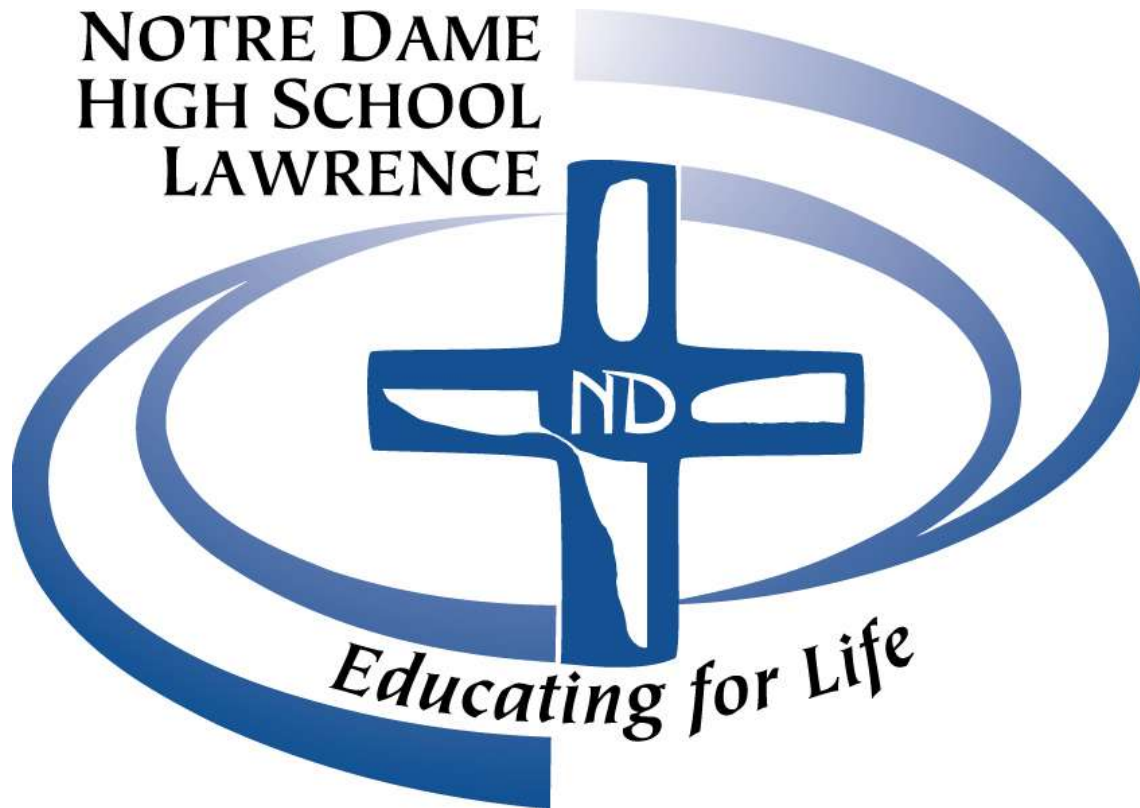


NOTRE DAME
HIGH SCHOOL
LAWRENCE



Student Handbook 2010 - 2011

Manual Del Estudiante

Administrative Offices

207 Hampshire Street

Lawrence, MA 01841

Phone: 978-689-8222

Fax: 978-689-8728



MISSION STATEMENT

OUR MISSION

In the tradition of the Sisters of Notre Dame, Notre Dame High School provides a Catholic, affordable, culturally sensitive, college preparatory education enhanced by professional work experience for young men and women from families with limited income.

OUR VISION

Notre Dame High School will be known for graduating confident, academically successful students who are spiritually rooted, intellectually curious, active community and global citizens and college graduated leaders.

OUR CORE VALUES

Goodness of God
Education for Life
Integrity
Respect
Family
Community

MISIÓN

Continuando con la tradición de las Hermanas de Notre Dame, el colegio Notre Dame High School provee una educación Católica, de preparación universitaria, sensible a las diversas culturas, económicamente asequible, fortalecida por la experiencia de trabajo profesional que proveemos para los jóvenes de familias de ingresos limitados.

VISIÓN

El colegio Notre Dame High School se dará a conocer por graduar a estudiantes líderes académicamente exitosos, curiosos por el aprendizaje, seguros de sí mismos, de valores espirituales, activos ciudadanos en su comunidad y del mundo.

VALORES

La bondad de Dios
La educación para la vida
Integridad
Respeto
Familia
Comunidad

Administrative Staff

Sr. Mary Murphy, SND, Ph.D.
President
mmurphy@ndhslaw.org

Sr. Maryalyce Gilfeather
Vice-President, Administrative Services
Interim Director of CWSP
mgilfeather@ndhslaw.org

Thomas Ryan
Principal
tryan@ndhslaw.org

James Campagna
Director of Curriculum and Instruction
xcampagna@ndhslaw.org

Valerie Cribbins
Grant Writer
vcribbins@ndhslaw.org

Gloria Diaz
Administrative Assistant
gdiaz@ndhslaw.org

Katie Durant
Interim CWSP Coordinator
kdurant@ndhslaw.org

Amy Malkemes
Director of Advancement
amalkemes@ndhslaw.org

Enid Ortiz
Dean of Students
eortiz@ndhslaw.org

Diane Patterson
Administrative Assistant
dpatterson@ndhslaw.org

Sr. Pauline Raposo, SND, M.B.A.
Business Manager
praposo@ndhslaw.org

Jane Shawcross
Associate Director of Development
jshawcross@ndhslaw.org

Willie Smith
Director of Admissions
wsmith@ndhslaw.org

Julia White
CWSP Coordinator
jwhite@ndhslaw.org

Bethany Wilk
Development/Communications Assistant
CWSP Coordinator
bwilk@ndhslaw.org

High School Program / Programa de la Escuela

Academic Requirements / *Requisitos Académicos* (Full year courses = 1 credit / *Curso del año complete = 1 Crédito*)

Credit Requirements for Graduation / *Créditos requeridos para graduación:*

Religion / <i>Religión</i>	4 Credits / 4 <i>Créditos</i>
English / <i>Inglés</i>	4 Credits / 4 <i>Créditos</i>
Writing / <i>Escritura</i>	2 Credits / 2 <i>Créditos</i>
Spanish / <i>Español</i>	2 Credits / 2 <i>Créditos</i>
Math / <i>Matemáticas</i>	4/5 Credits / 4/5 <i>Créditos</i>
Health / <i>Salud</i>	.5 Credit / .5 <i>Crédito</i>
Science / <i>Ciencias</i>	3/4 Credits / 3/4 <i>Créditos</i>
Social Studies / <i>Estudios Sociales</i>	2 Credits / 2 <i>Créditos</i>
Electives / <i>Electivas</i>	1 Credit / 1 <i>Crédito</i>
Computer Applications / <i>Computadora</i>	.5 Credits / .5 <i>Crédito</i>
Corporate Work Study / <i>Estudio Trabajo Corporativo</i>	4 Credits / 4 <i>Créditos</i>

TOTAL: 28 Credits / 28 *Créditos*

Grading Scale / *Escala de Notas*

A+ (97-100)	B+ (87-89)	C+ (77-79)	D+ (67-69)
A (94-97)	B (84-86)	C (74-76)	D (64-66)
A- (90-93)	B-(80-83)	C- (70-73)	D- (60-63)

F (any grade below 60 / *toda nota por debajo de 60*)

P (Passing / *Aprobado*) F (Failing / *No Aprobado*) I (Incomplete / *Incompleto*)

P/F grading is used only for circumstances approved by the Principal / *Esta nota es otorgada bajo circunstancias aprobadas por el Principal.*

Incompletes (I) are used in cases of excessive absences and are assigned by the administration / *Incompletos son otorgados en casos de ausencias excesivas y el Incompleto es asignado por la administración.*

Grade Point Expectations / Eligibility / *Expectativas de Promedio / Elegibilidad*

Students are expected to maintain a minimum cumulative grade point average of 2.0. If a student's GPA falls below 2.0 during any quarter, that student is on academic probation for the

next quarter. If a student has two consecutive quarters below 2.0, that student must meet with his/her parents and the principal to discuss continuing at Notre Dame.

Todo estudiante debe mantener un promedio académico de 2.0. Si el promedio del/a estudiante cae por debajo de este promedio durante cualquier trimestre, el/la estudiante será puesto en probatoria académica por el siguiente trimestre. Si el/la estudiante tiene dos trimestres consecutivos de un promedio por debajo de los 2.0, ese/a estudiante deberá reunirse con el principal y los padres para discutir la elegibilidad de continuar como estudiante de Notre Dame.

Promotion / Promoción de Grado

Students must earn all 7 credits each year to be promoted. In case of a course failure, students may arrange to attend a local summer school to maintain their class status. These arrangements must be approved in advance by the Principal. Students must pass two quarters during the school year in order to be eligible for summer school. Notre Dame does not have a remedial summer school program. Students who do not make up failed courses will not be able to continue at Notre Dame. The maximum number of summer school courses allowed to be taken is two in any given summer. Corporate Work Study credit may not be made up in summer school.

Los requisitos mínimos para aprobar un grado son tener el grado un promedio satisfactorio y no haber fracasado en dos clases. Todo estudiante debe tener un total de 7 créditos para ser promovido. El/La estudiante que no obtenga un promedio satisfactorio durante dos trimestres, en alguna de sus clases, debe asistir al curso de verano para continuar en el Colegio. La cantidad de cursos de verano son dos solamente. Notre Dame no ofrece cursos remediales durante el verano. Los créditos del Estudio Trabajo Corporativo no pueden ser re-hechos durante el verano.

Honor Roll / Cuadro de Honor

Honor Roll is posted at the end of each quarter and is based upon individual grade point averages for that quarter:

El Cuadro de Honor es anunciado al final de cada trimestre y es basado en promedio de trimestre individual.

Principal's Honor Circle	4.0 or above (no grade below A-)
High Honor Roll / <i>Alto Honor</i>	3.67 – 3.99 (90 – 94 and no C grades)
Honor Roll / <i>Honor</i>	3.0 – 3.66 (80-89/may have 1 C)

Anyone receiving more than one “C” or any “D” or “F” grades is not eligible for the Honor Roll regardless of her/ his grade point average.

El/La estudiante que reciba más de una “C” o una “D” o “F” no será elegible al Cuadro de Honor.

Student Evaluation / Evaluación Estudiantil

Notre Dame High School has four formal evaluations during the course of the year. In addition, at the midpoint of each quarterly evaluation period, academic warning notices are issued to those students whom teachers deem to be below average or in danger of falling below average before the end of the quarter. The academic warning notices are mailed home.

Notre Dame High School entregará anualmente cuatro evaluaciones formales, otorgados al finalizar cada trimestre, durante el año escolar. El colegio entregará cuatro reportes de progreso académico a la mitad de cada trimestre a estudiantes quienes están por debajo del promedio académico o en peligro de no aprobar un curso al final del trimestre. Estos cuatro reportes de progreso académico son enviados por correo postal.

Eligibility for Student Activities / Participación en Actividades Estudiantiles

Student participation in activities, sports and clubs is strongly encouraged. The purpose of any extracurricular activity, club or sport is to complement and enhance the educational experience of the students. Participation, however, is a privilege. All students involved in extracurricular activities are required to meet eligibility requirements. For the good of the student's overall academic welfare, this privilege may be revoked at any time.

Students participating in sports or any designated after-school activities must maintain a quarterly average of 2.0. In addition, students become immediately ineligible to participate if fired from their Corporate Work Study positions. An ineligible student remains as such until the next grade report. Students absent from class are ineligible to participate in any after-school activities on the day(s) of their absence(s). Students must be in attendance by the end of the Advisory Period (10:06) in order to be eligible for after school athletics and activities.

Las actividades estudiantiles enriquecen el curriculum escolar y la participación de los estudiantes en estas actividades como de deportes y/o membresía en clubs es importante. Sin embargo, el participar en dichas actividades es un privilegio. Por lo tanto, todo estudiante debe mantener unos requisitos para continuar siendo parte de su actividad.

Los estudiantes que participen en cualquier actividad y/o deporte deben obtener el promedio mínimo establecido de 2.0 durante cada trimestre. El/La estudiante que haya sido despedido de su Estudio Trabajo Corporativo perderá su elegibilidad de participar en la actividad en la que esté. El/La estudiante que esté ausente no podrá participar en ninguna actividad co-curriculares o deportivas que se ofrezca en el día de su ausencia, a menos que no llegue al colegio para las 10:06 de la mañana.

Student Services / Servicio a Estudiante

Academic Support / Apoyo Academico

The Academic Support Programs at NDHS are designed to help students who may need extra help to improve academic achievement at Notre Dame High School. These programs include before and after-school study spaces and individual or small-group tutoring. Teachers and volunteer tutors are also available by appointment. Mr. Krol and Ms. Brine coordinate the tutoring program.

El colegio ofrece el servicio de Apoyo Académico a aquellos que necesiten ayuda académica para mejorar en sus clases. Esta ayuda es ofrecida antes o después del día escolar. Puede comunicarse con el Sr. Krol o la Sra. Brine quienes son los coordinadores de este programa.

Counseling/Nursing Services / Consejería / Servicios de Enfermería

The Counseling/Nursing Departments at Notre Dame High School are committed to assisting all students and their families in meeting the demands of high school and in dealing with problems that may arise in school, at home, or in the neighborhood. Counselors assist students in understanding their abilities and interests as well as formulating and achieving realistic goals, and maintaining satisfactory personal and social adjustments. The nurse is available for emergency purposes and to consult with parents and teachers regarding the students' needs.

Los servicios de Consejería y de Enfermería del colegio Notre Dame están diseñados para ayudar a todos los estudiantes y a sus familiares a lidiar con las demandas académicas y con las situaciones que puedan tener en la escuela, en casa y/o en su comunidad.

“Eighth Period” 3:40 – 4:40 / “Octavo Periodo” 3:40 – 4:40

Students are responsible to turn in homework each day that it is assigned. Any student who has not completed a homework assignment must stay for 8th period—from 3:40 until 4:40—in order to complete that assignment. Grading of assignments that are submitted past the due date is at the discretion of the teacher. Notre Dame will call homes for students who are staying for 8th period at 3:00PM. Any student who skips 8th Period will face disciplinary action.

Todos los estudiantes son responsables de hacer y entregar sus tareas asignadas todos los días. Cualquier estudiante que no haya completado sus tareas tiene que servir el 8vo Periodo – desde las 3:40 hasta las 4:40 – en orden de completar dicha tarea no hecha. Notre Dame hará una llamada telefónica a las casas de los estudiantes que tengan servir el 8vo Periodo; esta llamada será hecha no más tarde de las 3:00 PM. El/La estudiante que no sirva su tiempo en este 8vo Periodo se encontrará con acción disciplinaria.

Computing Facilities / *Usa de Computadoras*

Students at Notre Dame High School High School have access to the school-wide communications network and the internet. To gain access to the internet, all must sign and return the internet user agreement to the Main Office.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Students and parents/guardians should be warned that some material accessible via the internet might contain items that are inaccurate or are inappropriate or potentially offensive to some people. While our intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. The school makes use of site filtering software in order to limit access to inappropriate materials available on the internet. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at Notre Dame High School.

- A. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify your teacher or the principal. Do not demonstrate the problem to other users.
 - a. Use or attempted use of the NDHS computer facilities without permission will result in cancellation of user privileges.
 - b. Illegal installation of software or tampering with existing software or system files is prohibited.
 - c. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the computer facilities at the school.
- B. **Acceptable Use** – The intended purpose of providing student access to the Internet is to support research and education in and among institutions in the United States by providing access to unique resources and the opportunity for collaborative work. All use of the computer facilities must be in furtherance of education and research and consistent with the educational objectives of NDHS.
- C. **Privileges** – Each student utilizing the computer facilities will be trained on the proper use of the Internet. Use of the computer facilities is a privilege and inappropriate use will result in cancellation of those privileges.
- D. **Netiquette** – Students utilizing computer facilities will follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite.
 - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c. Remember that illegal activities are strictly forbidden.
 - d. Do not reveal your personal address or phone number or the personal address or phone number of others.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

f. On-line gambling of any form

In addition, the following are not permitted on the network:

- Attempting to access or accessing confidential school computer files
- Stalking or harassing communications
- Sending or displaying offensive and/or pornographic messages or pictures
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another's password
- Violations of privacy and ownership such as trespassing in another person's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Using the school name or logo

All users of the computer facilities will first be required to read and sign the school's Acceptable Use Policy before they are given access to the facilities. The use of the NDHS computer facilities is a privilege not a right, and inappropriate use will result in cancellation of this privilege. In addition, violation of any conditions of use described here and in the Acceptable Use Policy may be cause for disciplinary action. The administration and system administrator(s) will determine what is appropriate and their decision is final. The administration and faculty may also request the system administrator to deny, revoke or suspend specific user rights.

El poder acceder las computadoras del colegio es un privilegio disponible para todos los estudiantes. Para mantener dicho privilegio, el/la estudiante deberá cumplir con las siguientes normas:

- *El uso de las computadoras será única y exclusivamente para propósitos educativos.*

Attendance / Asistencia

Attendance, Tardiness, and Loss of Academic Credit / Asistencia, Tardanzas y Pérdida de Crédito Académico

The school day begins at 8:00 a.m. Students must be in their classrooms to begin class by 8 a.m. Students who arrive at school at 8:00 a.m. but are not at their appropriate destination are tardy and must report to the office.

Notre Dame High School is a closed campus school. Permission is needed to be off campus between the hours of 8:00 a.m. and 3:30 p.m. Students leaving campus during school hours without permission will be subject to suspension.

Students are expected to be in class at all times. Any student who is not where she/he is scheduled to be must have a pass. This includes going to the bathroom, seeing a counselor etc. If a student is between periods and needs to see somebody, she/he must first report to the next class

and receive permission and a pass from that teacher. If a student, for example, decides to visit the restroom between periods and is then late for her/his next class, she/he will be considered tardy by that teacher.

Tardiness and absence are to be verified by a parent or guardian in order to be excused.

El día escolar comienza a las 8:00 AM. Todos los estudiantes deben estar en sus respectivos salones a las 8:00 de la mañana. Cuando el/la estudiante llega al colegio después de la hora de entrada y/o no están en su salón de clase a las 8:00 AM tendrá que reportarse a la oficina donde obtendrá una hoja de tardanza la cual es su permiso especial para entrar a su clase.

Notre Dame High School es un plantel que se mantiene cerrado durante el día escolar. Se necesita un permiso especial para estar fuera del plantel durante las horas de las 8:00 AM y las 3:30 PM. Cualquier estudiante que salga del plantel sin el permiso apropiado será suspendido.

Los estudiantes deben estar en sus respectivos salones en todo momento durante el día escolar. De no estar en su lugar asignado, el/la estudiante debe tener consigo un permiso especial. Si el/la estudiante tiene que ir a ver su consejero y/o ir al baño, por ejemplo, y es el cambio de clase, éste/a debe reportarse con su próximo/a profesor/a y recibir un permiso especial de él/ella. Si el/la estudiante decide visitar el baño durante el cambio de clases y está tarde a su próxima clase, él/ella será considerado/a tarde por su profesor/a.

Las tardanzas y ausencias serán verificadas por sus padres o guardianes para que sean excusadas.

Tardy Policy / Poliza de Tardanzas

A student is considered unexcused tardy if s/he arrives to school after 8:00 unless:

1. the student has a written note from a health care provider or
2. The student has a written letter from a parent or guardian stating that the reason the student was delayed was due to a family emergency.

El/La estudiante se considera tarde sin excusa justificada si llega a la escuela después de las 8:00 AM a menos que:

1. *el/la estudiante tenga consigo una nota del doctor o,*
2. *el/la estudiante tiene consigo una excusa de sus padres o guardianes explicando la razón de la tardanza.*

A student who is tardy for any reason except for written proof in the above two cases must remain after school for 30” detention from 3:40 to 4:10. Missing this after school obligation will lead to a two (2) full office detentions.

El/La estudiante que llegue tarde y no cumpla con ninguno de los requisitos explicados, tendrá que servir 30 minutos de detención desde las 3:40 hasta las 4:10 PM. Si el/la estudiante no cumple con esta detención, se le asignarán dos horas de detención administrativa.

Tardiness after 8:15 will be considered half an absence in the period one class. After 8:30, the student will be considered absent from class.

Las tardanzas después de las 8:15 serán consideradas como una media ausencia a la clase del primer periodo.

Excessive Absence/Tardiness and Loss of Academic Credit / Ausencias Excesivas / Tardanzas y Perdida de Crédito Académico

Absence/tardiness from class in excess of 7 per quarter will result a parent conference with the Dean of Students prior to the beginning of the next quarter. Extended absences due to illness or family emergency will be considered on an individual basis.

Ausencias y/o tardanzas sin razón justificada que excedan de 7 por trimestre resultará en una conferencia con los padres y la Decana de Estudiantes antes de comenzar el próximo trimestre escolar. Ausencias extendidas debido a enfermedad o emergencias familiares serán revisadas individualmente.

Unforeseen Absences / Ausencias Imprevistas

When a student is absent, a parent or guardian should telephone the school at (978) 689-8222 Ext. 12 before 8:30 a.m. and briefly state the nature of the absence. A phone call must be made for each day the student is absent.

Es responsabilidad de los padres informar a las autoridades del colegio en caso de ausencia de su hijo/a. En ausencia del/la estudiante, su padre o guardián debe llamar al 978-682-8222 ext. 12 antes de las 8:30 de la mañana para reportar la ausencia y explicar brevemente la razón de la misma. Se debe hacer la llamada cada día que su hijo/a esté ausente.

Foreseen Absences / Ausencias Previstas

A foreseen absence requires that a parent or guardian write a note to the Principal/Dean of Students, at least one week in advance, in order to notify the teachers. The Principal/Dean of Students will then issue a note that the student must show to all her/his teachers. Upon returning to school the student must report to the office to obtain an admit slip. Whether an absence is foreseen or unforeseen, the student is responsible to find out what work they missed and make up that work in a timely manner.

En caso de Ausencias Previstas, es responsabilidad de los padres informar al Principal/ Decano de Estudiantes, por lo menos con una semana de anticipación, para así notificar a los profesores de su hijo/a. El Principal/Decano de Estudiantes le dará a su hijo/a una hoja de Ausencias

Previstas la cual será mostrada a sus profesores. Al regresar al colegio luego de una ausencia prevista, el/la estudiante debe reportarse a la oficina donde obtendrá un permiso de ingreso.

Total Absence Policy / Poliza de Ausencias en Total

If a student accumulates 30 or more absences for any reason in a given class, the student will not receive credit in that class unless an exception is made by the Principal.

Si un estudiante acumula 30 o más ausencias por cualquier razón en alguna clase, el/la estudiante no recibirá crédito en esa clase; el Principal tomará la última decisión con respecto excepciones.

Early Dismissal from School / Recoger a su Hijo/a Antes de Hora de Salida

If a student is to be released early, a parent or guardian should send or call the Dean of Students, Mrs. Enid Ortiz (Ext. 12) explaining the circumstances. If an unforeseen circumstance requires that a student leave school early, a phone call from a parent/guardian is acceptable; however, the procedure for an unforeseen absence should be followed. When students are dismissed early, they are marked absent in any classes they miss, and these absences accrue and can endanger a student's ability to earn credit for those classes (see Excessive Absences above). **Parents are requested to schedule medical and dental appointments during non-school and non-CWS hours.** Vacations, college visits and other such activities should be scheduled after reviewing the school calendar so as not to conflict with school attendance.

*Los padres o guardianes de los estudiantes no deben recoger a sus hijos durante el día escolar sin antes llamar a la Decana de Estudiantes, Sra. Enid Ortiz (Ext. 12) explicando la razón de la salida. En caso de la salida del colegio antes de la hora de salida, se debe recordar que su hijo/a será marcado ausente en las clases a las que no asistirá y estas ausencias podrían resultar en pérdida de crédito (ver Ausencias Excesivas). **Se le pide a los padres que hagan citas medicas u dentales después de la escuela y en días que no son parte del Estudio Trabajo Corporativo.** Las vacaciones, visitas a universidades y/u otras actividades deben ser establecidas después de revisar el calendario escolar para que no haya ningún conflicto.*

Extended Holidays / Días Feriados Extendidos

Notre Dame does not sanction extended holidays. If parents choose to extend a vacation beyond what the school calendar allows, they are jeopardizing their child's grades. Each student is responsible for initiating the makeup process upon his or her return.

Notre Dame no sanciona los días feriados extendidos. Si los padres deciden extender sus vacaciones más allá de lo que el calendario tiene, ponen en riesgo las notas de sus hijos. Cada estudiante es responsable de hacer el trabajo perdido durante su ausencia extendida.

Illness at School / *Enfermedad en la Escuela*

If a student becomes ill at school, the student should ask permission to go to the office. An adult will then escort that student to the nurse. If it is determined that the student should not remain at school, a call will be made to the parent/guardian in order to release the student to her/his care. If a parent/guardian or emergency contact cannot be reached, the student will remain in the nurse's office until the end of the day or until someone can be reached. Students are marked absent from classes if they are with the nurse or in the office.

Si algún estudiante se enferma durante el día escolar, él/ella debe pedir permiso para ir a la oficina. Un adulto lo acompañará a la enfermera y los padres serán llamados en caso de que éste/a tenga que ser recogido. Si los padres no son contactados, el/la estudiante se mantendrá en la oficina de la enfermera por el resto del día y será marcado ausente hasta que los padres sean contactados.

Code of Conduct / *Código de Conducta*

Student Rights and Responsibilities / *El Derecho y Responsabilidades del Estudiante*

As members of the Notre Dame High School Community, all of us have the following rights and responsibilities and are subject to the following expectations:

1. We all have the right to our emotions, opinions, ideas, and learning perspectives. Thus, we also have the responsibility to express ourselves appropriately and constructively and to actively listen to others' viewpoints.
2. We all have the right to be free from physical harm and from the fear of physical harm on school property. Thus, we also have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways.
3. We all have the right to a school environment free of all forms of discrimination and harassment. Thus, we also have the responsibility to monitor our own actions as well as report instances of discrimination and harassment perpetrated against others.
4. We all have the right to our own spirituality. Thus, we also have the responsibility to be tolerant of the beliefs of others, and we are expected to participate in all religious activities of the school.
5. We all have the right to a challenging learning climate that will allow us to realize our academic potential. Thus, we also have the responsibility to come to each class on time with the proper materials and to be prepared mentally to learn each day. We have the responsibility to protect each person's right to this learning climate.
6. We all have the right to a clean school environment. Thus, we also have the responsibility to contribute to the cleanliness and beauty of the school environment.

Como miembro de la comunidad de Notre Dame High School, tenemos los siguientes derechos y responsabilidades y estamos sujetos a las siguientes expectativas:

- 1. Tenemos el derecho de expresar nuestras emociones, opiniones, ideas y perspectivas de aprendizaje.*
- 2. Tenemos el derecho de estar libres de cualquier daño físico y/o miedo en el plantel escolar.*
- 3. Tenemos el derecho de tener un ambiente libre de todo tipo de discriminación y acoso.*
- 4. Tenemos el derecho a nuestro propio espiritualismo.*
- 5. Tenemos el derecho a un ambiente lleno de desafíos de aprendizaje en el cual podamos llegar a nuestro máximo potencial académico.*
- 6. Tenemos el derecho de tener un ambiente limpio en la escuela.*

Student Discipline / Disciplina Estudiantil

Notre Dame recognizes that its primary obligation to its students is to maintain a safe learning environment. In order to carry out this critically important obligation, Notre Dame has adopted a discipline policy, which gives the Administration authority to impose five (5) distinct forms of discipline. These forms of discipline include: detention, probation, short-term suspension (10 school days or less), long-term suspension (11 school days or more) and expulsion.

The manner of discipline shall be at the discretion of the administrator and shall depend on the nature of the offense as well as the student's discipline, academic and attendance record. This disciplinary policy gives the administration a full range of authority to prevent, address and punish student behavior that is not conducive to an educational environment. These rules shall apply to all student conduct on school grounds (before, after, or during school), on school vans, and in any activity or function at which the school is involved. These rules may also apply to those activities that start in school and continue off school premises. In some instances the school retains the right to impose discipline on students' activities that occur off school premises and are unrelated to school activities. Student discipline shall be imposed subject to certain due process rights as stated below.

Notre Dame reconoce que su obligación primaria a sus estudiantes es el de mantener un ambiente de aprendizaje seguro. Para llevar a cabo esa obligación, Notre Dame ha adoptado una póliza de disciplina, en la que otorga a la administración la autoridad de imponer cinco distintas formas de disciplina. Estas formas son: detención, probatoria, suspensión de corto tiempo (10 días escolares o menos), suspensión de largo tiempo (11 días escolares o más) y expulsión.

La manera de disciplina será a discreción de la administración y dependerá de la naturaleza de

la ofensa incluyendo la disciplina del estudiante, lo académico y el récord de asistencia. Esta póliza de disciplina otorga a la administración una gama de autoridad para prevenir, discutir y otorgar el debido castigo al/a la estudiante. Estas reglas serán aplicadas a todos los estudiantes que estén en el plantel escolar (antes, durante, y/o después de clases), en la transportación de ida y/o venida al colegio de regreso del trabajo y cualquier actividad que se lleve a cabo en el colegio. En algunas circunstancias el colegio mantiene el derecho de imponer disciplina en actividades estudiantiles que se lleven a cabo fuera del plantel escolar.

General Guidelines / Directrices Generales

The foundation of Notre Dame's discipline policy lays in respecting the God-given dignity of every human being. Actions that violate this God-given dignity, whether it is harassment or verbal abuse, will not be tolerated and are subject to disciplinary referral. Students are to be respectful and courteous to one another and to all school personnel and visitors. Mature and appropriate behavior is expected at all times.

Examples of inappropriate behavior that may lead to disciplinary action include but are not limited to: profanity and/or vulgarity, the initiating or spreading of disparaging gossip or comments either verbally or electronically, bullying, classroom disruption, running, bumping, pushing others, knocking books out of others' hands, shouting, throwing snowballs on school property or areas surrounding the school, littering, leaving school grounds during the day, and others at the discretion of the administration.

Students attending athletic events are expected to behave at all times in a respectful manner and to demonstrate good sportsmanship. Disrespect and/or ridicule of opposing teams or officials will not be tolerated. If students misbehave at a school-sponsored event or athletic event, home or away, they will have to leave the event, and may be subject to further disciplinary action.

While Notre Dame does not wish to regulate the private lives of its students during non-school hours, it does have a legitimate interest in the conduct of its students that may impact the name and reputation of the school and its student body. Consequently, behavior at school or away from school inconsistent with Christian moral standards or in violation of the law may require disciplinary action by the school. A student may be subject to disciplinary action for any conduct that is detrimental to the common good, threatening, harmful, or offensive to other students and staff, or is of such a nature as to jeopardize the good name of the school.

Notre Dame High School further retains the right to impose immediate disciplinary action against students whose continued presence the administration believes poses a threat to the safety, security and welfare of other students, staff or other persons in the school.

The code which follows applies to any student:

- who is on school property
- who is at work or en route to or from work or school
- who is engaged in any school activity

- whose conduct at any other time or place influences maintaining school order and discipline, protecting the safety and welfare of others or damaging the reputation of Notre Dame High School.

El código de disciplina se aplica a todo estudiante:

- *quien esté en el plantel escolar*
- *quien esté en su trabajo o de camino hacia el trabajo o regreso al colegio*
- *quien esté en cualquier actividad escolar*
- *quien su conducta ponga en riesgo la reputación de Notre Dame High School*

Responsible and Thoughtful Conduct / Conducta Responsable y Cuidadosa

Each student at Notre Dame High School is expected to exhibit respectful and courteous behavior at all times, to each other and to all school personnel and guests. Respectful behavior is evident in word choice, actions, and tone of voice. In addition, each student is expected to:

- respect personal, school, and other's property
- have required materials and complete homework assignments on time
- adhere to classroom procedures
- do one's own homework and class work
- use only appropriate language on school property
- be attentive and respectful, particularly during school assemblies
- be respectful of classroom and office activity and teachers preparing classes
- keep conversation volumes to appropriate levels during passing periods

Para que haya aprendizaje, es obligatorio tener un buen comportamiento y una disciplina adecuada en los salones de clases. Es de esperar que todo estudiante de Notre Dame High School exhiba respeto y un comportamiento cortés todo el tiempo el uno con el otro, a todo el personal y visitantes del colegio. El comportamiento respetuoso es evidente en el uso de palabras, acciones y tono de voz. Adicionalmente, cada estudiante debe:

- *respetar el personal, la escuela y la propiedad de otros*
- *tener todo el material para clases y completar tareas asignadas a tiempo*
- *seguir los procedimientos de la clase*
- *hacer su propia tarea y/o trabajo escolar*
- *usar lenguaje apropiado en el plantel escolar*
- *estar atento y respetar, particularmente durante las asambleas*
- *ser respetuoso en el salón de clase, en las oficinas y mientras los profesores preparan clases*
- *mantener el volumen de voz a un nivel apropiado durante conversaciones y cambios de clases.*

Policy on Electronic Devices, Including Cell Phones / Pólizas de Equipos Electronicos

Except at advisory and during lunch, students are not allowed to use any items that are considered electronic devices during school hours. They may not be visible. Items that teachers see or hear anywhere within the school buildings will be confiscated. If an item is confiscated

by any staff member, it will be held and logged by an administrator, from whom it must also be retrieved. Any student who refuses to give an item to a teacher will be sent to the office immediately. We recommend that students not carry electronic devices of any kind while at school. NDHS does not take responsibility for any item which is lost or stolen.

El uso de equipos electrónicos (teléfonos celulares, MP3, IPod, etc) no pueden ser usados durante el día escolar con la excepción del periodo de receso y en el almuerzo en la cafetería solamente. El equipo electrónico no debe ser visto y/o escuchado en ningún momento. Los equipos que son confiscados por un profesor y/o personal del colegio serán dados al Decano de Estudiantes y podrá ser recogido al finalizar el día escolar. Recomendamos que los estudiantes no lleven consigo ningún equipo electrónico mientras están en el colegio. NDHS no se hace responsable por equipo perdido.

Academic Honesty / Honestidad Académica

Cheating of any kind will result in a 0 for the assignment, a two hour detention, and parents notified for the first infraction. Subsequent infractions will lead to further disciplinary action.

Some examples of cheating include:

1. Copying or allowing others to copy homework, tests, quizzes, projects or any other form of assignment
2. Using any unacceptable aid to obtain answers
3. Plagiarism
4. Sharing of tests or answers
5. Use of teacher's editions of texts or other materials
6. Any other type of sharing work and passing it off as your own

La deshonestidad o el engaño académico, o sea el adquirir o compartir respuestas, resultará en cero en la tarea asignada, dos horas de detención y los padres serán contactados durante la primera infracción. Próximas infracciones llevarán consecuencias de disciplina más severas.

Algunos ejemplos de adquirir respuestas o de copiar incluyen:

1. Copiar y/o permitir copiar tarea, examen, prueba, proyectos o cualquier tarea asignada
2. Usar ayuda no aceptada para obtener respuestas
3. Plagio
4. Compartir preguntas y/o respuestas de/en un examen
5. Usar ediciones de profesores u otro material de profesorado
6. Compartir cualquier otro trabajo y entregar trabajo como si fuese hecho por él/ella mismo/a.

An Act Relative to Bullying in Schools

Signed into law May 3, 2010

Definition and Prohibition of Bullying

Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- Causing physical or emotional harm to the other student or damage to his or her property;
- Placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- Creating a hostile environment at school for the bullied student;
- Infringing on the rights of the other student at school; or
- Materially and substantially disrupting the education process or the orderly operation of a school

Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communication or the posting of electronic material that may be accessed by one or more persons.

This new law prohibits bullying:

- At school and at all school facilities;
- At school-sponsored or school-related functions, whether on or off school grounds;
- On school buses and school bus stops
- Through the use of technology or an electronic device owned, licensed or used by a school; and
- At non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

Disciplinary Actions / Acciones Disciplinarias

Detention / Detención

Detentions at NDHS are of two types: teacher detentions and after-school detentions. Teachers and administrators issue detentions for a variety of rule infractions. Students receive 24 hours notice of administrative detentions of more than 10 minutes. Tardy detentions are 30” in length and are served on the day of the tardiness. Students must be in dress code, are to be prompt and must bring books to read. After school employment and/or athletics and extracurricular activities will not be acceptable reasons for missing detention. The Principal or Dean of Students may assign “administrative detention” for violations of the school’s disciplinary code, school policies or school procedures. **If a student fails to report to an assigned school detention, a second two – hour detention will be assigned. Failure to attend to either one of the two hours will result in a one day suspension. Three (3) days of accumulated suspension for missing assigned detention will result in probation for the remainder of the year.**

La detención de NDHS tiene dos tipos diferentes: detención dada por profesores y detenciones asignadas de una hora. Los profesores y administración asignan detención por el rompimiento de reglas. Los estudiantes reciben una notificación de 24 horas para detenciones de más de 10 minutos. Las detenciones por tardanza son de 30 minutos y son servidas el mismo día de la tardanza. Los estudiantes asignados a detención tienen que estar bajo el código de uniforme, llegar a tiempo y traer un libro para leer mientras sirven su detención. Excusas por trabajo y/o actividades deportivas después de la escuela no son aceptadas para no asistir a la detención asignada. El Principal y/o la Decana de Estudiantes pueden asignar “detenciones administrativas” a estudiantes por romper el código de disciplina, políticas de la escuela y/o procedimientos escolares.

After-School Detention / Detención Después de la Escuela

Students who receive after-school detention will serve from 3:40 – 4:40 on the day it is assigned. These lists will be posted. Mrs. Ortiz will call parents when students are assigned detention and all attempts will be made to serve detention within 24 hours.

Los estudiantes que son asignados a detención de una hora servirán la misma desde las 3:40 hasta las 4:40 de la tarde. La lista será anunciada, la Decana de Estudiantes hará una llamada a los padres para informarles de la detención de su hijo/a y se hará lo posible para que éstos sirvan dicha detención sea servida dentro de las primeras 24 horas de la infracción.

Teacher Detention / Detencion asignada por Profesores

A teacher may issue a student a teacher detention. If a teacher needs to see a student for less than 15 minutes after school, a teacher may ask to see a student that same day. If a teacher requires more than 15 minutes with a student, 24 hours notice will be given to that student. Skipping a teacher detention will result in an office referral.

Un/a profesor/a puede asignar detención de 15 minutos a un estudiante después de la escuela el mismo día de la infracción. Esta detención no requiere la llamada a los padres ya que es de 15 minutos. Sin embargo, si la detención fuera de más de esos minutos, entonces se le dará 24 horas de notificación a los padres.

Probation / Probatoria de Comportamiento

Students may be placed on Disciplinary Probation. A probationary contract is a written agreement among the student, family and school addressing problematic behavior of the student in such areas as attendance, tardiness, dress code, CWS performance, etc. Such contracts may be drawn up at the beginning of school year or during a given school year. The contract outlines the specific expectations for continued attendance at Notre Dame and is signed by the student, parents and school officials. One copy will be kept on file and one copy will be given to the family. The contract is meant as a final warning. A student who violates the terms of her/his contract may face immediate dismissal. Refusal to agree to the terms of the contract will result in the student being asked to withdraw from Notre Dame.

Los estudiantes pueden ser puestos en Probatoria de Comportamiento en la cual se firma un acuerdo entre el estudiante, su familia y la administración de la escuela estipulando la necesidad de la mejoría de un comportamiento repetido del/ la estudiante ya sea en: asistencia, tardanzas, código de vestimenta, desarrollo en el Estudio Trabajo Corporativo, etc. Este contrato de comportamiento indica que es el último aviso ofrecido para mejorar. Ya una vez el contrato firmado por todos se mantiene una copia en el expediente acumulativo del/ la estudiante y una copia se le entrega a los padres. Si el/la estudiante falta a una de las cláusulas del contrato, será dado de baja del colegio inmediatamente.

Suspension / Suspensión

Students may be subject to suspension for a given number of school days. A student who is suspended may not be on school property or attend any school activities. The suspension serves as a warning that any subsequent inappropriate behavior may be cause for further disciplinary action, including dismissal from Notre Dame.

Examples of student conduct which may lead to immediate out-of-school suspension or expulsion include but are not limited to the following:

1. possessing, supplying, and/or using tobacco;
2. gambling;
3. truancy;
4. forgery or plagiarism;
5. vandalism
6. cutting class;
7. physical play or fighting;
8. chronic tardiness or chronic unexcused absences
9. bullying and harassment;
10. use of inappropriate language; and

11. refusal to follow the directions of a teacher or other school staff member

If a student is in a leadership position (e.g. Class officer, Ambassador, team captain) and gets suspended from school, that student will no longer be allowed to maintain their position.

Los estudiantes pueden ser suspendidos por algún número de días asignados por la administración. El/La estudiante que quede suspendido no podrá estar en el plantel escolar y/o participar en ninguna actividad co-curricular mientras esta en la suspensión. Esta suspensión indica que si la infracción ocurre nuevamente el/la estudiante será dado de baja inmediatamente del colegio.

Ejemplos de conducta las cuales conllevarían a una suspensión inmediata o expulsión:

- 1. posesión, distribución, intercambio y/o uso de tabaco;*
- 2. apuestas;*
- 3. ausencias injustificada sin el conocimiento de los padres;*
- 4. falsificar documentos y/o plagio;*
- 5. vandalismo, dañar o destruir propiedad del colegio;*
- 6. faltar a una clase sin justificación;*
- 7. incitar, participar o intentar pelear con otro estudiante;*
- 8. crónicas ausencias y/o tardanzas sin justificación;*
- 9. acoso a otros*
- 10. uso de lenguaje o gestos vulgares u obscenos*
- 11. no obedecer las instrucciones de un/a profesor/a o miembro del personal del colegio.*

Si el/la estudiante que ha sido suspendido/a y es parte de algún grupo de liderazgo en el colegio, su título será revocado inmediatamente.

Expulsion / Expulsión

Expulsion is a permanent removal from the school. A student will be subject to expulsion for any conduct at school or away from school that is of such a nature as to jeopardize the good name of Notre Dame.

Examples of student conduct which may lead to expulsion include but are not limited to the following:

1. Malicious mischief (the purchase, use or possession of smoke bombs, pepper gas, mace or any other substance that can disrupt the normal operation of the school or in any way cause harm to the school or its personnel, vandalism and destruction of school property)
2. Gang membership and/or gang-related behavior
3. Possession of weapons, firearms, or explosives. Weapons shall include any item which could reasonably cause bodily harm and specifically includes knives, guns, brass knuckles, billy-clubs, look-a-likes, or any other item (such as bats, pipes, sticks, etc.) if used or intended to be used to cause bodily harm. School officials shall report weapon violations to the local police.
4. Possessing, supplying, buying, or using alcohol , drugs or paraphernalia

5. Threats against staff or students
6. Theft
7. Assault or battery upon students or staff

La expulsión es dar de baja inmediatamente al/ a la estudiante del colegio. Un/a estudiante podrá ser expulsado/a por alguna conducta en o fuera del plantel escolar la cual ponga en riesgo la reputación de Notre Dame High School.

Los siguientes son algunos ejemplos, pero no limitados, de razones para una expulsión:

1. *Comportamiento malicioso la cual impida la operación normal del colegio y/o que cause daño al colegio y/o al personal, vandalismo y destrucción de propiedad del colegio.*
2. *Membresía de una ganga y/o comportamiento semejante/ relacionado con una ganga*
3. *Posesión de objetos peligrosos, armas, fuegos artificiales, aparatos destructivos o cualquier otro instrumento que pueda causar danos corporales. La administración del colegio notificará a las autoridades esta ofensa.*
4. *Posesión, distribución, intercambio y/o venta de alcohol, drogas ilegales o artículos relacionados con droga.*
5. *Amenazas en contra de profesores, miembro del personal del colegio y/o estudiantes.*

Student Due Process / Procedimiento para Adoptar Acciones Disciplinarias Contra Estudiantes

Short-Term Suspension / Suspensión a Corto Plazo

Before receiving a short-term out-of-school suspension (consisting of ten (10) days or fewer, a student is entitled to:

1. verbal notice of the offense(s);
2. a verbal explanation of the evidence; and
3. an opportunity to present his/her side of the story to a school administrator.

The school may impose a short-term suspension while long-term suspension procedures or expulsion procedures are in process.

Antes de recibir una suspensión a corto plazo de 10 días o menos, el/la estudiante recibirá:

1. *un aviso verbal de la ofensa;*
2. *una explicación verbal de la evidencia; y*
3. *una oportunidad de presentar su versión de lo acontecido a un administrador del colegio.*

El colegio puede asignar una suspensión a corto plazo mientras el proceso de una suspensión de largo plazo o expulsión está en proceso.

Long-Term Suspension/Expulsion / Suspensión de Largo Plazo/ Expulsión

Before receiving a long-term suspension (11 days or more) or expulsion, the student will be

provided:

1. a written notice of the offense(s);
2. a hearing before the Principal;
3. the right to be represented by a lawyer or advocate (at student expense);
4. reasonable time to prepare for the hearing (generally a minimum of three (3) school days);
5. an explanation of the evidence;
6. the opportunity to present witnesses and evidence on the student's behalf; and
7. a prompt written decision.

Antes de recibir una suspensión de largo plazo de 11 días o más, o expulsión, el/la estudiante será proveído con lo siguiente:

1. *un aviso dado por escrito de la/s ofensa/s;*
2. *una entrevista con el principal;*
3. *el derecho de ser representado/a por un abogado (el estudiante corre con los gastos);*
4. *tiempo razonable para prepararse para la entrevista (generalmente un mínimo de 3 días escolares);*
5. *una explicación con la evidencia;*
6. *La oportunidad de presentar testigos y/o evidencia para el bien del/ de la estudiante;*
y
7. *una carta con la decisión por escrito.*

Appeal of Expulsion / Apelación a la Expulsión

Any student who is expelled from the school shall have the opportunity to appeal the decision to the President of Notre Dame. The student shall have five (5) days from the receipt of notice of expulsion in which to give written notice of his/her appeal to the President.

El/ La estudiante que haya sido expulsado/a del colegio tiene la oportunidad de apelar la decisión con la Presidente de Notre Dame. El/La estudiante tiene cinco días desde que recibe la notificación de expulsión para dar una notificación escrita de su apelación a la Presidente.

Sexual Harassment Policy/ Póliza de Acoso Sexual

Notre Dame School is committed to maintaining an academic environment that is free of discrimination. In keeping with this commitment, sexual harassment of students, faculty, or staff by anyone, including any supervisor, co-worker, faculty, staff, student or visitor to the school will not be tolerated.

Sexual harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's gender. The school will not tolerate harassing conduct that affects tangible academic or job benefits, that interferes unreasonably with an individual's academic or work performance, or that creates an intimidating, hostile or offensive academic or work environment.

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act, a violation of Title IX of the Education Amendments of 1972 and a violation of Massachusetts General Laws C. 151, Sec. 4B. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when (1) submission to the conduct is an explicit or implicit term or condition of aid, benefit, services, treatment, education or employment; or (2) submission to or rejection of the conduct is used as a basis for an academic or employment decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive educational environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.

All faculty, students, and staff are responsible to help assure that we avoid harassment. If you feel that you have experienced or witnessed harassment, you are to notify immediately the Dean of Students, Mrs. Enid Ortiz, who is the hearing officer for sexual harassment for the school. The school forbids retaliation against anyone for reporting sexual harassment, assisting in making a sexual harassment complaint, or cooperating in a sexual harassment investigation.

The school's policy is to investigate all such complaints thoroughly and promptly. To the fullest extent practicable, the school will keep complaints and the terms of their resolution confidential. Only those who have an immediate need to know, including the hearing officer, the alleged victim, the alleged harasser and any witnesses, will or may find out the identity of the complainant. All parties contacted in the course of investigation will be advised that all parties involved in a charge are entitled to respect and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint or who has provided evidence in connection with a complaint is a separate actionable offense as provided in the Schedule of Penalties. If an investigation confirms that harassment has occurred, the School may take corrective action, including disciplinary action, up to and including immediate termination of employment, and for students up to and including expulsion, as is appropriate and as is listed in the Schedule of Penalties for misconduct.

Notre Dame High School está comprometido en mantener un ambiente académico libre de acosos ni discrimin. Los actos de acoso sexual por parte de empleados o estudiantes del colegio, o de personas que tengan relación con el colegio y con quienes un estudiante o empleado puede interactuar para cumplir sus responsabilidades escolares o laborales, constituye una violación la cual no es tolerable ni aceptada y expone al individuo que comete esta ofensa a sanciones y/o medidas disciplinarias que incluyen la expulsión de los estudiantes y el término de contrato de los empleados.

Para fines de esta política, el acoso sexual se define como propuestas sexuales no bienvenidas, solicitud de favores sexuales y otras conductas verbales, no verbales o físicas de naturaleza sexual cuando:

- *El sometimiento a esa conducta es expuesto en forma explícita o implícita como término o condición para la condición laboral o académica del individuo o,*
- *El sometimiento o rechazo de esa conducta por parte de un individuo es usado como base para las decisiones laborales o académicas que afectan a ese individuo o,*
- *Esa conducta tiene el propósito o efecto de causar una interferencia irrazonable con el desempeño del individuo o crea un ambiente hostil, intimidatorio u ofensivo.*

El acoso sexual puede incluir entre otras conductas: insinuaciones sexuales, acoso verbal, como epítetos, difamaciones o comentarios degradantes; acoso físico, interferencia física con el movimiento o trabajo de otra persona o acoso visual como caricaturas, dibujos, pósters o graffiti degradantes.

Se prohíbe el acoso sexual contra personas del mismo sexo y contra individuos del sexo opuesto. El acoso sexual se determina únicamente por la perspectiva de la víctima, según lo determina el estándar de cómo una persona razonable del mismo género/posición interpretaría el incidente.

Todo empleado y/o estudiante son equitativamente responsables de ayudar a prevenir el acoso. Si se encuentra o ha visto a alguien en esta situación, debe informar inmediatamente a la Decana de Estudiante, la Sra. Enid Ortiz, quien es la persona encargada de lidiar con los acosos en el colegio.

Para traducción más detallada y/o preguntas de esta Póliza de Acoso Sexual, comuníquese con la Sra. Enid Ortiz al 978-689-8222 Ext. 12.

Notification Procedures

All complaints of sexual harassment will be investigated and resolved fairly, equitably, and promptly.

In determining whether an alleged incident constitutes sexual harassment, the hearing officer is vested with the authority and responsibility for investigating and processing all sexual harassment complaints in accordance with the guidelines contained herein. The hearing officer will compile a written report, which, together with the investigation file, will be shown to the complainant upon request within a reasonable time. The hearing officer is empowered to recommend remedial measures, based upon her investigation, to the President.

Any member of the school community who believes that he/she has been subjected to sexual harassment, or any person who has witnessed sexual harassment, is to report the incident to any administrator or to the President who will contact the hearing officer.

It is important to note that by law, the alleged victim defines sexual harassment. Therefore, in order to protect the rights of both parties, it is important that the alleged victim make it clear to the alleged harasser that the behavior complained of is bothering him or her. Having both parties meet with the hearing officer for the purpose of quickly resolving the problem can do this. If the alleged victim does not agree to meet with the alleged harasser, or the alleged harasser does not agree to meet with the alleged victim, the alleged victim will then write a letter to the alleged

harasser. The Hearing Officer will assist the alleged victim, when necessary, in drafting the letter. The letter must give the following information:

- an exact description of the behavior including when and where it occurred;
- how the behavior made the alleged victim feel;
- a request to stop the behavior because it is sexual harassment and against the law; and
- a promise that if the behavior stops and no retaliation will occur, then nothing more will be said and no further action will be taken.

The letter, to be signed by the alleged victim, will indicate that the Hearing Officer will keep a copy. The letter will be hand-delivered to the alleged harasser by the hearing officer. It is intended that either of the above actions will put a stop to the harassment but if it does not, there is now a basis for taking further action.

In cases of sexual harassment requiring a formal investigation to determine whether or not the accusation is justified, every attempt will be made to have a supportive staff member of the same sex as the alleged accuser present at all discussions about the case with the accuser.

The school's goal is to stop offensive behavior. Students and staff will be informed of the law and the steps the school has taken to ensure that the purpose of this policy is being met.

At any time during the hearing process or in the case of sexual harassment where the alleged victim complains of severe emotional and/or physical harm, a hearing before the President may be requested by the parties or by the hearing officer. The purpose of the hearing will be to determine whether the school's policy on sexual harassment has been violated and if so, the President will determine what the consequences of the violation will be according to the Schedule of Penalties.

Schedule of Penalties for Misconduct

The following schedule of penalties applies to all violations of the school's sexual harassment policy.

Where progressive discipline is provided for, each instance of conduct violating the policy moves the offending employee or student through the steps of disciplinary action. In other words, it is not necessary for an employee or student to repeat the same precise conduct in order to move up the scale of discipline.

A written record of each action taken pursuant to the policy will be placed in the offending employee's personnel file or in the offending student's academic file. The record will reflect the conduct, or alleged conduct, and the warning given, or other discipline imposed.

- A. Assault - Any employee's or student's first proven offense of assault of a sexual nature will result in the dismissal of an employee or in the expulsion of a student.
- B. Other Acts of Harassment - An employee's or student's commission of acts of sexual harassment other than assault will result in non-disciplinary oral counseling upon the

alleged first offense, written warning, suspension or discharge upon the first proven offense, depending upon the nature and severity of the misconduct, and suspension or discharge upon the second proven offense, depending on the nature and severity of the misconduct.

- C. Retaliation - Alleged retaliation against a sexual harassment complainant will result in non-disciplinary oral counseling. Any form of proven retaliation will result in suspension or discharge of the teacher, staff member or student upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.
- D. Supervisors- The commission by a supervisor, or by a student authorized to perform in a supervisory role, of acts of sexual harassment (other than assault) with respect to any other employee or student under that person's supervision will result in non-disciplinary oral counseling upon alleged first offense, final warning or dismissal for the first proven offense, depending upon the nature and severity of the misconduct, and discharge for any subsequent offense.

Students' Rights Regarding Discrimination and Sexual Harassment

It is the policy of the Notre Dame High School to ensure equal educational opportunities, employment policies, and activities regardless of race, color, sex, religion, national origin, sexual orientation or handicapping condition, in compliance with Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, Section 504 of the Rehabilitation Act of 1973, Title VII of the 1964 Civil Rights Act, and Mass. General Law C.151, Sec. 4B.

All students enjoy the right to be free from discrimination based on race, national origin, religion, gender, sexual orientation or disability. Such discrimination may take the form of verbal or physical attacks on students directed at their racial, ethnic or religious background, of their physical or mental disability, and various forms of sexual harassment. Whatever form discrimination may take, students can be assured that the President, administration and staff are here to help and protect against unfair or unjust treatment.

Notification Procedures

Any student who believes his/her rights may have been violated under Title VII of the Civil Rights Act, and the Mass. Gen. Law, C. 151, Sec. 4B or under Title IX of the 1972 Education Amendments, Chapter 622 of the Acts of 1971, and Section 504 of the Rehabilitation Act of 197 may file a complaint with *designated personnel*. Once the complaint is received, an investigation of the complaint will be conducted and appropriate action will be taken.

General Policies / Políticas Generales

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all Notre Dame policies. Statements in this handbook are subject to

amendment with or without notice. Notre Dame will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes might be made immediately due to unforeseen circumstances.

Book bags/pocketbooks / *Bultos / Carteras*

Under no circumstances are personal items such as book bags and pocketbooks to be left unattended before, during or after school. If a student's book bag or pocketbook is not being carried by the student, it should be locked up in a school or athletic locker. The school does not assume responsibility for any personal possessions of students.

Bajo ninguna circunstancia puede haber artículos personales como bultos y carteras desatendidos antes, durante y/o después de la escuela. Estos artículos personales deben permanecer en el locker asignado o llevarlo consigo todo el tiempo. El colegio no asume responsabilidad por artículos personales de los estudiantes.

Locks and lockers / *Candados y Lockers*

NDHS owns the lockers and has a right to inspect lockers at any time. If a student refuses to open his/her locker, the school will remove the lock and student will be suspended for refusing access to the locker. Depending on the contents of the locker, further discipline processes may be employed. It is highly recommended that students lock their lockers.

Los lockers son propiedad del colegio y el colegio tiene todo el derecho de inspeccionarlos en cualquier momento. Si un estudiante reusa a abrir su locker, el colegio quitará el candado y el/la estudiante será suspendido/a. Dependiendo del contenido en el locker, se otorgará una acción disciplinaria más severa si fuese necesaria. Todos los estudiantes deben usar el candado proveído por el colegio.

Change of Personal Information / *Información Personal*

Each student is expected to notify the Main Office promptly if there is any change in address, telephone number, parent or guardian occupation or any other pertinent information.

En caso de cambios en la información personal, es responsabilidad de los padres avisar y actualizar la información pertinente al colegio.

Child Abuse / *Abuso Infantil*

By law, the State of Massachusetts requires school personnel to inform the Department of Social Services of any allegation/suspicion of child abuse/neglect.

Por ley, el estado de Massachusetts obliga al personal del colegio a informar al Departamento de Servicios Sociales de cualquier alegación y/o sospecha de abuso/negligencia infantil.

Drug Testing / Prueba de Drogas

Notre Dame reserves the right to drug test any and/or all students at its discretion. Since many sponsors require drug testing, results of testing may be made available to sponsors (in confidence) at their request. Positive results may be grounds for dismissal from CWS and expulsion from school.

NDHS se reserva el derecho de hacer una prueba de drogas a cualquier y/o a todos los estudiantes. Algunos de los trabajos del departamento de Estudio Trabajo Corporativo requieren la prueba de droga, los resultados serán compartidos con ellos. Los resultados que sean positivos resultaran en dar de baja del trabajo y expulsión del colegio.

Lunch Program / El Programa de Almuerzo

Notre Dame participates in the Federal Government's Free/Reduced Lunch Program. Students may bring a lunch from home for themselves but are not permitted to order from outside sources or have outside food delivered by restaurants or parents unless prior permission has been received from the Principal. Application for the Federal Program is required at NDHS.

Notre Dame participa en el programa federal de almuerzo gratis o reducido. Los estudiantes pueden traer almuerzo de la casa pero no se les permite ordenar comida de la calle o que los padres les traiga almuerzo sin antes tener permiso del Principal.

Medication Policy / Póliza de Medicamentos

All medications must be kept in the Nurse's Office with the exception of prescribed inhalers. Medications will be given only to students who have a medication form on file in the Nurse's Office signed by a parent or guardian. Prescription medication must be brought in annually in pharmacy-labeled containers and registered in the Nurse's Office.

Todos los medicamentos con emblemas de farmacias, serán guardados en la oficina de la enfermera con la excepción de inhaladores con receta médica. Los padres son responsables de informar a la enfermera de todo medicamento y/o condición del estudiante.

Non-Discrimination Statement / Estatuto de Discriminación

Notre Dame High School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics or other school-administered programs.

Notre Dame High School no discrimina en base de raza, color, genero, orientación sexual, religión, grupo nacional u origen étnico ni a sus estudiantes ni a sus miembros de facultad o apoyo administrativo.

Parking Policy / Póliza de Estacionamiento

Students are not allowed to park in the Notre Dame High School lot. This lot is reserved for staff. Cars without parking passes issued by Notre Dame High School will be towed.

Los estudiantes no tienen permiso de estacionar en el estacionamiento de Notre Dame High School. Este estacionamiento está designado para la facultad del colegio. Todo vehículo que no tenga el permiso especial de NDHS será removido por una grúa a gastos del dueño del auto.

Search / Búsquedas

The school reserves the right to inspect and search lockers, desks, parking lots and other school property, as well as personal effects left in those areas by students, without notice to or consent of students. Inappropriate items will be confiscated at the discretion of school officials.

El colegio se reserva el derecho de inspeccionar y/o buscar los lockers, escritorios, estacionamiento y/u otra propiedad del colegio, como también artículos personales dejados en esas áreas, sin aviso alguno. Artículos inapropiados serán confiscados a discreción de los oficiales administrativos.

Solicitations / Solicitaciones

Student solicitations of any kind are not permitted unless first approved by the Principal.

Actividades de venta por los estudiantes no son permisibles a menos que sean aprobados por el Principal.

Uniform Policy / Poliza de Uniforme

The purpose of the NDHS Dress Code is to establish an atmosphere conducive to learning and foster pride in appearance. **Students must adhere to the policies as indicated in the NDHS Student Handbook.** Dress must be neat, clean and modest. Students must be in dress code by the beginning of first period through the end of the formal school day (including detention and Eighth Period). Dress Code requirements apply on field trips (unless otherwise announced) and mid-year and final exam days. If a student is not properly attired for school and s/he can become properly attired, then said student must be in the proper uniform attire before s/he is permitted into class. For instance, if the student is missing his tie, he can go to the office, get a tie and once he has put his tie on satisfactorily, he may go to class. If a student cannot be properly attired, a parent or guardian of this student will be called to pick up their child. If a parent or guardian cannot come to pick up an improperly dressed student, s/he will not be permitted in class and will remain in a supervised location until s/he can be picked up. Such a student will not receive credit for attending any of his or her classes that day. The Principal or Dean of Students makes the final determination on appearance and attire violations. All students will be checked for dress code violations during first period. A violation will carry with it a full detention in addition to complying with the code. The second violation will include a detention and parent notification.

Dress Code for All Students:

- **Shirt/Blouse:** All students will be required to wear an oxford shirt with the approved NDHS logo, which must be purchased from the Lands' End school catalogue or from Donnelly's. Shirts must be properly sized. Tight, form-fitting, baggy or over-sized shirts or blouses are not permitted. Students wearing shirts or pants deemed to be too small will be sent home and required to purchase properly sized uniform shirts. All dress code shirts must be fitted properly and must be completely tucked in at all times. In the winter a white or navy blue shirt may be worn under the blouse for extra warmth. Only the neckline of the undershirt may be visible outside the blouse.
- **Pants/Slacks:** Only slacks approved for purchase from Lands' End or Donnelly's are acceptable. A belt is to be worn with all pants by both boys and girls.
- **Sweaters:** Only dress code V-neck sweaters or vests bearing the approved logo may be worn. Sweaters must be worn over the approved dress code shirt. The collar of the shirt/blouse must be visible, and the blouse/shirt must be tucked in..
- **Footwear:** Only flat-soled, low-cut, dress shoes that can hold a shine are allowed. Socks/hosiery must be worn and shoes with laces must be tied. Boot-type or athletic footwear such as work boots, hiking boots, and sneakers, are not permitted except in the winter. Moccasin type shoes may not be worn.
- **Hats:** Hats may not be worn anywhere in the school.
- **Sunglasses:** Sunglasses may not be worn in the school.
- Notre Dame High School official 'hoodies' may be worn as a uniform.

Girls:

- **Skirts:** Girls may wear skirts purchased from Donnelly's or Lands' End with a dress code shirt and blouse. The length of the skirt must be no shorter than one inch above the knee. No tight, form-fitting or slit skirts may be worn. No 'skinny' pants or very tight pants may be worn.
- **Accessories:** Earrings must be conservative (the size of a quarter) and appropriate for school, no more than two per ear. No facial piercing including retainers or studs, earring bars, or cones.
- **Personal Grooming:** Students are expected to be neat and clean in appearance. Hair is to be clean and neatly styled. Hair length must be off the collar. Unnatural hair color and hairstyles are not allowed. No visible tattoos are permitted. Visible body piercing of any type, with the exception of earrings, is prohibited. The covering of piercings is not permitted. The principal or Dean of Students makes the final determination on violations regarding personal grooming.

Boys:

- **Accessories:** No jewelry except a watch is allowed. Students are not permitted to cover earrings; they must be removed during the school day.
- **Personal Grooming:** Students are expected to be neat and clean in appearance. Hair is to be clean and neatly styled. Unnatural hair color and hairstyles are not allowed. No visible tattoos or body piercings are permitted, and students may not cover piercings. No braids, carvings, or Mohawks. The Principal or Dean of Students makes the final determination on violations regarding personal grooming.

Winter Attire:

From the first snow until Friday, April 1, 2011, students may wear boots and scarves and solid color leggings during the school day.

*El propósito del uniforme escolar de NDHS es para establecer una atmósfera que conduzca al aprendizaje y nutrir el orgullo en la apariencia. **Los estudiantes deben someterse a la póliza del uniforme explicada en el Manual del Estudiante.** La vestimenta debe siempre estar nítida, limpia y apropiada. Los estudiantes deben estar en uniforme al comienzo de su primer periodo hasta el final del día formal (incluyendo detención y octavo periodo). El código de vestimenta es aplicado en días de giras (a menos que se permita otro) y también durante el tiempo de exámenes de medio término y finales. Si un/a estudiante no está apropiadamente vestido con su uniforme, éste/a no será permitido en clase hasta que no esté bien vestido. Por ejemplo, si al estudiante le falta una corbata, puede ir a la oficina y se le proveerá una, si la hay. Si no, entonces se les llamará a sus padres para que vengan con parte del uniforme que falta o a recogerlo. El/La estudiante que no esté en clase por causa de uniforme no recibirá crédito ese día. El Principal y/o la Decana de Estudiantes tomarán la última decisión en la determinación de la violación al uniforme. Todos los estudiantes serán observados durante la mañana para corroborar que su uniforme está en orden. La primera violación al uniforme conllevará una hora de detención y la segunda violación incluye otra hora de detención y los padres serán contactados.*

Código de Vestimenta para Todos los Estudiantes:

- **Camisa/Blusa:** Todos los estudiantes son requeridos a llevar una blusa o camisa tipo Oxford con el emblema NDHS, la cual se puede comprar en Land's End o en Donnelly's. Las camisas o blusas tienen que ser del tamaño apropiado. Camisas o blusas muy ajustadas al cuerpo no son permitidas. Los estudiantes que no sigan esta norma serán enviados a sus hogares hasta que puedan arreglar sus uniformes. Las camisas o blusas deben estar metidas por dentro del pantalón o falda todo el tiempo. Durante el invierno, pueden llevar una camisa blanca o azul marino por debajo de la camisa o blusa del colegio para calentamiento.
- **Pantalones:** Sólo los pantalones que son aprobados por el colegio son aceptados. Se pueden comprar en Land's End o en Donnelly's. Los estudiantes varones y hembras tienen que llevar correa todo el tiempo.
- **Suéter:** Sólo los suéter estilo cuello V o los chalecos con el emblema del colegio son aceptados. Todos los suéteres tienen que llevar las camisas o blusas aceptadas por el colegio. El cuello de la camisa o blusa tiene que estar visible y metida por dentro del pantalón o falda.
- **Zapatos:** Sólo zapatos bajitos, de corte bajo, de vestir los cuales puedan mantener un brillo son aceptados. Medias y panti-medias tienen que ser llevadas y los zapatos con cordones tienen que estar amarrados. Botas o zapatos atléticos no son aceptados. Zapatos tipo mocasín no pueden ser usados.
- **Sombreros:** Sombreros y/o gorras no son permitidos en el colegio.
- **Gafas:** Gafas no son permitidas en el colegio.
- **Los suéteres oficiales de Notre Dame High School son permitidos.**

Jovencitas:

- **Faldas:** Las jovencitas pueden usar las faldas compradas en Donnelly's o Land's End con la blusa del uniforme. El largo de la falda no debe tener más de una pulgada por encima de la rodilla. Faldas pegadas al cuerpo y/o con abertura no son permitidas. Si las jovencitas deciden usar pantalones, éstos no pueden ser muy ajustados al cuerpo ni tampoco pueden tener el estilo de "skinny pants".
- **Accesorios:** Los aretes deben ser conservativos (del tamaño de una peseta "25 centavos") y apropiados para el colegio, no pueden tener más de dos aretes por oreja. Aretes faciales incluyendo barras, conos u otro, no son permitidos.
- **Arreglo Personal:** Las expectativas de las jovencitas son estar limpias. El cabello limpio y arreglado bien. El cabello de color no natural y/o estilos extravagantes no son aceptados. Tatuajes que sean visibles no son permitidos. Aretes corporales de cualquier tipo, con la excepción de aretes en las orejas, no son permitidos. La protección adicional para cubrir algún orificio en la cara u otro lugar del cuerpo no son aceptados. El Principal y/o la Decana de Estudiantes toman la última decisión.

Jóvenes:

- **Accesorios:** No se permite a los varones usar ningún tipo de joyas excepto el reloj y una sortija. Los jóvenes varones no se les permite cubrir aretes; éstos deben ser removidos durante el día escolar.
- **Aseo Personal:** Es de esperar que los jóvenes estén limpios en apariencia. El cabello limpio y recortado apropiadamente. El cabello de colores no naturales no son permitidos. Tatuajes y/u orificios corporales no son permitidos ni pueden estar visibles. Trenzas, recortes de cabello con diseño de líneas y/o "Mohawks" no son permitidos.

Vestimenta de Invierno:

Desde la primera nevada hasta el viernes 1o de abril del 2011, todos los estudiantes pueden usar botas, las jovencitas pueden usar bufandas de colores suaves y usar "leggings" de color azul o negro por debajo de la falda durante el día escolar.

Tuition and Financial Information

Notre Dame High School provides an affordable means of education for deserving young people and their families. The total cost of educating a student for the 2010-2011 academic year is \$10,547.00. A student will earn \$6,000.00 through the Corporate Work Study Program. Fundraising with other sources raises \$2,047.00 per student plus additional Financial Aid. The parent portion of the cost of educating a student is \$2,500.00. Our innovative Corporate Work Study Program and the fundraising efforts of our Development Office enable us to provide a very competitive education with families paying a fraction of the total cost.

Family Contribution Payment Plan

- Tuition can be paid:
 - Ten Monthly payments: (\$250.00 per month) From August 2010 to May 2011.
- The ten month plan is designed to make it easier for families who can not pay a large sum at one time.
- Payments are due on or before the first of each month or, when this day falls on a weekend or a holiday, the next business day.
- Payments received after the due date, are subject to a 1.5% per month late fee.

Payment Methods

- Payments may be made in person or by mail. Tuition must be paid with cash, check, money order or credit card.
- Checks or money orders should be made payable to Notre Dame High School and must indicate the name of the student for whom the payment is made.

Failure to Make Payment

- No student will be permitted to begin second quarter, unless tuition payments for August, September and October are paid in full.
- No student will be permitted to begin third quarter, unless tuition payments for November, December and January are paid in full.
- No student will be permitted to begin fourth quarter, unless tuition payments for February, March, and April are paid in full.
- No student will be issued a report card unless tuition payments for April and May are paid in full.
- An account is considered delinquent when monthly payments are late 30 days. At the end of the school year, students with outstanding bills i.e. tuition, library or Corporate Work Study will not receive their report cards.
- Families of withdrawing students must pay all of the tuition due and other balances through the end of the month in which the student officially withdraws from school.
- If there are very special circumstances that prohibit parents or guardians from making their payments on time, then the parent or guardian must make an appointment to meet with the Vice President at (978) 689-8222 ext. 33 to discuss their situation.

Returned Checks (NSF, invalid signature, account closed, etc.)

- A \$35.00 fee will be applied to any check returned to the Business Office by the bank.

- Persons writing a returned check will not be allowed to make future payments with personal checks.
- If the tuition account becomes past due as a result of the returned check, a 1.5% per month late fee will be charged in addition to the \$35.00 returned check fee.

Acquired Charges

- Any additional charge/fee assigned to your account (aside from tuition) must be paid immediately (some examples include: finance charges, Corporate Work Study Program fines, lost book fees, etc.)
- Acquired charges left unpaid after the fifteenth of each month will be treated the same as tuition and will be past due.

Late Fees

- A 1.5% per month late fee is applied for each month that an account is past due.
- If, after the fifteenth of the month, an account has an outstanding balance for any reason, late fees may be charged and will accumulate until the account is brought up to date.

Other Fees

- The graduation fee is applied to members of the senior class each year. This is to help defray the cost of this event. (Caps and gowns for students, academic robes for faculty, flowers etc.) The graduation fee is \$150.00
- Families are asked to register their student for the upcoming fiscal year. The re-registration fee is \$100.00.

Additional Financial Assistance

- Notre Dame has limited resources to help students whose financial situation prohibits them from paying the full family contribution of \$2,500.00. Families, for whom additional financial assistance makes the difference in being able to attend Notre Dame High School or not, are encouraged to apply for additional financial assistance through the FACTS Company. Financial Aid Applications are available in the main office in the school and the Admissions Office.
- Decisions are made by the Financial Aid Committee and are based on economic need. Academic eligibility requirements apply for continued assistance. Students will be re-evaluated at midterm. Failing students may have the Financial Aid rescinded.
- Through its admissions process, the school continually renews its commitment to the marginalized by aggressively seeking students from economically disadvantaged families and neighborhoods.
- All families of freshman must file the FACTS form each year even if the family is not requesting additional financial aid.
- Please note that financial assistance is awarded for one year at a time only. Families must reapply for assistance each year. To be eligible in the future for financial assistance, the committee requires that students have a GPA of 2.0, reregister for the next fiscal year and pass the Corporate Work Study Program satisfactorily.

Tuition:

Total Cost per student	\$ 10,547.00
Provided by Corporate Work Study	\$ 6,000.00
Provided by Development Department	\$2,047.00
Family Contribution	\$ 2,500.00

CORPORATE WORK STUDY PROGRAM EI PROGAMA DEL ESTUDIO TRABAJO CORPORATIVO

Corporate Work Study Policies/ Pólizas del Estudio Trabajo Corporativo

The Corporate Work Study Program (CWSP) is an integral part of the students' educational experience at Notre Dame High School (NDHS). Students gain valuable exposure to a variety of office environments and learn to work and to interact with adults in a professional atmosphere.

El Estudio Trabajo Corporativo es parte integral del aspecto educacional de los estudiantes en Notre Dame High School. Los estudiantes son expuestos a una variedad de ambientes profesionales donde aprenden a trabajar e interactuar en un ambiente de trabajo real y profesional con personas profesionales.

Corporate Sponsor

The CWSP is the legal employer of the students. The Sponsors are not the students' employers. Parents or guardians must not contact Sponsors directly under any circumstances. Any absences or concerns are to be addressed solely with CWSP staff members.

Job Placement

The CWSP staff members decide where the student will be placed and what duties he/she shall perform. The CWSP staff members will do their best to place the student with a Sponsor that best suits his/her abilities and interests. During the school year a CWSP staff member may transfer a student to another employment sponsor for any reason.

Re-Training and Dismissal from School

Volver al Adiestramiento del Trabajo y el Ser Dado de Baja del Colegio

A positive attitude and a commitment to high standards of responsibility, productivity, and self-discipline are required. Students will be held to high standards of honesty and integrity. Students are expected to follow the policies of the employment sponsors as set forth in their orientation materials. Any student who does not meet the expectations and standards of the CWSP at any time will be required to successfully complete the re-training program or may be asked to withdraw from the school.

Una actitud positiva y la dedicación a estándares profesionales de responsabilidad, productividad y auto-disciplina son mandatorios. Los estudiantes quedan responsables de llevar los estándares de honestidad e integridad a sus trabajos. Se espera que los estudiantes sigan todas las reglas y pólizas de los empleadores como son enseñadas durante el adiestramiento dado al comienzo del año escolar. Cualquier estudiante que no cumpla con estos requisitos y estándares del Estudio Trabajo Corporativo en algún momento tienen que volver a tomar el adiestramiento y/o pueden ser dados de baja del colegio

Work Etiquette

Code of Conduct

In the workplace, students represent themselves, their families, the school, and current and future students. Students are not permitted to leave work for any reason unless pre-approved by a CWSP staff member. The CWSP staff members expect all students to be:

Honest

Polite

Respectful

Work Dress Code

Students are required to wear their school uniform to work and must adhere to the policies indicated in the NDHS Student Handbook.

Arrival at Work

Students must report to their supervisors as soon as they arrive at the work site and turn in their timecards. Supervisors will complete the timecard that records the number of hours worked and the rating for the day's performance.

Lunch Break

Students are required to follow the lunch and break schedule that other employees at the work site follow. Students are required to tell their Supervisor when they leave and when they return from lunch or a break.

Use of Internet

Students are prohibited from accessing the internet (Facebook, YouTube, Google, etc.) unless prior approval from their supervisor is granted. Such actions will result in appropriate disciplinary action which may include termination from the job and subsequent dismissal from the school.

Cell Phone and Other Electronic Devices

Use of the student's personal cell phone, iPod, or other electronic devices is not allowed while students are at work. If a student is found using a personal electronic device, the device may be confiscated and other disciplinary actions may result.

Visitors

Students shall not receive visitors during work hours.

Corporate Work Study Routine

Check In

On workdays, all students must personally check-in with a CWSP staff member by 7:15 am. If a student is going to be late or absent, he/she must call a CWSP staff member by 7:15 am. Students must be in uniform and ready for work. Cell phones and iPods are not permitted at check-in and may result in confiscation. Once students have been checked-in, they are not permitted to leave the check-in area.

Tardiness

It is essential for students to be on time for check-in. CWSP staff members reserve the right to assign detentions to students who are chronically late or violate any of the CWSP expectations.

Transportation to the Work Place

All students are required to ride the van to and from work, unless a Transportation Contract is signed by the Supervisor, parent/guardian and a CWSP staff member. If a parent/guardian needs to pick up or drop off their student from work due to an exceptional situation, the parent/guardian must contact a CWSP staff member. Students are required to act professionally on the vans and to treat each van driver with respect and courtesy. Students will be charged a non-refundable **\$10*** fee if they miss the van.

Attendance

Missed Workdays

Missing a day of work is a very serious event. Any missed time from work must be made up. The expectation of the CWSP is that missed days must be made up as soon as possible and *before* school closes in June. If a student is absent on a workday, a parent/guardian must call the CWSP office by 7:15 am on the morning of the absence at:

978-273-4446

Students are fined **\$150*** for every missed work day that is not made up. This fee corresponds with the amount of money the Sponsor pays NDHS for one workday. Students absent from work will not be permitted to attend any school functions on that day. Any unexcused absences will be reflected in quarterly grades and students will be charged a non-refundable **\$10*** fee. If a student brings in a written note from a parent/guardian or doctor stating the reason for the absence the \$10 fee will be removed. Excessive, unexcused absences may result in dismissal from the school. All absences must be made up, regardless of the reason, by the end of the school year. In addition, if a student requires transportation from NDHS for a make-up day, a non-refundable **\$10*** fee must be paid *before* the actual make-up day to cover the transportation costs.

Los estudiantes serán multados por la cantidad de \$150.00 por cada vez que falten a sus trabajos y que esa ausencia no sea repuesta. Este cargo corresponde a la misma cantidad que el empleador del estudiante paga al colegio por un día de trabajo. Las ausencia sin justificación serán reflejadas en las notas del estudiante cada trimestre y los estudiantes serán multados por una cantidad de \$10.00, los cuales no son reembolsados. Si un estudiante trae una carta de sus padres y/o doctor justificando la ausencia, el cargo de \$10.00 será removido. Ausencias en exceso sin justificación resultarán en dar de baja al estudiante del colegio. Todas las ausencias, justificadas o no, tienen que ser repuestas durante el fin del año escolar. Adicionalmente, si un estudiante necesita transportación de NDHS para reponer esos días de ausencia, habrá un cargo de \$10.00, el cual no reembolsable, y debe estar pago antes de que comience el servicio de transportación.

Illness at Work

If a student becomes ill at work, the student must call the CWSP office. A CWSP staff member will contact the parent/guardian to arrange transportation for the student. A fee of **\$10*** will be charged if the CWSP needs to pick up a student due to illness from his/her job. Leaving work early for illness counts as a day that must be made up.

CWSP Closing for Snow

In the event that the CWSP is cancelled, due to snow or inclement weather, you will be notified by an automated phone call. Your Sponsor will decide if you need to make up the day.

Early release from Work

The student's commitment to complete the full workday comes before all other commitments, including sports, extra-curricular activities and other school-sponsored events. School early dismissal days do not apply to workdays. Students must refrain from scheduling medical or other appointments on their work days.

Grading System

The CWSP will issue students a grade for each quarter based on performance at work, attendance, adherence to the CWSP policies and personal attitude and behavior.

TERMINATION & RE-EMPLOYMENT PROGRAM

CWSP staff members strive to create an environment for student success. CWSP staff members are committed to supporting students to the greatest extent possible. Students are expected to exercise personal responsibility to ensure success by working diligently while on the job, behaving in a mature and conscientious manner, and communicating with CWSP staff members and their Supervisors to resolve any questions or concerns. If a student does not meet the CWSP and/or Sponsor's expectations, he/she will be terminated from the workplace.

A student who is terminated from the work place must meet with a CWSP staff member and his/her parent/guardian and sign a Re-Employability Agreement. The student must successfully complete the CWSP Re-Employability Program and will pay a non-refundable fee of **\$250.00*** to offset the time lost at work. During the CWSP Re-Employability Program, the student must report to check-in on his/her scheduled workday. Students will complete the CWSP Re-Employability Program at NDHS.

The non-refundable fee of \$250.00 is required on the day the Re-Employability Agreement is signed. Failure to sign a CWSP Re-Employability Agreement and to make the \$250.00 payment may result in dismissal from NDHS.

Upon successful completion of the Re-Employability Program, the student will be assigned to a new work site. Any student removed from a job placement for disciplinary or performance reasons more than once will be dismissed from the school.

***ALL FEES ARE NON-REFUNDABLE**

Missed van fee	\$10
Unexcused absence	\$10
Pick up at work due to illness	\$10
Make up day transportation	\$10
Failure to Make up day of work	\$150
Termination from Job	\$250

High School Faculty 2010 - 2011

Sean Backe
Director of Campus Ministry
sbacke@ndhslaw.org

Aliali Belkus
College Counselor
abelkus@ndhslaw.org

Megan Breen
English
mbreen@ndhslaw.org

Susan Brostowin
Mathematics
sbrostowin@ndhslaw.org

Tammy Bush
Biology/Mathematics
tbush@ndhslaw.org

Jim Campagna
Director of Curriculum
jcampagna@ndhslaw.org

Kristina Captien
History
kcaptien@ndhslaw.org

Matthias Case
English
mcase@ndhslaw.org

David Flanagan
Chemistry/Computers/IT
dflanagan@ndhslaw.org

Karla Gandiaga
Chemistry/Physics
kgandiaga@ndhslaw.org

Steve Jackson
Science
sjackson@ndhslaw.org

Michael Kennedy
Mathematics
mkenedy@ndhslaw.org

Jon Krol
Academic Tutoring/English
jkrol@ndhslaw.org

Sr. Margaret Mary Mohr
Librarian
mmohr@ndhslaw.org

Raquel Nova
Spanish
rnova@ndhslaw.org

Enid Ortiz
Dean of Students/Spanish
eortiz@ndhslaw.org

George Paglieroni
Mathematics
gpaglieroni@ndhslaw.org

Kathy Plati
English/librarian
kplati@ndhslaw.org

Matthew Priven
Americorp/Computer Lab
mpriven@ndhslaw.org

Oscarina Quinones
Spanish
quinones@ndhslaw.org

Meghan Shortell
Mathematics/Religion
mshortell@ndhslaw.org

Willie Smith
Director of Admissions
wsmith@ndhslaw.org

Brian Taberski
Theology
btaberski@ndhslaw.org

Rosemarie Vecchio
English
rvecchio@ndhslaw.org