

NDP Student/Parent Handbook

2018-2019

Academics

Course Requirements

Notre Dame Prep requires 28 credits for graduation. All students must pass 7.0 credits per year and fulfill Christian service requirements for promotion/graduation. Notre Dame Preparatory does not offer an early graduation option for seniors. Credits are to be distributed as follows:

REQUIRED CREDITS

- 4.0 credits in Religion
- 4.0 credits in English
- 4.0 credits in Mathematics
- 3.0 credits in Social Science
including
0.5 credit in Economics
0.5 credit in Government
- 3.0 credits in Science
- 2.0 credits in World Language (2 of same language)
- 1.0 credits in Health/Physical Education
- 0.5 credits in Fundamentals of Computer Science
- 1.0 credit in Visual Arts/Performing Arts
- Christian Service requirements each year

ADDITIONAL RECOMMENDED CREDITS

- 1.0 credit in World Language
- 1.0 credit in Computer Science
- 1.0 credit in Visual/Performing Arts
- 1.0 credit in Science/Social Studies

Programs are individually designed to meet the needs and skills of students in each subject area. Many course combinations being possible, students can pursue a course of studies that includes traditional, honors, Advanced Placement, and International Baccalaureate courses.

Traditional courses will be weighted on a 4.000 basis, honors courses on a 4.500 basis, and Advanced Placement and International Baccalaureate courses on a 5.000 basis. A student must have a 4.350 GPA to be considered a member of the Valedictory Court.

Pluses and minuses carry a GPA weight according to the following grading scale:

Grading Scale

Percentage	Letter Grade	GPA	Honors	IB & AP
93-100	A+, A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.3	1.3
63-66	D	1.0	1.0	1.0
60-62	D-	0.7	0.7	0.7
0-59	F	0	0	0

All courses are student-selected with parent approval following the prerequisites stated in the course catalog and faculty/administrative advice. Students are responsible for meeting the required credits as stated above as well as the required courses included in the State of Michigan and Notre Dame Prep Curriculums.

* **HONOR ROLL:** Highest Honors - 4.000 or higher
 High Honors – 3.750 to 3.999
 Honors – 3.250 to 3.749

*Completion of Christian Service each year is a requirement for all Honor Roll candidates

The following is a freshman student example of how to arrive at a semester GPA (Grade Point Average).

Courses Taken	Grade	Courses GPA Credit	GPA Quality Pts.
<i>Honors Geometry</i>	A+	1.0	4.5
<i>Honors Biology</i>	B-	1.0	3.2
<i>Religion</i>	A-	1.0	3.7
<i>World Cultures</i>	A-	1.0	3.7
<i>Phys. Ed/Health</i>	B+	1.0	3.3
<i>Composition</i>	A+	1.0	4.0
<i>Art Foundations</i>	C+	1.0	2.3
<i>Spanish 3-4</i>	A-	<u>1.0</u>	<u>3.7</u>
		8	28.4

FORMULATION: $\text{GPA AVERAGE} = \frac{\text{Course Quality Points}}{\text{GPA Credit}}$

(GPA is carried out to the third decimal point)
 $\frac{28.4}{8} = (\text{GPA}) 3.55$

Academic Probation/Dismissal: Any student who fails two or more academic courses in any academic year or whose cumulative GPA is less than 2.000 may be considered for dismissal. A failed course cannot be repeated at Notre Dame Preparatory. Grades achieved in summer school to repair credit are not added to the student's Grade Point Average.

Academic Honesty Violations: "Students are required to create wholly authentic work on all of their assignment, tests, and research papers" (*Academic Honesty Policy for NDPMA*). Teachers who suspect academic dishonesty in any format will inform the Vice-Principal for Academics. Subsequent action will be determined by the Vice Principal for Academics. Repeated violations will be considered serious and may result in suspension and ultimately expulsion. [Responsible Use Policy](#)
[Academic Honesty Policy](#)

Withdrawal: Students are permitted to withdraw from elective classes within the first six weeks after the first phase progress report is posted provided they maintain seven classes in their schedule.

Academic Standing: At the conclusion of the first 6 week marking period and every other week thereafter, academic standing is reviewed. Students who are considered to be in academic distress as defined by their counselor will meet regularly with their counselors in order to design a plan for academic improvement. Counselors will meet periodically with the student until the student is no longer in academic distress and is seeing overall improvement. At these meetings, current grades and schoolwork completion will be reviewed by the counselor and student. The plan for academic improvement may be extended at the discretion of the Vice Principal. In some cases, students in academic distress (determined by the Vice Principal and the counselor) may be removed from extra-

curricular activities (i.e. Athletics, clubs, Drama, etc.) while the academic plan for overall improvement is in place. Coaches and moderators will be informed of the student's academic improvement plan and may work with the counselor to assist the student.

Work missed while absent: The responsibility for work missed during absences rests solely with the student. Classroom teacher Course Expectations sheets will announce that teacher's policy regarding absences and missing work completion. Missed tests may be made up in the testing room offered weekly at 6:30 A.M. on Tuesdays and 2:50 P.M. on Thursdays. (Permission to make up tests may be rescinded if a student establishes a pattern of absences on test days.) Digital classrooms (Powerschool) host some assignment and lesson material for absent students. Students should check online first and contact the teacher for additional information.

Examinations: Because our students go on to college, examinations take on great significance. In addition, examinations are a good learning tool—purposeful preparation for what will be met in college. Therefore, all students must take semester final assessments. These final assessments are one and a half hours in length and **account for 25% of the final grade. RECEPTION OF CREDIT IN ANY COURSE IS ALSO CONTINGENT UPON PASSING THE FINAL EXAMINATION IN THAT COURSE.**

Second semester seniors with a 93% average, and 5 or fewer absences, will be exempt from the final exam in the course at their choosing.

Advanced Placement/International Baccalaureate Exams: AP/IB credit is granted only to students who take the AP/IB Exams. Second semester **seniors** in an AP/IB class may choose not to take the school course exam. Taking the course exam may allow the senior to improve his/her grade in that class.

Underclassmen in AP/IB classes take the AP/IB exam in early May and the course exam at the end of the semester.

Guidance and Counseling: The Guidance and Counseling Office is available to students for personal, pastoral, and academic counseling. Materials relating to career choices, college information, and standardized testing are available in the Counseling Office. The Counseling Office is open daily from 7:15 a.m. to 3:15 p.m.

Honor Awards: At the Honors Convocation in the fall, students are recognized with **honors** for **two semesters** of the previous year grade point of 3.250, **high honors** for a grade point of 3.750, and **highest honors** for a grade point of 4.000. A student who does not complete the Christian Service requirement or who receives a D for a semester grade is not eligible for the Honor Roll.

International Baccalaureate Diploma Programme: This academically challenging program allows students to study from six different subject areas. In addition, students are required to prepare an extensive research essay, complete Creativity, Action and Service and commit to an additional course

titled Theory of Knowledge. IB students recognize an international perspective and are often school-wide as well as local community leaders. Notre Dame Prep provides a perfect venue for the IBO Diploma Programme. At the end of the sophomore year, students may choose to be a part of this programme. We encourage all students to become part of the IB programme, but all NDP students are free to inquire about registering for an IB class.

Christian Service Requirement: Christian service is an integral part of the Notre Dame Preparatory/Marist Academy experience. Fulfillment of the yearly requirement is necessary for graduation as well as National Honor Society membership. Additionally, the yearly requirement is necessary for inclusion on the Honor Roll. See the Notre Dame Campus Ministry Page for information on specific requirements.

[Christian Service](#)- link to Christian Service Guide

Code of Conduct

PART I CAMPUS:

During the School Day (7:30 – 2:45) students are restricted to the building and courtyard. Students may not go to their cars or leave campus during the school day without permission from the office. Students are not to stay in the parking lot nor in cars. There is no loitering in the hallways or triangles during class time.

PARKING PERMITS:

Parking at Notre Dame Prep is a privilege. Each year, students who wish to park on school property must purchase a permit. Replacement permits are \$10.00. Permits are to be visible anytime the car is on the property.

Any cars parked on the property must be properly registered and **all posted signs or directions from security guards must be obeyed**. Failure to do so may result in the car being towed, loss of parking privilege, detention time and fines.

PART II Uniform Policy

The school dress code is designed to establish habits of neatness, good grooming, and hygiene. The dress code is one way that an atmosphere conducive to learning is fostered.

The student who is not properly attired for school will be sent to the office for a reprimand or detention or sent home to change. Students may not make up lost class time or assignments. Excessive violation will be dealt with more severely

UPPER DIVISION DRESS CODE 18-19**YOUNG MEN:**

SHIRT: A uniform button down oxford shirt (white, white with blue pin stripe) or uniform knit polo shirt (white, navy blue, green) must be worn daily. The shirt must be tucked in, sleeves unrolled and buttoned with the belt visible. T-shirts worn underneath are to be solid white short sleeved and have no color, lettering, or graphics on them.

TIES, SWEATERS, VEST, AND SUIT COAT: A Notre Dame Prep **uniform sweater** or **vest** may be worn over the oxford shirt or polo, particularly in cold weather. Overcoats, jackets, hooded shirts or sweatshirts may not be worn or brought to class at any time. Administration approved team or club shirts and jerseys may be worn over regular school uniform on game or meeting days.

PANTS: Only Dennis uniform pants (khaki-colored or navy blue) or classic Dockers relaxed fit straight leg pants with a crease (#478740002), internal pockets and a belt visible at the waist may be worn. Pants should be of appropriate length touching the top of the shoe. Uniform or khaki-colored Dockers style shorts to the knee with internal pockets may be worn from the start of school to Oct. 1 and from May 1 to the end of school.

Belts: Must be solid color Black or Brown leather.

SOCKS: Crew length socks of solid color (White, Green, Navy Blue, Black, Brown) must be worn at all times.

HAIR: Hair style or color is not to be a distraction. Hair is to be neat, clean, trim, and well-groomed (brushed or combed) at all times. Faddish or unusual haircuts (e.g. too long, lower than the top of the eyebrows, bottom of the ear, top of the collar, too short, baldy, shaved, mushroomed, racing stripes, designs, shelves, abrupt changes in length on side or tops) are not permitted. Hair must blend top and sides. Sideburns may come to the base of the ear. **Hair must be all one natural color, not dyed.** Young men are to be clean shaven with no facial hair.

EARRINGS: Earrings or other facial piercings are never permitted at school even on casual days or at school-sponsored functions requiring proper dress.

SHOES: Shoes must be Timberland Classic 2-eye boat shoe (style # 25077 in Rootbeer color) or Sketchers Diameter Murilo (Style # 64276 Black or Brown color).

ACCESSORIES: Jackets, hats or other types of outdoor clothing are not to be worn or carried in the building during the school day. Notre Dame Prep pullover may be worn over oxford or knit shirt. Sunglasses, tasteless pins or belt buckles, chains attached to wallets, key chains on belts, headbands, bandannas, large belts, extreme jewelry, may not be worn even on casual days in school. Notre Dame Prep accepts no responsibility for lost jewelry. Tattoos and body piercing are not permitted.

LITURGY DAYS: Boys are required to wear uniform sweater or vest, uniform pants, oxford shirt and tie.

CASUAL DAYS: Jeans and T-shirts are casual dress attire. Hair must be in dress code; no earrings, hats, bandannas, outdoor apparel; no yoga pants, shorts, sweatpants and or exercise active wear. No clothing with pictures or lettering in poor taste.

IN ALL CASES, THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE PROPER STUDENT ATTIRE. STUDENTS OUT OF UNIFORM MAY RECEIVE DETENTIONS OR BE SENT HOME TO CHANGE CLOTHES OR MODIFY HAIR WITH SUBSEQUENT LOSS OF TIME MADE UP IN DETENTION.

UPPER DIVISION DRESS CODE 18-19

YOUNG WOMEN:

BLOUSE: A uniform button down oxford white blouse, long or short sleeve, or uniform knit polo shirt (navy blue, white, or green) must be worn daily. The blouse must be buttoned, sleeves unrolled and tucked into the skirt or slacks with waistband visible. *Uniform shirts bought from department stores must be button down and may not have any form of logo on them.* T-Shirts or undershirts must be solid white short-sleeve and have no color, lettering, or graphics.

SKIRT:

2018-19 dress code by graduation year

Freshmen and Juniors (Classes of 2020 and 2022) girls: Dennis uniform skirt in two different plaid styles. Sophomores and Seniors (Classes of 2019 and 2021) girls: uniform skirt OR uniform skort in light plaid or dark plaid. Both skirt and skort styles specified by the school. The skort and skirt length is to the knee and therefore should not be hemmed nor worn rolled at the waist.

PANTS: All grade levels. Pants include the Dennis uniform pants Item #: 040390-962-067 in khaki or navy. Additionally, Lands End Girls Plain Front Chino Pants Item #4428795X0 in Khaki or Classic Navy. Uniform or khaki-colored Docker style shorts to the knee with internal pockets may be worn from the start of school to Oct. 1 and from May 1 to the end of school.

SWEATER AND VESTS: Notre Dame Prep uniform sweater or vest must be worn over a uniform blouse or polo. Overcoats, jackets, hooded shirts or sweatshirts may not be worn or brought to class at any time. Administration approved team or club shirts and jerseys may be worn over regular school uniform on game or meeting days.

SOCKS: Crew length socks to the calf, knee socks, tights, must be of a solid color (black or navy blue-no patterns) and are to be worn at all times. Over the knee socks or over the thigh socks are not permitted. Socks may not be worn over tights.

SHOES: Shoes must be Timberland Classic Amherst boat shoe (style# 72333 in Root beer color) or Clarks Wallabee beeswax leather shoe (Style# 26103610 Beeswax leather color)

HAIR AND MAKE-UP: Hairstyle is not to be a distraction. Hair is to be neat and clean at all times. Excessive unnatural coloring, streaking, and dyeing of hair is prohibited. Extreme or outlandish hairstyles (including beaded braids) or colors are not permitted. Make-up should be used moderately and in good taste.

ACCESSORIES: Jackets, hats, bandannas or other types of outdoor clothing are not to be worn or carried in the building during the school day. Notre Dame Prep pullover may be worn over oxford or knit shirt. Sunglasses, tasteless pins, chains attached to wallets, key chains on purses, bandannas, extreme jewelry or excessive make-up are not to be worn even on casual days in the school. Notre Dame Preparatory accepts no responsibility for lost articles such as jewelry. Tattoos and body/facial piercings are not permitted.

LITURGY DAYS: Girls are to wear uniform skirt, (grade level allowed only), skort, or uniform pants in khaki or navy, with an oxford blouse and uniform sweater or vest.

CASUAL DAYS: Jeans and T-shirts are casual dress attire. Hair must be in dress code; no hats, headscarves, bandannas, outdoor apparel; no tight, short, ripped, or frayed jeans; no bare midriffs or shoulders; no yoga pants, shorts, sweatpants or exercise active wear. No clothing with pictures or lettering in poor taste.

IN ALL CASES, THE ADMINISTRATION RESERVES THE RIGHT TO DETERMINE PROPER STUDENT ATTIRE. STUDENTS OUT OF UNIFORM MAY RECEIVE DETENTION AND/OR BE SENT HOME TO CHANGE CLOTHES OR MODIFY HAIR WITH SUBSEQUENT LOSS OF TIME MADE UP IN DETENTION.

GENERAL PRINCIPLES

All uniform articles are purchased through Dennis Uniform 1532 North Opdyke Road #450, Auburn Hills, MI (248-340-8890). Brand name labels worn by students must reflect the uniform company's stock.

PART III Attendance:

ATTENDANCE: A direct relationship exists between academic achievement and regular attendance. Moreover, student attendance is a part of the student permanent record. Being present each day and on time for every class is important. Absences accumulate by period to a semester total.

The responsibility for work missed during absence rests solely with the student. Permission to make up tests may be rescinded if a student establishes a pattern of absences on test days.

A. REPORTING PROCEDURE: When a student is unable to attend school, the parent or legal guardian must:

- 1) Phone the Attendance Office each day before 10:00 a.m., AND**
- 2) Write a note to be presented in the School Office before the first class on the day the student returns to school.**

A phone call is **NOT** sufficient. A signed document is needed for legal verification. The note should include the student's full name, grade, reason for the absence, date(s) absent and a valid signature by a parent or legal guardian. Forgery is immoral and illegal and therefore may be subject to suspension or dismissal **Falsification of phone calls or notes will result in suspension in the first instance and possible expulsion thereafter.**

Student is subject to receiving a detention if a signed parent/guardian note is not turned in within two school days of the late arrival or absence.

Students must be in attendance for 5 full academic classes to participate in or attend any extracurricular activities that day. On block days, 3 classes must be attended. Students must be in attendance for school events held during the school day (class retreat day, Irish Week days, etc.) to participate in extracurricular activities that day. Any student-athlete who is either tardy for his/her first scheduled class or is absent on the day following a game, match or contest will be declared "Temporarily Ineligible" and will not be permitted to compete in his/her next scheduled event.

B. SCHOOL BUSINESS ABSENCES: School related absences such as retreats, field trips, school athletic events or other school sponsored events do not count against the student attendance requirements.

APPOINTMENTS AND TRIPS: Doctor, dentist, and personal business appointments should not be made during school hours. The school calendar is published to aid parents and students in planning appointments and vacations to coincide with days on which school is not in session. Students who miss school because of non-school sponsored trips, sporting events, work, etc., (even with parental consent) incur charged absences which accumulate toward the total allowed before credit may be lost.

While a planned extended absence is not recommended, if a student is going to have a planned extended absence that will exceed two school days the student and his / her parents/guardian must contact the Assistant Principal for attendance. The student must do this well in advance of the absence to obtain the proper paperwork needed for teacher notification and assignments.

C. TRUANCY: Any student who is absent from class and/or leaves campus without administrative authorization (i.e., skipping class) will be charged with truancy. Parents will be contacted and the student will serve up to a four hour detention. The student will receive no credit for any class missed that day. If truancy occurs a second time (or if a phone call or note is falsified on the first offense, making the matter far more serious) the student will be suspended.

D. EARLY DISMISSAL: A student who becomes ill during the school day **MUST** report to the school office. If it is necessary to leave school because of illness, an attempt will be made to contact parents. If parents cannot be reached, parties named on the Emergency Information Card may be contacted for permission. A student who must leave during the school day for reasons other than illness must present a valid note signed by a parent or legal guardian stating the reason and the time for leaving school. An early dismissal slip will be issued by the School Office. **A student must never leave campus during the school day without permission from the school office.** Only seniors may leave school early or arrive late for only first or last period study hall. All other study halls must be attended. A student who enters the building may not leave until dismissal. Students who arrive late or leave early must sign in and out in the main office. A student arriving back in the building after leaving for an appointment must sign in upon his/her return.

E. LATE ARRIVAL: A student who arrives late to school first hour must receive a pass from hall monitors to enter class. Students arriving late to school after 8:00 a.m. are considered absent and must check in at the main office. A note signed by a parent or legal guardian should be presented by the next school day stating the reason for the lateness and time of arrival. School starts promptly at 7:30AM. everyday (except for Late Start schedule day). This includes days when the weather is bad. Students and families must plan accordingly for an on-time arrival.

F. EXCESSIVE ABSENCES: Any student who has in excess of **ten charged absences in a particular class** during the semester shall generally receive **no academic credit in that subject.**

Parents will be notified when a student accumulates five absences and again at eight absences so that the absentee problem can be corrected without subsequent loss of academic credit.

G. TARDIES: Notre Dame Prep expects students to be on time. Moreover, student tardiness is a part of the student permanent record. Any student who is not in the classroom at the tone will be recorded as tardy by the teacher.

Tardies will be recorded by the semester. After the third tardy a student will begin serving detentions. Students will serve morning detentions at three, five and seven tardies. Any student who accumulates in excess of ten tardies per semester will receive Saturday detentions. At 15 tardies students are subject to suspension. Parents will be notified at seven and ten tardies. **Five tardies in the same class will become a charged absence in that class.**

PART IV: Student Behavior

A. EJECTION FROM CLASS: Any student ejected from class **MUST** go **directly** to the School Office and inform the secretary of the problem. The student must speak with an administrator and have an admission slip to return to class the next day

B. DETENTIONS: There are two types of detentions at Notre Dame Prep:

1. Teacher Detentions: Teachers may assign their own detentions to students for misbehavior or for missing class assignments. Students **must** present themselves to the teacher as requested. Normally, a 24 hour notice will be given to the student.

Any student who skips a teacher's detention will also incur an office detention. Individual teacher detentions take priority over office detentions.

2. Office Detentions: Only administrators can assign office detentions. These detentions will be held **before school from 6:50 until 7:20AM. or on Saturday morning** – the amount of time depending on the type and severity of the student offense. Detentions are to be served on the date assigned. Sufficient notice is given to students to serve the detention. In emergency situations only, students should see one of the Assistant Principals for Discipline, prior to the scheduled detention, to reschedule their detention. Normally for Saturday detentions, students will be assigned a cleaning task inside or outside school or on the school grounds unless otherwise specified. During weekday detentions, students will be in proper Notre Dame Prep dress code. Any student who skips an office detention will, in the first instance, be subject to double the detention time and, in a second instance, to suspension. A **fifth** detention will result in a three hour Saturday detention. At **seven** detentions, a student may be suspended.

C. SUSPENSION AND EXPULSION:

Suspension: Suspension is a grave penalty. Should suspension be necessary, parents will be notified and the student will be sent home for an initial period of up to five school days. The student will not be allowed to attend school until a conference is held between an administrator, the student, and a parent. The administration reserves the right to require a drug test of suspended students at parent expense. A reinstated student will be on disciplinary probation for a period of one calendar year. Violation of probation (e.g. another suspendable offense during probation) warrants immediate dismissal from Notre Dame Prep.

Any school time lost during suspension is considered charged unless the student is exonerated. School work missed during suspension cannot be made up.

Since suspension is a temporary exclusion from the school community, a suspended student may not be involved in any school-related activity either as a spectator or as a participant. During the suspension, a student may not be on the school grounds for any reason without proper administrative authorization.

Expulsion: This final and drastic action will be considered only on the basis of gross ethical violation (e.g., theft, tampering with school records, drug trafficking, gross insubordination, felonious actions on or off campus, immoral sexual indiscretion, etc.) or repeated disruptive behaviors. Should this situation arise, the parents will be notified and the student will be sent home immediately. As soon as practical, an administrator will meet with the parents and the student. BECAUSE NOTRE DAME PREPARATORY IS A PRIVATE SCHOOL – THE HEAD OF SCHOOL’S DECISION IS FINAL.

The following actions **may** result in suspension or in expulsion:

1. Acting insubordinately toward administrators, faculty, staff, or visitors.
2. Harassing, threatening or performing any action that could be dangerous or injurious to any student, faculty, staff member, or visitor.
3. Vandalism of school property.
4. Misuse of the internet, on or off campus, that involves Notre Dame Prep classes, staff, or students.
5. Stealing (being found in possession of other people's property), damaging, defacing, destroying school, student, faculty, staff, or visitor property.
6. Tampering with someone else's lock, locker, car, or property.
7. Extortion or intimidation of fellow students (e.g., so-called initiations or hazing).
Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers another.
8. False accusations or attempting to destroy another's reputation.
9. Turning in a false alarm or bomb threat or being an accomplice. The guilty party will be turned over to appropriate civil authorities for resolution of financial and legal obligations resulting from such false alarms.

10. Performing any actions on or off campus that brings the good name and reputation of the school, its students, parents, or staff into question, suspicion or ridicule.
11. Bringing, possessing, or storing any type of weapon or ammunition on campus.
12. Selling, possessing, or using intoxicants or illicit drugs or being under the influence of such in the vicinity of Notre Dame or at school sponsored events.
13. Selling, possessing, or using marijuana, tobacco, or other vaping inhalants or being under the influence in the vicinity of Notre Dame or at school sponsored events.

D. ACADEMIC AND DISCIPLINARY PROBATION: A student who consistently *receives poor grades or is found to have repeated disciplinary problems may be put on academic or disciplinary probation or both* - the length of the probationary period to be determined by the administration of Notre Dame Prep. The academic and/or disciplinary record of such a student will be reviewed at the end of each probationary period.

E. IDENTIFICATION CARDS: Student ID cards are the property of Notre Dame Preparatory and are issued to enrolled students. In addition they allow students to attend some school-sponsored functions without charge or at reduced prices. They may act as check-in cards in some school venues such as media center, cafeteria, or other student areas. They also act as a cafeteria charge card. Students must WEAR ID cards at all times. Lost cards must be reported immediately to the school office. Replacement ID's cost \$10.00.

H. ADDITIONAL STUDENT RESPONSIBILITIES

1. Study Hall Regulations: Students who are assigned to a study hall are expected to know and observe study hall rules. Students are expected to come to the study hall prepared with needed materials and ready to study for the entire period. Library passes will be issued only to students who establish the need for library use or collaboration.

2. Retreats, Assemblies, Liturgies and Rallies: Retreats, Assemblies, Liturgies, and Rallies are considered a part of the school day and participation is mandatory for all students. Students are required to attend, participate and behave in a manner appropriate for the occasion.

3. Telephone and Telephone Messages: School office phones may be used by students with office staff permission. A student who is ill must use the office phone to verify parental permission to leave the building. Parents may call the office with important messages to be delivered to students. **STUDENTS MAY NOT MAKE OR RECEIVE CELL PHONE CALLS OR MESSAGES BETWEEN 7:25AM and 2:45PM**

4. Electronic Equipment:

- **Cell phones** cannot be used to make or receive phone calls between 7:25 a.m. and 2:45 p.m. Cell phones must be turned off between 7:25 and 2:45 unless they are being used in the classroom for an assignment as directed by the classroom teacher

- **Electronic games** should not be brought to school. In any event such equipment must be turned off and left in the locker between 7:25 a.m. and 2:45 p.m.
- **Cameras and phone cameras** are not to be used during the day without permission; it is illegal to take pictures in bathrooms or locker rooms.
- **Internet:** The referencing of NDP or posting of pictures, or video of the NDP logo, campus, or NDP students on the internet (Facebook or any Social Media site) is subject to disciplinary action.

School-issued devices: Students and parents must refer to the documents titled *Parent/Student Microsoft Surface Terms and Agreement Contract*, *Responsible Use of Technology and Media Center Guidelines*, and *Academic Honesty Policy* regarding the use of school issued devices.

[Parent/Student Microsoft Surface Pro 2 Terms and Agreement Contract](#)

[Responsible Use of Technology and Media Center](#)

[Academic Honesty Policy](#)

The Administration reserves the right to confiscate and search any electronic equipment brought to school. Detentions will be given for these items used or visible during the school day.

The school is not responsible for the loss or damage of personal electronic equipment brought to school.

5. Online behavior: Students must practice good citizenship in the building and online. At all times, students must be respectful of all members of the NDPMA community. Any action that incites or harms any member of the NDPMA school community is subject to disciplinary action. Students and parents must refer to the documents titled *Parent/Student Microsoft Surface Terms and Agreement Contract*, *Responsible Use of Technology and Media Center Guidelines*, and *Academic Honesty Policy* (above) regarding the use of school issued devices.

6. Lost and Found: It is the moral obligation of all students to turn in items found on school property. Students found in possession of others' property may be considered involved in theft. Found items are to be turned in IMMEDIATELY, and lost items are to be claimed at the school office. Unclaimed items will be donated.

7. Announcements and Posted Signs: All announcements for the entire school community must be approved. Students should listen to announcements. Any sign posted on the school campus must have approval of the administration. Daily announcements will be posted in the Main Office.

8. Fund Raising: Individual groups, teams, and clubs need permission to do external fund raising. Fund raising events within school are scheduled with the Principal.

Involvement

Graduating from NDP involves dedication, growth and maturity, and a focus on committed goals.

Notre Dame Prep expects students to be an active part of the spiritual, academic, athletic, and social life of the school. **School Spirit** involves **pride** in Notre Dame Prep and in everything we accomplish or endeavor to accomplish; **courtesy** towards teachers, coaches, fellow students, opponents, officials, and visitors; sportsmanship during and after the game; and **proper care** for the building and facilities in which the Notre Dame Prep spirit is centered.

Leadership

Students holding a major office are expected to give complete service to the organization and to the Notre Dame Prep community. To allow more students the opportunity to lead and to make that leadership effective, students are encouraged not to hold major offices in two clubs or organizations at the same time. The presidents or a representative of each club will make up the Leadership Council which will act as a liaison between the student body and administration. The Leadership Council will work to model and initiate greater student leadership.

Student Council

The Notre Dame Prep Student Council provides students with the opportunity to develop life's essential leadership skills. The Student Council is expected to represent the entire student body in creating a healthy and constructive social culture at Notre Dame Prep. The once-weekly (Wednesday) Student Council meetings take priority over student participation in athletic practices and other student clubs. Representatives participating in other Notre Dame Preparatory sponsored activities should, however, be excused from Student Council by 4:00 pm

National Honor Society - Rev. Joseph C. Hindelang Chapter

Membership is based upon the student's record in scholarship (minimum of 3.750 and completion of Christian Service each year), service, leadership, and character. The Chapter is named for Rev, Joseph C. Hindelang, s.m., Marist Fathers' and Brothers' former Provincial and Founder of Notre Dame Preparatory School.

Clubs and Organizations

It is important for students to be well-rounded in their development as Christian persons, upright citizens, and academic scholars. Students are encouraged to become involved in various clubs and organizations listed below. Additional information about each club can be obtained from club officers and moderators.

Action for Africa

Campus Ministry Liturgy, Service, and Retreat Commissions

Champions for Life

Chinese Honor Society

Computer Club

Creative Writing Club
Debate
Environmental
F.I.R.S.T. Robotics
Model U.N.
MultiCultural Alliance
Newspaper
OCCRA Robotics
Optimists
SADD
Ski Club
Sociedad Honoraria Hispanica
Varsity Club

Sports

The purpose of athletics is to develop sportsmanship, leadership, responsibility, accomplishment, and satisfaction, not personal popularity, school notoriety, or winning at all costs. Representing Notre Dame Prep should be a matter of pride. The rewards are many: lifetime good friends, positive self-image, sense of belonging, spirit of cooperation, dignified acceptance of victory and defeat, formation of courage and sense of competition.

Notre Dame Prep offers a complete varsity sports program that is demanding and fair: . Every Notre Dame Prep student is encouraged to participate in one of these programs.

A varsity letter represents team contribution, service, leadership and character.

VARSIY SPORTS- MHSAA

FALL

Football
Boys Cross Country
Girls Cross Country
Girls Golf
Boys Soccer
Girls Swimming and Diving
Boys Tennis
Volleyball

WINTER

Boys Basketball
Girls Basketball
Competitive Cheer
Ice Hockey
Boys Ski
Girls Ski
Wrestling
Boys Swimming and Diving
Girls Bowling
Boys Bowling

SPRING

Baseball
Boys Golf
Boys Lacrosse
Girls Lacrosse
Girls Soccer
Softball
Girls Tennis
Girls Track and Field
Boys Track and Field

CLUB VARSITY SPORTS

Equestrian (Fall)
Dance (Fall and Winter)
Figure Skating (Winter)

CLUB SPORTS

Sideline Cheer (Fall)

SCHOOL LETTERS

Green - MHSAA Athletic Competition
Gold - Band, Chorus, Robotics,
Equestrian, Dance
White - Academic Competition:
Debate, Student Congress

Notre Dame Preparatory Student-Athlete Handbook

This is an abridged version of athletic rules and regulations. Please see the website, athletics link for the complete handbook.

PHILOSOPHY

Notre Dame Preparatory is a Catholic, college prep school committed to academic excellence and the moral foundation of its students. The athletic program is intended to reinforce the aims and goals of the academic program and is an integral part of the educational system designed to promote the physical, moral, spiritual, emotional and social development of the individual student.

It is expected that every student-athlete conduct himself/herself in a proper manner at all times. IT IS A PRIVILEGE TO WEAR A NOTRE DAME PREP UNIFORM! In all athletic situations our student-athletes are representations of this institution, and should act in a manner fitting of this responsibility. Participation in any activity in the school or community that might cause discredit to Notre Dame Preparatory will subject the student-athlete to suspension or dismissal from the team.

Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right, which can be removed at any time for failure to meet the standards and requirements of particular teams, leagues, and statewide organizations to which Notre Dame Prep belongs. To earn this privilege, a student must accept responsibilities as determined and defined by the school administration and athletic department in cooperation with the Michigan High School Athletic Association (MHSAA).

ACADEMIC PHILOSOPHY

As academics are the primary reason our student-athletes are a part of our institution, parents, teachers and coaches are urged to consistently provide guidance and encouragement to student-athletes to continually improve their academic standing. The following eligibility requirements represent a minimum standard; it must be remembered that these are established to include a wide range of both potential and achievement and are not intended as final goals.

ACADEMIC REQUIREMENTS

The eligibility requirements of the MHSAA shall be followed.

In addition, academic standing is reviewed by the administration at the conclusion of every 6-week marking phase.

1. Any student with two (2) F's is ineligible for practice and competition until cleared by the administration. Students will be meet with counselors to design overall academic improvement plans and commit to the plan in place for the student's academic recovery. Reinstatement may be considered at the discretion of the Vice Principal upon evidence of overall academic improvement at the next scheduled grade review.

2. Any student with three (3) D grades OR one (1) D grade and one (1) F grade may be withheld from competition if no progress is made within a two week period (determined by administration). Students may continue to practice with the team. After a two week period of review, reinstatement may be considered at the discretion of the Vice Principal upon evidence of overall academic improvement at the next scheduled grade review.
3. Any student with two (2) D grades OR one (1) F grade will be required to meet with a counselor to design a plan for academic improvement. Student may be removed from practice and/or competition at the discretion of the Vice Principal based on student's continued overall improvement at the next scheduled grade review.
4. In accordance with Regulation I Section 8 Interpretation 57 of the MHSAA Handbook, pre-check or monitoring of grades prior to phase reports **may or may not** determine eligibility: *"Schools may implement a 'pre-check' or 'monitoring' of grades that precedes the actual formal current academic records check if this pre-check/monitoring process is distinguished by written school policy from the formal eligibility check. An unsatisfactory formal eligibility check must result in a period of ineligibility as required under this Section."*

MHSAA ELIGIBILITY

1. Student-athletes must be registered students in good standing at Notre Dame Prep.
2. Students who have attended or practiced with any other high school are subject to MHSAA rules and regulations regarding transfers. All student-athletes who have registered, participated in, or attended another high school athletic program must report to the athletic department for clearance before participating in any practice or scrimmage. Only student athletes who are eligible to compete are covered through the MHSAA Catastrophic Insurance Program.
3. Student-athletes should check with the athletic department before accepting any prizes, money, or gifts given to them for their appearance or participation in ANY athletic endeavor. Failure to do so may result in the student-athlete losing amateur status and eligibility in all sports sponsored by the MHSAA whether they compete in these sports on the high school level or not.

CODE OF CONDUCT

Certain characteristics exemplify qualities considered desirable in student-athletes who represent NDP.

1. Student-athletes are to be positive leaders in observing all academic, attendance, and discipline policies as a duty to school, team, and self.
2. Student-athletes are expected to maintain a courteous manner, whether at NDP or other facilities. Respect for school officials, coaches, opponents, game officials, etc...must be evident at all times.

3. Any involvement in hazing or initiation will not be tolerated.
 - a. Hazing/initiation is any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or discomfort, physical or mental, directed against a student for the purpose of being initiated into a team.
 - b. Penalties for hazing may involve suspension or expulsion from the team or athletic program.
4. Student-athletes, coaches and parents are expected to use appropriate language at all times.
5. Student-athletes are responsible for good conduct while being transported to and from events. They are always to follow directions of the driver and coach.
6. Student-athletes are to practice and play fairly, giving complete effort in all circumstances for the good of the team.
7. Student-athletes are to accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
8. Student-athletes must travel to and from any sporting event with the team in transportation provided to the school. Student-athletes not returning with the team after an athletic event must have written permission from a parent/guardian and approval from the athletic office at least one school day in advance. Student-athletes who drive themselves to athletic contests will be ineligible to participate.
9. Student-athletes must dress in a neat and acceptable manner for all events.
 - a. The school code is in effect regarding minimum standards for proper dress/hair starting from first day of practice (August) until the final day of competition (May/June).
 - b. The head coach and athletic department will designate what is appropriate dress for athletic events.
 - c. Student-athletes are allowed to wear team jerseys on game days as designated by administration, **over the NDP uniform**. All dress code requirements are outlined in the student handbook and should be followed.
 - d. Team warm-ups, team jackets, and sweatshirts are NOT team jerseys and are not to be worn during school hours.
 - e. Administration approved team shirts worn as part of the school uniform must be white, blue or green with a small logo on the front of the shirt only.
 - f. No tattoos/unusual body piercing.
 - g. Dressing for games/practices is permitted in the locker rooms only.

DISQUALIFICATION POLICY

Notre Dame Preparatory follows all MHSAA policies regarding disqualification from athletic contests. According to the MHSAA, "When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next day of competition for that team." (Regulation V, Section 3 [D] 2014-2015 MHSAA Handbook) There is a two-game suspension for the first disqualification in the sport of ice hockey. Notre Dame Prep adds **an additional game** to the MHSAA penalty and a second additional game if the disqualification comes at the end of the contest.

SCHOOL/PRACTICE ATTENDANCE

1. To participate in an athletic event or practice a student-athlete must attend school (regularly scheduled, academic classes not including study hall) for a minimum of 5 FULL ACADEMIC CLASS PERIODS on the specific day of that event or practice. On block days, student must attend THREE FULL CLASSES not including study hall to participate. To participate in a weekend game/practice the student-athlete must have attended the required class periods on Friday.
 - a. Special care should be taken on "alternative schedule" days to ensure the student-athlete attends 5 FULL academic class periods.
 - b. Allowances are made ONLY for funerals, some court appearances and unique College sponsored activities if permission is obtained from the administration two weeks PRIOR to the day in question. NOTE: A "unique College sponsored activity" is one in which the college/university is offering a "one-time" program or activity to a specified group of students on a given day. Student-athletes must present documentation indicating an invitation to attend this program/activity PRIOR to attending. The student-athlete will then be excused to attend that particular program/activity without penalty. Two-week advanced notice to the Athletic Director is required before permission MAY be granted for these events.
 - c. Student-athletes leaving school early due to illness are not to return that day for practice or games.
2. Any student-athlete repeatedly tardy or absent for his/her first scheduled class or is absent on the day following a game, match or contest, will NOT participate in his/her next scheduled event (practice or game).
3. A student-athlete who is absent from practice without permission from the coach may be suspended from the team. VACATION TAKEN DURING THE SEASON IS NOT AN EXCUSED ABSENCE FROM PRACTICE. Student-athletes who are tardy for practice are subject to the consequences set forth by the headcoach.
4. Missing practice due to any disciplinary reason will be deemed an excused absence.

5. Student Council members, who are elected to represent the student body, are excused from practice during the once weekly (Wednesday) Student Council meetings until 4:00 p.m.

CRITERIA FOR AWARDS

1. To receive a letter award, the athlete must complete the standards set forth by the head coach and athletic department for the specific sport in which they are participating.
2. All equipment issued in a student-athlete's name must be accounted for prior to the awarding of a varsity letter or certificate of participation, unless the student-athlete is still participating in that specific sport.
3. In the event of injury to a student-athlete before he/she had the opportunity to earn a varsity letter, the letter may be awarded as determined by the head coach and athletic department.
4. A senior is automatically awarded a varsity letter if he/she has completed the varsity season in good standing as a member of the squad and has met team attendance requirements.

DROPPING FROM A TEAM

When dropping from a team, an athlete must observe the following procedures or risk ineligibility for future sports:

1. Discuss the situation with the head coach.
2. Check in all equipment that was issued.
3. Pay all required fees.

If he/she wishes to change to another sport in that season, the athlete must:

- a. Do so prior to the first scheduled contest of that season.
- b. Receive permission from each of the coaches involved and the athletic department.

CHAIN OF COMMAND

Questions about any team or athletic policies should be addressed to the coach involved first, then to the head coach, and if the situation remains unresolved then to the Athletic Director.

PHYSICAL EXAMINATIONS

1. Student-athletes **MUST** have a physical examination from a doctor dated after April 15th of the previous school year. All required information and signatures must be on file in the athletic department **BEFORE** participation in ANY tryout, practice or competition.
2. When possible, arrangements will be made for doctors to do examinations at the school. The date, time and location will be announced by the athletic director.

3. Students who do not receive an examination through the school must obtain one from another physician and submit the completed card to the athletic department.

Physical examination cards may be obtained from the athletic department or can be downloaded from the athletics page of the school web site.

TRAINING RULES AND REGULATIONS COVERING STUDENT-ATHLETES

The following rules are meant to promote a healthy and moral way of life. Student-athletes who violate these rules, in or out of season, may be denied the opportunity to remain as members of an athletic team.

1. No smoking, chewing or other use of tobacco or vaping products, including e-cigarettes, on or off NDP grounds.
2. No use or distribution of any illegal drug or medicine not prescribed to the user by a licensed physician on or off NDP grounds.
3. No use of androgenic anabolic steroids or performance enhancing drugs (as defined by the NCAA).
4. The possession, use, buying or selling of alcohol is illegal for teenagers and is strictly prohibited for all student-athletes participating at NDP
5. Student athletes known to be where the illegal use of alcohol or other substances is present will be deemed guilty by association. If they stumble upon a situation where alcohol or drugs are present, they must leave immediately or risk penalty.
6. No fighting, brawling, swearing, using vulgarity on the practice field, before, during or after competition, or while traveling with the team.

Consequences for violation of training rules:

- The school Code of Conduct emphasizes the importance of personal responsibility for honesty and integrity. Athletes who fail to be truthful in initial inquiries may incur increased penalties.
- If a student or student's parent/guardian voluntarily informs school administration of a violation, the disciplinary action may be reduced.
- In a first offense, after a confirmation of a violation by student, parent/guardian, or school official, the student will not be allowed to participate in athletics (after team selection) for a **MINIMUM OF 10 DAYS to a maximum penalty of 25% of the current season or subsequent sport season.**
- If any training rule is violated while a student-athlete is out of season (including the summer) the penalty will be incurred during the next athletic season (after team selection) in which the student-athlete participates.
- A second, similar violation of these rules may result in a complete suspension from all athletic participation for a period determined by the athletic department and the administration.

Conditions for reinstatement:

In addition to serving the above suspension/probation periods, the student-athlete may be subject to the following conditions:

- Participation in a school approved treatment program (at the expense of the student/parent/guardian)
- Future random testing (at the expense of the student/parent/guardian)
- Performing volunteer service at a school approved program related to the content of the training rule violated
- Determination by the administration that the student-athlete has fully cooperated