the end of the athlete's junior/senior year.
- All athletic coats will be ordered once a year (in April).
- The coats will be distributed after one of the school liturgies in September.

To be eligible to order a coat:

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

### **PLEASE NOTE**

*If the athlete quits the sport WITHOUT an agreement of the Head Coach, the athletic coat will be picked up and kept until Graduation according to Athletic Policy.*

## **BASEBALL**

*Mr. Chad Broussard, head coach*

- State Champions
  - 1981
  - 2010
  - 2018
  - 2021
- State Runner-Up
  - 1984
  - 2005

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

## **BASKETBALL**

*Mr. Lewis Cook, III, boys head coach*

- State Runner-Up
  - 1985

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

## **BOWLING**

*Ms. Tara Young, head coach*

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

## **CROSS COUNTRY**



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

## **FISHING**

*Ms. Rachel Meyer, moderator*

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

## **FOOTBALL**

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

- State Champions
  - 1973
  - 1976
  - 2000
  - 2009
  - 2015
  - 2018
- State Runner-Up
  - 1975
  - 2003
  - 2004
  - 2005
  - 2008
  - 2012
  - 2017

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

## **GOLF - Rodney Lucas**

- Boys' State Champions
  - 1999
  - 2001
  - 2010
- Boys' State Runner-Up
  - 1989
  - 1996
  - 2000
  - 2006
  - 2011
  - 2012
- Girls' State Champions
  - 2015
  - 2016

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

## **POWERLIFTING - Trey Cormier**

- State Champions - Individual
  - 2021

- 2022

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

## **SOFTBALL**

*Mr. Dale Serie, head coach*

- State Champions
  - 2004
  - 2010
  - 2018
  - 2019
  - 2021
  - 2022
- State Runner-Up
  - 2000
  - 2013
  - 2017

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

## **SOCCER**

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

## **SWIMMING**

*Mrs. Jenny Didier, head coach*

- Boys' State Runner-Up
  - 2001
  - 2002

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

## **TENNIS**

*Mrs. DeAnn Goss, head coach*

- Boys' State Champions
  - 2006
- Boys' State Runner-Up
  - 2007
- Girls' State Champions
  - 2000
  - 2015
- Girls' State Runner-Up
  - 1993
  - 2001

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

## **TRACK & FIELD**

*Mr. Jake Molbert, head coach*

- Boys' State Champions
  - 1968
- Girls' State Champions
  - 1997
- Girls' State Runner-up
  - 1999

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

## **VOLLEYBALL**

*Ms. Tara Young, head coach*

- State Champions
  - 2007
  - 2010
  - 2011
  - 2012
  - 2021
- State Runner-Up
  - 1998
  - 2009
  - 2013
  - 2017
  - 2023

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

## **PARENT ACKNOWLEDGEMENT FORMS —**

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

I have read and understand the contents of the **2024-2025** Student-Parent Handbook and agree to abide by the requirements.

### **PERMISSION TO PUBLISH INFORMATION**

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

### **BUCKLEY AMENDMENT**

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

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

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

I have read and understand the HONOR CODE as stated in the **2024-2025** Student-Parent Handbook and agree to abide by the expectations.

### **Parent Cooperation Statement**

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

## PARENT COOPERATION STATEMENT

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

## Code of Conduct

Notre Dame High School and the Diocese of Lafayette promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Spectators should not use vulgar, abusive, racist, sexist, demeaning or intimidating language at any time. Spectators should not engage in cheers that are vulgar, crass, demeaning or those focused toward the opposition. Notre Dame students, parents and alumni will treat visiting teams, coaches and fans with courtesy and respect at all times. Spectators are reminded that they are prohibited from entering the playing area. Notre Dame High School and the Diocese of Lafayette thank you for your cooperation and hope everyone has an enjoyable experience.

## **SEXUAL IDENTITY POLICY**

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

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

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

**TO:** Parents, Teachers, Employees and Organizations

**FROM:** Wendell Prudhomme, Principal, Notre Dame High School of Acadia Parish

**DATE:** August 1, 2024

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

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

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

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

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