

**Burlington Notre Dame
Middle/High School
Student/Parent Handbook
2026-2027**



Middle School/High School Principal Angie Prottsman

Executive Director Katie Frakes

Welcome to Notre Dame High School!

We are pleased you are here, and want to help you make this a great year! This handbook will help us do just that. It is very important that we all understand the rules and policies Notre Dame has in place. Please take the time to read this handbook and if you have any questions regarding the contents, don't hesitate to ask a staff member. We ask that you cooperate in creating a positive learning environment for each student. We are looking forward to another great school year and we hope you are, too. Veteran and new staff alike are eager to get started. A complete list of school policies set by the Burlington Notre Dame Schools, Inc. Board and the Diocese of Davenport can be found on the school website. Have a great year and make the most of this opportunity!

The Burlington Notre Dame Schools, Inc. Board has reviewed this handbook. The Board supports the policies, regulations, and procedures stated in this handbook and supports the staff in their enforcement of them. This handbook was approved by the Board of Education.

The administration reserves the right to amend the handbook during the course of the year should the need arise. Parents will be notified if changes are made. The handbook cannot cover every situation & therefore the administration reserves the right to handle each situation based on its own merit. Please take the time to read this handbook carefully. It contains important information which will be useful to you throughout the school year.

MISSION STATEMENT

Burlington Notre Dame Catholic School prepares students to reach their fullest potential through Christ-centered education and formation.

PHILOSOPHY

The Burlington Notre Dame School System exists because we believe that God has a central place in the education of our children. As Christians, we believe in Jesus Christ as Lord, and we strive to carry out His last command to “go forth and teach all nations.” We seek to build a Christian community through word and example and to help each other to become all that God wants us to be.

Because each human person is precious and totally unique, we recognize a great responsibility not only to impart cultural and scientific knowledge about life but also to provide moral values for life.

Through an academically sound and balanced curriculum and through co-curricular activities, we desire to meet the intellectual, physical, spiritual, and social needs of our students with their many interests and talents.

In this way, we hope to prepare our young men and women to assume their rightful place in the human family where they will contribute to the building of a just and peaceful society.

We want them to become the architects of a new world that always seeks truth, cherishes goodness, appreciates beauty, and respects the dignity of each person as the reflection of the glory of God.

The Burlington Notre Dame School System recognizes that education is a lifelong process, and that its schools and faculties are facilitators in encouraging each individual to grow in his/her knowledge and faith.

POLICY OF NONDISCRIMINATION

It is the policy of the Diocese of Davenport to provide equal employment and educational opportunities and not to discriminate. The educational system of the Diocese of Davenport is committed to equal opportunities to the extent required by law, and does not discriminate on the basis on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in educational programs or activities which it operates. As a religious institution, we affirm the right to consider creed a bona fide qualification in certain cases. The educational system policy is not to discriminate in educational programs and activities and extends to the employment in, and admission to, such programs, activities, and services. It does not discriminate in the administration of its educational policies, employment policies, admission policies, scholarship and loan programs, athletic and other school and parish administered programs. Further, the Board affirms the right of all persons to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment, thereby meeting the requirements of Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973 and the Code of Iowa.

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ACCIDENTS AND ILLNESS

In case of an injury, the student must notify the teacher, secretary, or other adult immediately. Accident reports are filled out for serious injuries. If a student becomes ill during school hours, the administration, secretary, teacher, or other authorized adult will notify parents. If the parent cannot be reached, the school will attempt to reach one of the alternate individuals listed as an emergency contact.

Emergency Procedures for Accidents and Illness

At the beginning of each school year parents must fill out an emergency information/record sheet.

If a student becomes ill or is injured at school, school personnel will:

- Call 911 if the situation requires immediate medical attention
- Contact the parent(s) or alternate
- Administer first aid for minor injuries
- Provide medication only if the student brings the medication with a completed Medication Permission Form

Medication for illness during the school day:

1. Iowa State Law requires that when a student brings medication to school:
 - a. It must be identified, be in the proper prescription bottle and have the following information on the bottle: student's name, doctor's name, and dosage. You can request an extra prescription bottle for school use from your pharmacist.
 - b. A current authorization form must be completed and on file in the school office.
 - c. The parent/guardian should contact the school when there is a change in dosage or medication.
2. All medication will be kept in a central location, preferably in the office.
3. BNDS adheres to a self-administration medication policy. Students who take medication during the school day must administer it to themselves. If a parent/guardian so chooses, she/he may come to school and administer the medication to the child. The ability of the child to self-administer medication is to be determined by the parent/guardian.
4. If a student needs medication for a short period of time, it should be regulated by the parent/guardian so that it is not taken during school hours. The parent/guardian may come to school with the medication to administer it.
5. Any deviation from these policies/procedures is outside of our jurisdiction, and the school cannot be held responsible. (This is intended to protect the school when students continue to bring medication without the knowledge of school personnel.) The procedure for non-prescription drugs is the same as for prescription drugs. This includes antihistamines, aspirin, Tylenol, ointments, etc. Parental permission is needed for students to bring and take cough drops on their own.

IMMUNIZATIONS

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

ADDRESSING THE SCHOOL BOARD AT SCHEDULED MEETINGS

Regular meetings of the Burlington Notre Dame School Board are held each month except in July and December. The Board members welcome any input from parents and/or interested parties; the more information we have can help in our decision-making.

To address the Board on specific issues, these guidelines must be followed:

- Follow the chain of command: The School Board is not the starting point for most concerns. If it is a personnel problem, talk to that individual. If this isn't possible, then go to the administrator to discuss the concerns. When no solution is reached using these avenues, bringing the issue to the Board is the next step or last resort.
- To bring a concern or problem to the Board, notify the Board Secretary at least 1 week prior to the scheduled meeting to be added to the agenda. Email requests can be sent to: ndschoollboard@bnotredame.org. If a written presentation is preferred, present that to the Secretary at least 1 week prior to the scheduled meeting.
- Discipline issues that come under the jurisdiction of the Board must first follow Due Process as noted in the handbook and come before the School Board only if the issue cannot be resolved.
- There is a 5-minute limit to any presentation to the Board by each individual
- Don't expect Board action that same night. Many topics require discussion and research by the Board members. An attorney's opinion, review by the Policy Committee, or consultation with other affected parties are all tools the Board may use for research.
When action is taken on an issue, the Board will notify the individual(s) or group spokesperson of the action.

Thank you for working with the Board. We are all dedicated to making our school the best.

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

CATHOLIC VALUES

All students are strongly encouraged to participate in the Mass and all areas of the Catholic faith. Non-Catholic students are encouraged to come up for a blessing during communion, receive ashes during our Ash Wednesday Mass, and talk to the priest during Reconciliation. We want all students to share in the Mass as a family and community of faith.

NOTRE DAME HIGH SCHOOL PERSONNEL 2026-2027

Administration and Staff

Executive Director.....	Mrs. Kathryn Frakes
Principal.....	Mrs. Angie Prottzman
Dean of Student Success.....	Mr. Lee Lundvall
Registrar.....	Mrs. Michele Willson
Technology Coordinator.....	Ms. Brianna Wilkerson
Religious Ed. Director.....	Mrs. Tammy Bellrichard
Pastor.....	Father Jacob Greiner
Chaplain.....	Father Arul Raj
Activities Director.....	Mr. Axel Tjaden
NDHS Secretary.....	Mrs. Holly Willdrick
BND Business Office.....	Mr. Ross Haeger
	Mrs. Nancy Brueck
Development Director.....	Mr. Jon Billups
School Counselor.....	Mrs. Stephanie Dobson
Cafeteria.....	Mr. Tony Stodt
	Ms. Lori Fritz-Craig
Custodial.....	Ms. Angie Etko
	Mr. Brian Hester

Faculty

Religion.....	Mrs. Maria Roth
	Mrs. Jennifer Baxter
Music (Choir).....	Mr. Isaac McNutt
Music (Band).....	Mrs. Carmen Lachnitt
Spanish Associate	Mrs. Robbie Morgan
Instructional Associate	Mrs. Elizabeth Neally
Math	Mrs. April Hamma
	Mr. Chris Kipp
Math/Social Studies.....	Mrs. Sarah Bogart
Science.....	Mr. Corey Lamm
Science.....	Mrs. Katie Eastin
Social Studies.....	Mr. Lee Lundvall
Social Studies.....	Mr. Bill Maupin
English.....	Mrs. Mary Jo Miller
Physical Education/Health.....	Mr. Brian Skaggs
English.....	Ms. Esther Waterman
English.....	Ms. Hannah Donohoe
Art.....	Mr. Adam Young
Library Associate.....	Ms. Anna Steinhoff
Business.....	Mr. Jeremy Simmons

GRADUATION

I. High School Academic Graduation Requirements

Subject Area	Credits
English	4
Social Studies	4
Math	3
Science	3
Health	.5
Physical Education	2 (1/2 credit per year)
Religion	4
Electives	5.5
Total	26

II. High School Community Service

Silver Cord Recognition	300 hours
Senior Recognition	100 hours

Community Service hours will be dually earned according to the guidelines used in determining Silver Cord hours. Silver Cord hours apply to grades 9-12th grade students and can begin accumulation during the summer after 8th grade. Hours must be submitted in a timely manner. A Community Service handout will be provided to parents and HS students showing guidelines and timelines per the Registrar's office. Community service hours are also available at the middle school level, please contact the Registrar's office for more information.

Online student registration for the new school year is held during the second semester of the school year. All students need a copy of the birth certificate (and Baptismal Certificate if applicable) presented with the registration forms. Contact the Business Office with any questions.

III. Graduation Ceremony

The following regulations are in effect for all students who expect to participate in the graduation ceremony at Notre Dame High School:

- All required courses must be completed.
- All tuition, fees, fines, etc. must be brought up to date or alternative arrangements developed through the business office.
- Textbooks, chromebooks and chargers, athletic uniforms, and any other property of Notre Dame must be returned.
- All disciplinary actions must be completed
- Seniors must participate in all practices involving the Marian Prayer Service, Senior Awards Assembly, Baccalaureate, and Graduation.
- Missing one practice or event may exclude the senior from participation in all successive events.
- Exceptions may be granted by the administrator and must be cleared in advance, except in an emergency.

IV. End of the Year Events

To participate in Senior end-of-the-year events, Marian Prayer Service, Senior Awards Assembly,

Baccalaureate Mass, and Graduation, regulations for the normal school day are in effect with the following additional requirements:

- For men- dress pants, dress shirt, tie, dress shoes (no tennis shoes) and socks. Men must be clean- shaven.
- For women – dress or skirt/slacks and blouse, dress shoes (no tennis shoes). Modest attire is required. Very short or very tight clothing, strapless, backless dresses, or bare midriffs are inappropriate. Dressy split skirts (full skirts that are clearly below the knee in length) are permitted.

Students who arrive for any senior event, Senior Awards Assembly, Baccalaureate Mass, or Graduation under the influence of drugs/alcohol will not be permitted to participate in the ceremony or any successive ceremonies. Parents will be contacted as soon as possible.

GRADING PROCEDURES

The profession of teaching requires conscientiousness and accuracy in the reporting of student grades. Computation of grades is left to the judgment of the instructor with the following restrictions:

- Student homework assignments will be consistent with lesson plans, both daily and weekly, so that students are continually working.
- Grades will not be used by the teacher to discipline a student.
- Grading procedures will be included in the teacher's course syllabus and will be presented to the students on the first day of class
- Students and parents will be notified on a weekly basis if the student is doing failing work in a class. In addition, parents and students will be notified at mid-term if the student is earning a C or below. As determined by ND, students could be assigned Saturday Study Table for tutoring purposes.
- Powerschool parent online access is available to view grades throughout the year. Each family is assigned a username and password to access grades, lunch account, and personal information. Only final, end-of-the-year report cards will be sent to each family's mailing address. Please contact the Registrar if you prefer to be placed on the mailing list to receive end-of-quarter report cards in the mail.

GRADE POINT AVERAGE

- Only semester grades are used to determine a student's cumulative grade point average. The semester grade is the permanent grade recorded for each course. Grade point values assigned to each letter grade are weighted as follows: (transfer GPA may be used when they are based on a 4.0 scale)

A.....4.000	A-.....3.667	B+....3.333	B.....3.000
B-.....2.667	C+.....2.333	C.....2.000	C-.....1.667
D+.....1.333	D.....1.000	D-.....0.667	F.....0.000

- Advanced Placement and Honors courses will receive an additional .038 added to their grade point average with a passing grade.

VALEDICTORIAN/SALUTATORIAN

In the interest of encouraging and recognizing outstanding academic achievement, a Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and the salutatorian ranks second in scholarship. Criteria are based primarily on cumulative GPA, but the number of advanced classes may also be considered. Thus, more than one student may qualify for the valedictorian and salutatorian distinctions. Candidates must have attended Burlington Notre Dame Schools beginning their junior year.

1. The valedictorian and salutatorian must have been a full-time on-campus ND student for at least the final three semesters prior to his/her class graduation.
2. The valedictorian will be the student with the highest cumulative grade point average (carried out to three decimal places) as computed at the end of eight semesters of high school.
3. A salutatorian will be the student with the second highest cumulative grade point average (carried out to three decimal places) as computed at the end of eight semesters of high school.
4. In the case of a tie for valedictorian, when the difference in the grade point average between students is within a thousandth of a point, the tie-breaker would be determined by examining the courses taken by each student (credits, course load, and with Advance Placement and Honors courses receiving greater weight). Should all this be equal, co-valedictorians and a salutatorian will be honored, and the grade point average is rounded off to the thousandths place.
5. In the case of a tie for salutatorian, co-salutatorians will be honored using the same criteria as that of valedictorian.
6. Advance Placement and Honors classes given at Notre Dame are graded with additional 0.038 added to the student's grade point average with a passing grade for Juniors and Seniors. All off-campus classes (i.e. SCC) whose credits are applied towards graduation credits are graded on a 4-point scale and are included in the computation of the grade point average.

Conditional Enrollment of New Students

Any new transfer student is considered to be probationary. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee the existing school curriculum and resources meet the needs of the student. The school reserves the right to refuse enrollment for any student with needs that cannot be met by the existing curriculum or staff. (Policy [501.9](#))

BNDS has a nondiscrimination admission policy if the class is not full. Admission may be denied if it is determined that BNDS is not able to meet the needs of the child.

COURSES

I. Course Load

Students at Notre Dame must enroll in at least seven courses each semester with no more than one study hall.

II. Incomplete (I)

The grade of incomplete (I) for a semester grade is only given under extraordinary circumstances. If the incomplete is not made up within 7 calendar days from the last day of the grading period, no credit will

be given for the incomplete work. An exception can only be granted by the administrator for a unique circumstance.

III. Schedule Changes

Once courses are selected and scheduled, adjustments will be made on a limited basis. Students must complete a “change of schedule request” form, including parent and teacher signatures, and submit it to the registrar’s office. Schedules will not ordinarily be adjusted for the following conditions:

1. Preference for a different teacher
2. Preference for a different period or semester
3. Preference to be with friends in a class

IV. Withdrawal from Courses

High School students may drop a class during the first seven school days of the semester. Since all students are required to take a minimum of seven classes (9-12 grades), any dropped class must be replaced with another course. A “W” will show on the transcript if a student withdraws 8-20 days after the start of the year. An “F” failing grade will be given to a student that withdraws from a class 21+ school days after the start of the semester.

Policy on Retaking a class: The following guidelines exist for students who opt to retake a class.

- Only classes with a D or F can be retaken and should be approved by the registrar and teacher before enrolling. If a student wishes to repeat an elective class, the department will be contacted for approval.
- Upon completion of the repeated course, the higher grade will prevail.
- Both the original grade and the retaken grade will show on the transcript. A student cannot receive double credit for a course that is repeated.
- GPA will be re-determined at the end of the semester.

Withdrawal procedures for a dual credit course may differ depending on the partnering school’s policies.

V. Independent Study

A student may enroll in an independent study course, which includes on-line high school courses, only if that course is not being offered in the Notre Dame curriculum or in the rare event the class cannot be worked into the student’s schedule. A request for independent study must be submitted for approval by the high school administrator and teacher.

VI. Off Campus Concurrent Credits

A maximum of eight high school credits (eight semester courses) may be taken off-campus and applied towards the credits needed for graduation. If additional off campus high school credits are requested to be transferred back to Notre Dame, a written request must be submitted by the student and parent to the Board for approval prior to September of the student’s senior year. Only Notre Dame Honors and AP classes are included in the weighted grading scale. All outside classes transferred to Notre Dame will be counted on a 4.0 grading scale.

Illinois residents that are taking off campus credits and wish to have the course(s) listed on their high school transcript must verify course enrollment and grade with the school registrar.

VII. Advanced Placement

Advanced Placement courses may be taken for graduation credit. AP grades will be included in the grade point average and are weighted with an additional 0.038 grade point awarded for each passing grade for Juniors and Seniors.

SCHOOL DAY

The school day begins at 7:53 a.m. and ends at 2:53 p.m. for all students in good academic standing. The middle school/ high school building will open to students at 7:15 am. Students need to vacate the property by 4pm. Students who are currently working below average (having a D or F) in any class may be required by the administrator or teacher to attend the study table directly after school for 30 minutes. The study table will run Monday through Thursday. Parent input will be sought. Attendance is mandatory and absence from the study table will be excused under the same procedures governing any absence.

I. Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participation in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps in school as well as prepares students for adulthood. Although make-up work will be given for excused absences, it should be assumed that a minimal number of attendance points would be lost for each absence. The loss of participation points will have little effect on a student's grade unless the number of absences becomes excessive.

- **To participate in after school activities, a student must be in attendance in class for the entire day. Missing more than half of any one period constitutes an absence from class.** An exception to this policy may be granted by the administrator for doctor appointments, funerals, etc. You will be expected to bring the doctor's excuse when your student returns to school. A 5-day Attendance Report will be prepared for every student who reaches five days of absence per semester in a class.
- Absences due to college visits and school-sponsored activities will not count toward the absence total.
- A 10-day Attendance Report will be prepared when a student accumulates ten absences, excused or unexcused, per semester in a class. The report will be mailed to the parent/guardian. A semester absence of ten days from any class will place a student in a failing status. The student will remain in the class and will be given verbal notice by the teacher involved. Students may appeal for credit in the class if justifiable or extraordinary circumstances have contributed to exceeding the ten-day limit. The appeal should be made to the administrator within two days after notification of failing status due to excessive absences.

II. Missed School

- When a student returns to school, an admit slip must be obtained in the office before attending classes.
- It is the responsibility of the student to arrange make-up work. A minimum of two days will be allowed for each day of absence. Teachers may extend the timetable at their discretion.

III. Tardy

- Students arriving after 7:53 will be recorded as tardy.
- If a student is tardy for 1st period class, he/she will not be admitted to class until he/she has reported to the office.

IV. Absences

Notre Dame has a closed campus policy, meaning that unless the student has Senior Privileges, students are NOT permitted to leave the campus without permission of the school administration.

1. Excused Absences (not counted towards the 10-day absences) include school-sponsored activities, extended illness documented by a hospital or physician, hospitalization, a doctor/ dentist appointment with an authorized signature from the doctor/dentist, or a death in the family. Extracurricular activity is permitted.
2. Verified Absences (count towards 10-day absences) include any reason for a student being absent from school that can be verified by a parent/legal guardian, other than the absences listed above. Extracurricular activity is *not* permitted.
3. Unexcused Absences (count towards 10-day absences) include any absence that cannot be verified by a parent/legal guardian, “skipping.” Students will not be permitted to make up school work missed during unexcused absences. Extracurricular activity is *not* permitted. The consequences for unexcused absences are as follows:
 - a. 1st time – the Dean of Student Success will assign 1-hour detention. Parents will be notified. Loss of senior privileges if applicable.
 - b. 2nd time – the Dean of Student Success will assign 2-hour detention. Parent conference will be called. Loss of senior privileges if applicable.
 - c. 3rd time and subsequent times – The discipline determined at the time of the last parent conference will then be determined. This could include withdrawal from school or recommendation for expulsion.
4. College Visits are allowed twice per year for juniors and seniors. College visits cannot be taken during the week prior to the end of the quarter or semester. Fourth quarter visits should be avoided and will only be granted by the administrator for unusual circumstances. For a college visit to be considered excused, the student must:
 - a. Pick up the College form provided by the Registrar;
 - b. Return the College form with signatures of parents and all teachers no later than the day prior to the visit;
 - c. Return the Verification of College Visit form to the Guidance Department. on the day after the visit. If these steps are not completed, homework missed CANNOT be made up.
5. Students with illness or minor injury during the day must report to the office. If after a time he/she does not feel better, the parent/guardian will be called to pick up their student.
 - a. No student will be allowed to leave without permission from a parent or emergency contact.
 - b. Medication may not be given by anyone at school unless the medication form is filled out and returned. For minor injuries, first aid will be administered.
 - c. If the situation is more serious, 911 may be called.

V. Office Procedures

- Any student leaving the building, returning, or arriving after 7:53 a.m. and before 2:53 p.m. must sign in and out in the office.
- Parents need to notify the office as soon as possible of any change in address or phone number.
- The office will keep on record for all students the following information: parents or guardian names, address, home phone, minimum of two emergency phone numbers, name of doctor, dentist and orthodontist, medical information regarding allergies, medication and contact lenses.
- All students must check in with the office both before and after absences.
- All tardy students must check in with the office to get an admit slip.

- Class instruction will not be interrupted for food or drink deliveries, such items will remain in the office until lunch.

VI. Weather related delays/cancellations

All school closings or delayed schedules will be announced on Powerschool communication and social media. Occasionally, the school may dismiss early due to inclement weather.

VII. Field Trips

- Written or electronic permission must be obtained from parents before students are allowed to go on field/extracurricular trips.
- Student behavior on field trips is subject to the same expectations and consequences as behavior at school.
- Permission slips, bus fare, and any other additional expenses must be turned in at least 24 hours before the field trip or event.

It is the responsibility of the student's parent to report the reason for a student's absence. The school administration will then determine from that reason whether the absence is excused or unexcused.

EMERGENCY PROCEDURES

- A. At the beginning of each year parents need to fill out an emergency record with the following information: Name, address, home phone, a minimum of two emergency phone numbers, name of doctor, dentist, and orthodontist, medical information regarding allergies, medication, and contact lenses. Coaches, moderators of extracurricular activities, and teachers accompanying students on field trips must take with them a list of emergency phone numbers for all students. If someone other than the parent is listed for emergency contact, that individual should have the written permission of the parent to act in the event of an emergency.
- B. If a student becomes ill or injured, school personnel will:
 1. Contact parents or emergency contact.
 2. Call 911 if the situation requires immediate medical attention.
 3. Administer the medication only if the student brings in the medication with a completed "Medication Permission Form."
 4. In the event of injury, school personnel will complete a "Student Accident/Injury Report."

Emergency Drills

- Fire and tornado routes are posted in each classroom.
- Fire, tornado, and active intruder drills will be conducted throughout the year per state guidelines.

LOCKERS

Each student is assigned a locker at the beginning of the year. The student is expected to keep this locker neat, clean, and ready for inspection at any time upon request. The locker door must always be able to be closed. Appropriate decorations may be used inside of the lockers, but nothing may be placed on the outside of lockers. Lockers should not be shared with other students. It is recommended that all lockers should be locked. Locks are issued by the school upon student request. Students are responsible for the contents of their own lockers. Students should not switch lockers or use empty lockers. If a locker is opened by an unauthorized person, or if a lock is broken or missing, report this immediately to the office. If damage is done to the locker, report this immediately to the office. Lockers may be inspected periodically during the year and again at the end of the year. A fine of \$5 will be issued to those students

not passing the year end inspection. Students who deliberately damage their lockers will be fined to cover the cost of repairs. This includes writings or markings.

TEXTBOOKS

Textbooks are issued to the student on a rental basis. The student is responsible for the condition of books assigned for use; all books should be covered. If books are lost or damaged during the course of the year, a fee will be assessed at the end of the term.

LUNCH PROGRAM

1. Our school participates in the government hot lunch program. Meals are purchased from Burlington Schools.
 - a. Per the government program, fast food cannot be brought into the cafeteria during lunch times.
2. Students are restricted to only one charged lunch.
 - a. Second lunches are not permitted.
 - b. Students may purchase a la carte drinks.

If parents do not want their child to buy a la carte items, please notify the school. A la carte items should not be purchased by any student with a negative lunch balance.

All beverages brought during school hours must be in a leak-proof water bottle. Disposable delivery containers are not allowed.

STUDENT PARKING

The south parking lot, between the high school and baseball field, the spaces along the road that runs from the circle drive to the south lot, and the spaces immediately outside of the band room are reserved for faculty, staff, and visitors only. Students are not permitted to park in these spaces. Student parking spaces are located in the north lot and along the west lot. With senior parking given priority to the west lot. Unsafe or inappropriate driving will not be tolerated at any time.

SENIOR PRIVILEGE

Seniors with senior privileges are allowed to leave campus during study hall, lunch, and homeroom provided they have no scheduled meetings during this time. Senior privileges come with certain responsibilities. It is expected that the student either signs out and leaves campus or attends the study hall, lunch, designated area, or homeroom. Seniors are not allowed to sit in the hallways during these times.

Access to the Senior Lounge is a senior privilege.

Senior privileges may be revoked by the administrator or Dean of Student Success.

Guidelines: Senior Privileges will be revoked for the following reasons:

1. Senior is receiving a D or F in any class. Privilege will be suspended until the grade is raised to a C.
2. Not abiding by the discipline code (i.e. any serious violation, any removal from class, or any violation of drug or alcohol policy).
3. The eighth absence in any semester.
4. The third tardy arriving to school or coming back from open campus in any semester.
5. One unexcused absence.
6. Not signing out in the office when leaving school and returning.
7. Remaining on school property when signed out on Senior Privileges. This includes not reporting to study hall and not leaving campus.

Application Procedure for Senior Privilege:

1. Obtain an application from the main office.
2. Application requires student and parent signatures. Signed applications cannot be emailed or faxed.
3. Following parent signatures, the administrator will have final approval.
4. The Dean of Student Success will retain forms and monitor for student compliance.

INTERNET CODE OF ETHICS AND ACCEPTABLE USE POLICY

Students wishing to use school computers and Internet must observe the terms of the Burlington Notre Dame School Code of Ethics. Violation of any of the terms will result in disciplinary action which will include temporary or permanent suspensions of computer privileges or other appropriate measures.

General Internet Code of Ethics

Access to the Internet is provided to students for educational research and electronic communications for educational purposes only. Therefore:

1. Use of the Internet without the knowledge and permission of a teacher or authorized personnel is prohibited.
2. Use of the Internet without a clearly defined educational objective, understood by both student and teacher, is not allowed.
3. Use of the Internet to view, copy, save or distribute unauthorized text a. files, graphics files, sound files or video files are forbidden.
4. Deletion, examination, copying, or modification of files or data belonging to other users without their consent is prohibited.
5. Unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is prohibited.
6. Internet activities that use excessive network resources in ways that prevent others from accessing the network are not allowed.
7. Use of the network for any non-educational purpose is prohibited.

Electronic Mail

Whenever you send electronic mail, your assigned user name is included in the mail message. You are responsible for all electronic mail originating from your user name. Therefore:

1. Sending electronic mail messages using an unauthorized user name is prohibited.
2. Any unauthorized attempt to read, delete, copy, or modify the electronic mail of other users is prohibited.
3. Attempts at sending harassing, obscene and/or other threatening electronic mail to another user are prohibited.
4. Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters are prohibited.

Network Security

As a user of the network, you may be allowed to access other networks (and/or the computer systems attached to those networks). Therefore:

1. The use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
2. The interception, copying, distributing, decryption or use of the login names and/or passwords of others is prohibited.
3. Intentional attempts to "crash" network systems or programs are prohibited.
4. Any attempts to secure a higher level of privilege on Network systems is prohibited.

EXTRACURRICULAR ACTIVITIES

Activities

MS/HS	HS Only	Speech and/or Debate
Student Council	Get a Grip	Leo Club
Cheerleading	Dance Team	Play
Trap Shooting	National Honor Society	Musical

Interscholastic Athletics:

Boys –

Football	Baseball
Soccer	Wrestling
Basketball	Track
Tennis	Golf
Swimming (\$750)	Cross Country
Bowling	

Girls –

Volleyball	Softball
Soccer	Golf
Basketball	Track
Tennis	Cross Country
Swimming (\$750)	Wrestling
Bowling	

The 2025-2026 athletic participation fee is \$75 per family for grades 6-8, and \$100 per family for grades 9-12. If a family has students in both middle school and high school, the fee is \$100. Students who participate in Trap Shooting are responsible for paying all fees associated with the club.

- Students are not allowed to use school facilities without authorized adult supervision. This includes the use of the gym on evenings and weekends. Each student is expected to assume responsibility for the care of all school property. Damage of a malicious nature is a serious offense and will be treated accordingly. Repairs must be paid for and disciplinary action will be taken.

I. Academic Requirements (unless the activity is required for a class)

Notre Dame takes very seriously the role of the student with regard to extracurricular activities. We believe that in order for the student to best represent Notre Dame they must be in good academic standing, be on target to graduate, and be prepared for entrance into college.

II. Weekly Eligibility

- Grades 8 through 12 - Teachers will report to the Dean of Student of Success any student that is failing their class by 12:00 PM on Tuesday of each week. If a student is reported as failing for two consecutive weeks in the same class they will become ineligible for extracurricular activities from 12:00 PM that day until 12:00 PM on the next reporting day- 1 week later. The student remains ineligible on a weekly basis until they raise the grade above failing. Students are permitted a two week grace period at the start of each quarter. The first eligibility report will be generated the third week of each new quarter. Ineligibility during shortened weeks due to holiday breaks may be overturned by the administration.
 - Grades below a C result in a loss of Senior Privileges
- Grades 6 and 7 – Teachers will report to the high school office any student that is failing their class by 12:00 PM on Tuesday of each week. If a student is reported for two consecutive weeks in the same class they will become ineligible for extracurricular activities until their grade or grades are above passing. Ineligibility during shortened weeks due to holiday breaks may be overturned by the administration.

III. Quarter/Semester Eligibility

Any student who fails a course at the first or third quarter will be considered ineligible for the next 20 school days. Semester failures by middle school students will result in a 20 school day ineligibility starting at the end of the grading period. Failures at semesters for high school students will be administered via the Iowa High School's No Pass No Play. In addition, students must earn a 2.0 grade point average for the reporting quarter to be considered eligible for extra-curricular activities. In the event the grade point average is below a 2.0, the student will be considered ineligible starting from the time grades are reported to the office until such time that eligibility is reinstated. An ineligible student may become eligible after 20 school days if they are earning a 2.0 or higher grade point average. However, the administrator may allow athletes with passing grades at the quarter/semester to play pending documentation that academics are improving.

* Quarter grades will be used for the first and third quarters and semester grades will be used during the second and fourth quarters.

IV. Good Conduct Rule

Iowa State Code No. 503.4

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for a lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy, and the administrative regulations supporting it, may be subject to disciplinary measures. The administrator shall keep records of violations of the good conduct rule. Students wanting to participate in school activities must meet the requirements set by the school district for participation in the activity. To retain eligibility for participation in Notre Dame High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products or “look-alikes,” regardless of the student's age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine.
 Having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs, or being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so- **mere presence**.)
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs to include “look-alikes.”
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing, or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

V. Penalties:

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

- *First Offense Within the Student's High School Career*- Ineligibility for up to 20% of the total number of dates scheduled for competition or performance. (For "mere presence" violations, see item 5 under "Reduction in Penalty.")
 - *Second Offense Within the Student's High School Career* - Ineligibility for up to 50% of the total number of dates scheduled for competition or performance. (For "mere presence" violations, see item 5, "Reduction in Penalty.")
 - *Third or More Offense Within the Student's High School Career* - Up to twelve (12) calendar months of ineligibility. (For "mere presence" violations, see item 5 under "Reduction in Penalty" section below.)
1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to participate in the next activity or contest.
 2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
 3. An ineligible student shall attend all practices or rehearsals, but may not dress in uniform for games nor participate, nor dress and perform in concerts/musical events.
 4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
 5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.
 6. The number of varsity performance dates shall be utilized for determining dates of ineligibility. Example: The varsity season has 10 performance dates and the junior varsity has 3 performance dates. A student declared ineligible for 20% of the performance dates shall be ineligible for two varsity dates and all junior varsity events during that period.

VI. Reduction in Penalty:

1. Evaluation and Treatment: A student who has a second violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's/family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the administration regarding recommendations for treatment or follow-up care, the student's penalty for the second violation may be reduced by one half. This reduction is not available for first or third violations.
2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (**self-report**) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced by one third for a first violation, one fourth for a second violation, or three months for a third violation within the student's high school career.
3. Items 1 and 2 of this section may not be combined.
4. A student who has been found to have violated one or both of the provisions described above prohibiting conduct that would be grounds for arrest or citation, or conduct that is grossly inappropriate or offensive, may seek to reduce the penalty by entering into a Behavior Agreement. The Agreement shall be in writing and shall include, but not be limited to, an oral apology for the student's behavior to affected parties, restitution where appropriate, and a presentation before students in the elementary and middle schools regarding the

inappropriateness of the student's behavior. The degree of reduction of the penalty in such situations shall rest with the administrator, but in no event shall the reduction exceed one-third of the penalty.

5. A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalty for the first, second, or third/subsequent violation.

VII. Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Penalties will be served consecutively, not concurrently. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

VIII. Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

IX. No Pass No Play:

Iowa High School's Athletic Associations require that all athletes, speech & debate students, and band/vocal students pass all enrolled subjects. Those students that fail a semester course shall have mandated state consequences. Athletes' consequences will begin on the first day of legal competition in that sport for 20 calendar days.

(Board Policy 761.1)

X. Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

XI. Multi-Sport Athletes:

Participating in multiple sports during the same season may be difficult. However, athletes may do so. They will have the following options:

1. They will need to choose their primary sport. All coaches, the athlete's parents, and athletic director will be notified.
2. The athlete will attend all practices and competitions. Exceptions will be made when conflicts occur with multiple competitions on the same day. At that point, the athlete will compete in the priority sport. However, the athlete is expected to participate in all conference championship meets and all state competitions.
3. Athletes may not leave one sport to participate in another without the approval of both the coach and Athletic Director. Example, a spring sport athlete may not quit that sport to begin a summer sport unless he/she has permission from both coaches and the Athletic Director.

XII. Appeals:

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the administration within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from his/her record.

Search and Seizure

Search and seizure shall be in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

Pursuant to Chapter 808A of Iowa legislature, a school official may search individual students and individual protected student areas if both of the following apply:

- a. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
- b. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and nature of the infraction.

Under no circumstances may a search be made which is unreasonable in light of the following:

- a. The age of the student
- b. The non seriousness of the violation
- c. The sex of the student
- d. The nature of the suspected violation

A school official shall not conduct a search which involves the excessive removal of clothing and/or other unreasonable means. If the student is not, or will not, be present at the time of a search of a protected area, such as a bookbag, the student will be informed of the search as soon as reasonably practicable after the search is conducted.

Searches of student or a protected student area by a school official shall:

- a. Be conducted by an adult of the same gender as the student being searched.
- b. Be witnessed by another adult of the same gender as the student being searched.

The furnishing of a locker, desk, or other spaces owned by the school are provided as a courtesy to a student and shall not create a protected student area. Students, parents, and guardians are hereby notified that school officials may conduct periodic searches of school lockers, desks, parking lots and other school facilities or spaces without prior notice.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol the student parking lot. The interior of an automobile on the school property may be searched if school officials have reasonable and articulable suspicion that unauthorized items are contained inside.

Diocese of Davenport Board of Education Policy 542

Video Surveillance

The Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all students, staff, and visitors. As deemed appropriate by school administration, video cameras may be used in any location where there is no legitimate expectation of privacy. Video cameras will not be used in locker rooms or restrooms. Cameras may or may not be monitored on a continuous basis.

Tampering with video cameras and air quality detectors is prohibited and will be subject to discipline under Behavior and Expectations in the Notre Dame Handbook, including replacement of property. The school shall comply with all applicable state and federal laws related to record maintenance and retention of any video recording.

www.legis.iowa.gov

NOTRE DAME BEHAVIOR EXPECTATIONS

Conduct and Discipline:

All conduct at Notre Dame is to be guided by the following four principles of RESPECT:

- Respect for yourself;
- Respect for others;
- Respect for property;
- Respect for authority.

The administration of Notre Dame reserves the right to enact more severe consequences than identified if deemed appropriate. Teachers are responsible for issuing discipline in the classroom for classroom behavior violations. The administrator, assistant administrator, or their designee shall issue school discipline.

Any behavior not addressed via school discipline matrix shall be handled by the administrator with consequences deemed appropriate on an individual basis.

School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student. The furnishings of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student shall not create a protected student area, and shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, facility or space. Allowing students to use a separate lock on locker, desk or other facility or space owned by the school and provided to a student shall not give rise to the expectation of privacy with respect to that student's facility or space.

A student may be suspended or recommended for expulsion based on one incident or multiple incidents depending on the type and severity of the situation.

All students that participate in extracurricular activities and commit an infraction are subject to the Good Conduct Policy (Board Policy 527).

Any senior with repeated infractions is subject to the loss of Senior Privileges.

Behavior-Discipline Matrix

Expected Behavior	Infraction	Consequences
Proper behavior at school functions & activities is expected.	<u>Dishonesty, cheating, littering, loitering, running in the halls, excessive familiarity, unassigned areas (ie: gym, auditorium), open food/drink, profanity, immodest/inappropriate clothing, sunglasses, headwear, gang attire, unauthorized recording</u>	1st offense – 1 detention 2nd offense – 2 detentions Teachers may assign classroom detentions. Iowa Code 808.B
Students shall not be in parking lots or outside w/o permission.	<u>Unassigned areas outside of the school building.</u>	1st Detention 2nd 2 detentions Repeated offense-admin review; Loss of Senior Privileges where applicable.
Students shall not use unacceptable language on school grounds	Use of <u>vulgar, inappropriate language</u> , or <u>swearing</u> , directed at students or groups of individuals.	1st – Detention 2nd – 2 Detentions Repeated offenses-admin review; Loss of Senior Privileges where applicable.
Students shall follow directions given by school personnel	<u>Insubordination or defiance to authority</u>	1st – 1 Detention 2nd – 2 Detentions Loss of Senior Privileges where applicable.
Students shall treat all staff members with respect	<u>Harassment, threats, intimidation</u> (verbally/nonverbally)	Possible police notification- depending on severity 1st – 3 day suspension 2nd – 5 day suspension 3rd – Long term suspension or expulsion
Students shall treat other students with respect on school premises.	<u>Name calling, teasing, provoking, and intimidating others.</u> To include, repeated infractions that are deemed to be bullying.	1st – Detention 2nd – 3 day suspension 3rd – 5 day suspension Consequences may vary/escalate based on severity of infraction.
Students shall treat other students with respect on school premises.	<u>Racial or ethnic implications, and sexual harassment</u> (pinching, unwanted touching).	1st – 1 to 3 day suspension Repeated infractions could result in recommendation for expulsion.
Students shall settle differences through nonphysical means.	<u>Fighting</u> or encouragement of physical contact, bodily harm	1st Results in a 3 day suspension. These infractions are cumulative throughout high school. Repeated infractions will result in recommendation to the Board of Education for expulsion.
Students shall respect the property of other students, staff, and the school district.	<u>Vandalism, alterations, and damage to property.</u>	1st – Detention to suspension based on incident and replacement/ repair of property
Students shall not steal the property of students, staff, guests, and the school district.	<u>Theft or being in possession of stolen property.</u>	1st – 1 to 3 day suspension Repeated infractions could result in recommendation for expulsion.
Students shall not possess, or be under the influence, of alcohol, tobacco, drugs, or paraphernalia.	<u>Alcohol, drugs, and paraphernalia</u>	1st – 3 day home suspension 2nd – 5 day home suspension 3rd – 7 day home suspension. In the instance of possession or under the influence of drugs, students will be required to participate in a restorative practice to be completed during the time of suspension. Associated periods of ineligibility will

		continue until program completion.
Buying, selling, or delivery of alcohol or drugs during school, or school activities.	<u>Sale or distribution of alcohol, drugs, or paraphernalia</u>	Possible referral to police. Home suspension with possible recommendation for expulsion.
Students shall not possess firearms, ammunition, explosives, weapons, or devices which may be considered a dangerous weapon. Students shall not call in bomb threats or be an accessory to such threats. Students shall not pull fire alarms or be an accessory to such actions. Students shall not pull fire alarms or be an accessory to such actions.	Verbal or written threats of the intended actions. <u>Possession of the weapons or devices</u> that could be used to harm students. <u>Bomb threats</u> or be an <u>accessory</u> <u>Pull fire alarms</u> or be an <u>accessory</u> .	Referral to police: for a long term suspension pending an expulsion hearing.

In school suspensions will be utilized at administrative discretion based on infraction. Out of school suspension:

- 1st- One to Three day home suspension
- 2nd- Three to Five day home suspension
- 3rd- Seven day home suspension with possible recommendation for expulsion

The Administration does not take the view that discipline, while it may involve punishment, is the same thing as punishment. Discipline is intended to be remedial and instructive in nature.

1. Discipline will be designed to suit the infraction. Discipline may result in: Conference with student and or parent, a behavior reflection, detention, in-school suspension, out of school suspension, or recommendation for expulsion.
2. The student being disciplined will be allotted DUE PROCESS as outlined in this handbook.
3. Parents will be notified any time the student has been before the administrator or the Dean for any matter more serious than can be remedied by a detention.

Assault: A student that assaults a student, staff or faculty member will be suspended.

Cheating/Plagiarism: Cheating and Plagiarism are not tolerated at any time. These are serious academic violations and will carry serious consequences as determined by faculty and administration, both in the classroom and out.

Plagiarism is defined as the use of other's ideas and words without clearly acknowledging the source of that information.

Cheating is the use of unauthorized aid.

Cell Phones and Wireless Communication

I. In conjunction with state (House file 782) and Diocesan Policy #590, students shall not use cell phones, Smartwatches, Smartglasses, or other wireless communication devices on school property and/or off school property in a school-related context during school hours: 7:50 am to 2:53 p.m.

Students are permitted to bring cell phones or wireless communication devices onto school property and onto school-owned or school-chartered transportation. However, during school hours, these devices must remain powered off and unavailable to the student, this includes Smartwatches, SmartGlasses, or any other smart devices.

Students shall not use cell phones, smartwatches, or any wireless communication devices and/or other technological devices to communicate, record, livestream, or otherwise generate photorealistic video, still pictures, and/or audio (including but not limited to manipulations of voice recordings) at any time while on school property and/or while away from school property for school-related purposes, unless they have obtained the express permission of all parties whose image(s), likeness(es), and/or voice(s) may be recorded and/or streamed.

Except as required by an IEP, 504, and/or other documented need for assistive device, students shall not use cell phones or wireless communication devices and/or other technological devices at any time in locker rooms or restrooms on school property or in locker rooms or restrooms away from school property visited during an off-property school-related event. Students may face disciplinary consequences, up to and including suspension or expulsion, for violations of this policy.

The diocese/school assumes no liability for any cell phone or wireless communication device brought onto school property, including outdoor facilities and parking areas. Cell phone usage restrictions do not extend to off campus privileges.

II. Secure storage of phone

To support a focused and distraction-free learning environment, all student cell phones, or other devices, must be securely stored and powered off in a bag (such as a backpack or purse) during school hours. Phones, or other devices may not be: carried on the student's person (e.g., in a pocket or worn item), left loose or unsecured in lockers, nor kept powered on, even if silenced.

This policy ensures that phones or other devices are not accessible or used during class time or other school activities. Students are responsible for ensuring their phones are stored appropriately at all times. Failure to follow these guidelines will result in confiscation of the device and disciplinary action.

III. Violation of Cell Phone Policy:

- 1st offense: Phone or other device will be taken immediately to the office for the remainder of the school day for student retrieval. The teacher will notify the administrator and the school will notify the parents.
- 2nd offense: Phone or other device will be taken immediately to the office for the remainder of the school day for student retrieval. The teacher will notify the administrator and the school will notify the parents. Student will serve a detention.
- 3rd offense and beyond: Phone or other device will be taken immediately to the office for the remainder of the school day. The teacher will notify the administrator and the school will notify the parents. The phone will be relinquished to the parent/guardian only. Student will serve a detention and possible further disciplinary action, such as suspension.
- If the behavior becomes a pattern, parents/guardians will be asked to meet with administration to formulate a student success plan.

Probation: A student placed on probation by the administrator may be expelled from Notre Dame pending further infractions.

Suspension/Expulsion: Students may be expelled from Notre Dame pending serious academic, attendance and/or behavior issues. At the discretion of the administration, students who commit serious criminal offenses or who are involved in major disciplinary or legal matters, whether on school property, at school sponsored events, or in the community, may face disciplinary consequences including possible expulsion, at the discretion of the administration. ([policy 530](#))

DUE PROCESS PROCEDURE

1. A student (parent) must have a written appeal to the administrator no later than two school days after the discipline has been imposed.
2. The administration will review both the appeal and the discipline decision imposed.
3. If the student (parent) wishes to appeal the administration's decision, a Hearing Council will meet. The student must give a written request to the administration for a meeting of the Hearing Council within two school days of receiving the administrator's decision.
4. The Council will meet no later than one week after the written request has been made.
5. The Hearing Council will be composed of two faculty members and one school board member. The school board member shall be the chairperson of the board's policy

committee or the president of the board. At the beginning of each year, the administration will designate two faculty members and one alternate to serve each quarter. The student or designated faculty members may request the alternate to serve when a Hearing Council meeting is requested.

6. The student and her/his parent(s) will be able to attend the Hearing Council meeting. The Hearing Council may request administration, faculty, and other students to be present for all or part of the meeting. The Hearing Council decides whether to uphold or modify the administration's decision and notifies the student and her/his parent(s) in writing within two school days of the Council's meeting.
7. No outside legal counsel will be able to attend the meeting of the Hearing Council, as this is not a court of law.
8. If the student wishes to appeal the Hearing Council's decision, the student may appeal the decision to the school board. This appeal must be in writing and made no later than two school days after the Hearing Council's decision.
9. The school board will act on the appeal not later than ten school days after the appeal has been received. The decision of the school board is final.

DRESS CODE

Shirts:

- Solid white, navy, or gold/yellow collared shirts with or without our Notre Dame logo are allowed.
- Shirts must be short or long sleeve polo style with a collar. No tanks or spaghetti straps.
- Oxford style dress shirts in white, navy, or gold are acceptable; no flannel shirts are allowed.
- Coats should not be worn in class without express permission from a faculty member.
- Students should have no trouble tucking in the shirt and being able to keep the shirt tucked in.
- Only school-colored long sleeved t-shirts or school-colored turtleneck shirts may be worn under shirts.
- White, navy, or gold sweatshirts or sweaters may be worn or those of any color that have a Notre Dame logo (or shared sport logo, i.e. WBND) with an acceptable collared shirt underneath. Snuggie-type hoodie or blanket attire are not considered sweatshirts, and are not to be worn during the school day.
- Shirts should contain no logo or writing larger than can be covered by a dollar bill unless it is a Notre Dame School logo.

Pants:

- Slacks in navy, white, or khaki colors only are acceptable.
- Pants may be plain front or pleated khaki style.
- Dress casual navy, white, or khaki cargo pants and corduroy are allowed.
- Leggings are allowed when covered by an appropriate length skirt or dress.

Shoes:

- Closed toe shoes only are allowed. Shoes with strings must be tied. Shoes may not be altered. Socks must be worn.
- Open toe shoes and sandals may be worn during the Warm Weather Dress Code dates.

Skirts/Skorts

- Skirts and skorts hem length no shorter than 3" above the knee and longer than the fingertips when standing straight
- Shorts are to be worn under skirts.

General Appearance:

- (Boys) Must be clean-shaven. Sideburns may not extend below the ear lobe.
- Clothes must be free of tears and frays, both school clothes and special dress code days.
- All shirts must be tucked in. Hair should be neatly combed and clean and of a natural color. Excessive jewelry is not permitted.
- All accessories such as hats, bandanas, sweatbands, sunglasses, gloves, chains, etc., are not permitted.
- All students must have a belt if their pants or shorts have belt loops.

Warm Weather Dress Code – April 15th through October 15th (Announcements will be made at school in the event of extending this time frame.)

Students may wear modest dress walking shorts or Capri pants that are solid navy, khaki, or white.

- The shorts must be modest walking shorts with a hem length no shorter than 3” above the knee and longer than the fingertips when standing straight
- Shorts are to be worn under skirts.
- The following are NOT considered to be dress walking shorts: short shorts, shorts made of blue jean material, cutoff jeans or sweats, gym shorts, tennis or basketball shorts, tight-fitting Capri pants, or spandex shorts.
- The requirements for blouses and shirts remain the same as above. Sandals may be worn.

Consequences for any Dress Code Violations

Minor offenses – Include but are not limited to no belt, untucked shirt, failure to shave, uncombed hair, excessive jewelry, etc.

- The student will be asked to correct the violation, which is considered a verbal warning. Detentions will be assigned for repeated violations. After 3 detentions, students will be assigned a Saturday detention for uniform violations.

Major offenses – Include but are not limited to: inappropriate clothing worn to school.

- First offense - The student will be required to correct the violation.
- Second offense – The student will serve a detention of 30 minutes.
- Third offense – A parent conference will be scheduled and appropriate action will be taken to correct the problem.
- Fourth and Subsequent offenses – Corrective action will be taken that may include expulsion from Notre Dame.

Special Dress Days: Appropriate and modest clothing guidelines will be announced for any special dress days. The privilege of jeans and sweats days have associated charges.

[Notre Dame Board of Education Policies](#)

[Diocese of Davenport Board of Education Policies](#)

SCHOOL SONGS

ALMA MATER

Sing out the praises of Our Lady's School O, sing a song of Our Notre Dame!
May Mary Our Mother direct and guide As we bring honor to her name
May Mary assist us, Help in each endeavor, Protect us, keep us
Loyal sons and daughters forever.

CHORUS: We love our ALMA MATER We love Our Lady's school
'CARITAS' – our motto. Colors – white and blue Loyal we will ever be
Now and through the years.
NOTRE DAME,
NOTRE DAME
Here's to YOU

FIGHT SONG

Cheer, cheer for our Notre Dame
Wake up the echoes cheering her name. Send a loyal cheer on high,
Call down the thunder from the sky. We are the Nikes. We have the fame.
Our blue and white will win every game.
As our mighty teams go marching onward to victory.

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

530.3 TOBACCO PRODUCTS-ALCOHOLIC BEVERAGES-CONTROLLED SUBSTANCES

Students are prohibited from possessing, using, being under the influence of, distributing, selling, or manufacturing, beer, wine, or other alcoholic beverages, controlled substances, paraphernalia for administering substances, or of “look-alike” alcoholic, tobacco, or controlled substances as defined by Iowa law while on Burlington Notre Dame School premises and/or in attendance during co-curricular activities.

Students found in possession of or using the above mentioned substances will be suspended from school. The parents shall be advised of their legal rights and due process shall be followed. School personnel reserve the right to contact outside civil authorities where it deems appropriate. Failure to submit to law enforcement tests such as alcohol monitoring devices, etc. when requested by school personnel constitutes admission of guilt on the part of the person refusing the test. 530.0 Expulsion
Upon the recommendation of the building administrator and with the approval of the Board of Education a student can be expelled.

Revised May 24, 2021

SERIES 500: STUDENT PERSONNEL

Policy Adopted: July 17, 1997

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Reviewed: December 2015

Policy Revised: July 11, 2019

Policy Promulgated: July 29, 2019

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POLICY 570 WEAPONS POLICY

Weapons and other dangerous objects in Diocesan Schools cause material and substantial disruption to the school environment and/or present a threat to the health and safety of students, employees and visitors on the premises or property within the jurisdiction of the school/parish.

School facilities are not an appropriate place for weapons or other dangerous objects. Weapons or other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school/parish or from students who are within the control of the school. Parents/guardians of students found to possess a weapon or a dangerous object shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

As used in the policies, rules, regulations, codes, codes of conduct, and any other written documents of the Office of Catholic Schools pertaining to the governing and operation of the schools, the term "weapon(s)" and "other dangerous objects" shall include, but shall not be limited to the following:

- 1) Pistols;
- 2) Revolvers;
- 3) Any other firearm meeting the definition of such under Public Law No. 103227, including pistols,

revolvers, rifles and shotguns;

4) Daggers;

5) Razors blades and blades for opening packets;

6) A knife of any type or nature regardless of the composition of the materials used to make the knife;

7) Any object which is an offensive weapon as defined by Section 723.1, Code of Iowa 1993, or as found by any interpretation of the Supreme Court of the State of Iowa;

8) Any object which is a dangerous weapon as defined by Section 702.7, Code of Iowa 1993, or as found by any interpretation of the Supreme Court of the State of Iowa;

9) Any instrument designed primarily for use in inflicting death

10) Any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the user intends to inflict death or serious injury on another;

11) Starter pistols and any other mechanical device of any nature whatsoever designed for or capable of discharging blank rounds;

12) Pellet guns and air guns, whether the projectile is discharged by CO2, air, or some other form of propellant;

13) Replicas and models of any type of firearm, whether or not said replicas and models are capable of discharging a projectile and of whatever construction or material. (This includes any object which appears, when shown, as if it is a pistol, revolver, firearm of any type, or any other "weapon" or "dangerous object", as defined herein.)

SERIES 400: STAFF PERSONNEL

Policy Adopted: November 15, 2001

Policy Revised: June 5, 2002

Policy Revised: May 17, 2010

Policy Revised: December 2015

Policy Revised: June 2019

Procedure Revised: March 20, 2020

Procedure Promulgated: May 5, 2020

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PROCEDURE 430.1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

Reporting suspected bullying behaviors

a. An Individual who feels that he/she has been harassed or bullied should report it immediately to a teacher, counselor, administrator; and/or responsible staff member working in the area at the time of the incident

b. The individual or his/her designee writes down exactly what happened including;

- what, when and where it happened;
- who was involved;
- exactly what was said or what the alleged harasser did;
- witnesses to the harassment;
- what the individual said or did, either at the time or later;
- how the individual felt; and
- How the alleged harasser responded.

c. The individual or his/her designee keeps a copy of the written report and gives another copy to the teacher, counselor, administrator, and/or responsible staff member to whom the verbal report was made.

d. The teacher, counselor, or responsible adult who receives a complaint of bullying must notify the administrator or building investigator.

COMPLAINT PROCEDURE

An individual (parent, teacher, or adult responsible for the supervision of children) who believes that a student has been harassed or bullied will notify the building administrator, who is the designated investigator. The alternate investigator is the school counselor or an individual named by the building administrator. The investigator will offer the individual the opportunity to complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The investigator may waive the form and do an intake interview right away if the individual student is reporting the bullying behaviors.

The investigator, with the approval of the Superintendent of Schools, or the Administrator has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will review the difference between conflict and bullying. If it is clear the event(s) reported are not simply a conflict between two students, and it appears that the potential of bullying behaviors exists, the investigator will reasonably and promptly commence the investigation upon receipt of the complaint.

Pre-Investigation Safety Plan:

The investigation begins with considering precautionary measures and, if necessary, the implementation of a pre-investigation safety plan.

Investigator Meets with the Reporting Individual

The investigator next conducts an intake interview of the student, who claims to be the target of bullying behaviors, or the reporting teacher or parent who submitted the claim of bullying behaviors against a targeted student. During the intake interview the investigator will meet with the complainant and explain the process, including: Documentation of the allegation; a claim or assertion that an accused student has engaged in bullying behavior, usually made without proof.

Safe+Sound Iowa is Iowa's anonymous school safety reporting system. Available 24/7 through a website, mobile app, or tip line, it allows students, parents, staff, and community members to confidentially report concerns such as bullying, threats, self-harm, violence, or other school safety issues so that appropriate support and intervention can be provided.

<https://safeandsoundiowa.gov/>