



**Student Handbook  
Policies & Procedures  
2016 – 2017**

Notre Dame International High School (NDIHS) is a college preparatory high school formed and operated in partnership with Notre Dame “Les Oiseaux” (NDO) and a member of the Nacel International School System (NISS).

The policies and procedures contained in this handbook represent the basic framework of Notre Dame International High School. The students, staff, and families of Notre Dame International High School are expected to create a rich, open-minded, and exciting community in which to learn and work.

## Mission Statement

NDIHS prepares students for professional success in the global community and equips students with the tools to become lifelong learners by fostering the development of critical thinking and communication skills through inquiry and collaboration as they gain a strong sense of personal and social responsibility. We encourage students to grow in their compassion for others, appreciate and respect other cultures, recognize the value of different viewpoints and work towards a more peaceful world grounded in intercultural understanding.

### *Academics & Curriculum*

Teachers and facilitators use a combination of traditional classroom teaching and project-based teaching techniques. Parents and host families are encouraged to contact school administration or teachers whenever they wish to discuss their student’s performance or any other school-related issue.

## Curricular Goals

Students will demonstrate proficiency in the NISS curriculum by:

- Producing high-level work that prepares them for higher education or professional life;
- Demonstrating effective problem-solving skills in various settings;
- Integrating and applying the knowledge and experience gained in all subject areas;
- Gathering, analyzing, and interpreting information gained from research, prior learning, and different world perspectives.

Students will develop and refine their intercultural thinking skills by:

- Learning to understand the viewpoints of others and allowing this information to shape their own perspective of the world;
- Challenging their personal biases and beliefs through the examination of other worldviews;
- Using knowledge and critical thinking to develop educated positions on topics and issues that will improve their interactions with others.

Students will demonstrate their ability to communicate effectively within an intercultural setting by:

- Improving skills in oral and written language;
- Expressing thoughts and ideas with clarity, purpose, and cultural awareness;
- Recognizing, analyzing, and evaluating various methods of verbal and nonverbal communication;
- Developing mastery of English (or for U.S. students, another world language), to be successful in postsecondary studies.

Students will exhibit personal and social responsibility by:

- Practicing personal and academic integrity;
- Accepting, appreciating, and understanding human diversity as it relates to themselves and others;
- Developing cultural skills such as mindfulness, empathy, and patience in uncertain situations, self-reflection, and a culturally relative viewpoint;
- Understanding the impact of the actions and those of others (individuals and groups);
- Exhibiting cross-cultural leadership skills in preparation for success;
- Appreciating the value of learning and taking an active role in their education.

## Graduation Requirements

Notre Dame International High School's graduation requirements are designed to meet Minnesota state standards and entry requirements for a wide range of colleges and universities. Students are required to attend eight semesters of high school in ninth through twelfth grades and complete a minimum of **48 semester credits for graduation**. These 48 semester credits must also satisfy the specific departmental requirements described below.

Students are individually responsible for seeing that they are meeting the requirements necessary for graduation, but a counselor or administrator will monitor each student's records at the start of each school year. Any student who has a question regarding graduation status should contact a counselor or administrator.

Subject area graduation requirements are as follows:

Language Arts	8 semester credits (1 must be in Speech)
Math	6 semester credits
Social Studies	7 semester credits* (including courses in geography, civics, U.S. & world history, and economics)
Science	6 semester credits* (2 must be in Biology)
Physical Education	2 semester credits
Health	1 semester credit
Fine Arts/Performing Arts	2 semester credits
Technology	1 semester credit
Foreign Language	6 semester credits (4 must be in the same language)
Elective	9 semester credits*

## Advanced Placement

To provide students with additional challenge, NDIHS offers several Advanced Placement (AP) courses. These courses allow students to explore subject matter at an accelerated level. The AP exam for each course is administered in May of each year. **All students enrolled in an AP class are expected to take the AP exam in the spring.** Preparing for and taking this high-stakes academic test will prepare each student for the rigor they will face at the university level. **Student fees covering the cost of the AP exam and supporting materials appear on the student's Powerschool account.**

Colleges and universities around the world award college credit for qualified AP exam scores. All students who earn a C or better in an AP course will receive a 5% increase in their final percentage grade for that particular course each semester. This results in an increase in the student's overall GPA. **Please note: NDIHS does not elevate GPAs above 4.0.**

## Grading System

Notre Dame International High School grades on a four-point scale. The school will use a variety of measures including classroom and standardized measures to document the success of its students. Teachers will assign letter grades to students. The following letter grades will be used:

A+	=	97-100%	=	4.0	C	=	74-76%	=	2.0
A	=	94-96%	=	4.0	C-	=	70-73%	=	1.7
A-	=	90-93%	=	3.7	D+	=	67-69%	=	1.3
B+	=	87-89%	=	3.3	D	=	64-66%	=	1.0
B	=	84-86%	=	3.0	D-	=	60-63%	=	0.7
B-	=	80-83%	=	2.7	F	=	0-59%	=	0.0
C+	=	77-79%	=	2.3					

Percentages are rounded to the nearest tenth of a point in the calculation of grades. NDIHS does not provide class ranks.

During the first week of school, teachers will explain their individual grading policies.

All assignments must be completed at the end of each semester when all grades are finalized. No further work will be accepted after grades are finalized.

Cumulative grades, in the form of a report card, are available two weeks after the end of each semester. Grades and attendance can be viewed in PowerSchool (link: <https://nacel.powerschool.com/public/home.html> ).

## Homework

Homework is an extension of classroom learning; it reinforces classroom instruction and it is important for academic success. Students are expected to complete homework properly and on time. The amount of homework will vary with grade, subject, and student work habits. Parents and host families are encouraged to communicate with their student to ensure that homework is manageable and up to date. Ultimately, the responsibility for meeting homework demands rests with the student.

## Final Exams

Final exams will take place at the end of each semester. All students are required to participate in final exams. Students with conflicts due to multiple courses must schedule an alternative exam time with the teacher.

## Academic Intervention

If a student demonstrates unsatisfactory academic progress, they will meet with their advisor or an administrator. The advisor assists the student in developing a student success plan. A copy of this plan will be sent to host parents or natural parents. A copy of the report is also kept on file at NDIHS to track future progress.

A plan for success may include the following:

- tutoring
- student assigned to supervised evening study hall
- meeting with the student/parent(s)/school counselor
- limitation of participation or exclusion from athletics or extracurricular activities

## **Academic Probation**

A student may be placed in academic probation if the student's GPA falls below 2.0 at the end of any semester or if the student earns a grade of F. Students who are placed on academic probation must meet with teachers and administrators to address the deficiency and develop a plan for success.

A student who remains on academic probation for two or more consecutive semesters may not be invited to return to NDIHS.

## **Academic Integrity**

Cultures around the world have different ideas about what is considered cheating in school. Students are responsible for learning, understanding, and following American and NDIHS guidelines for cheating in school.

Academic dishonesty is not tolerated at NDIHS. Cheating will result in disciplinary action and notification of the student's parents. Students engaging in cheating will be put on probation and could face dismissal.

Examples of cheating include, but are not limited to, the following:

- Turning in work that is not your own.
- Plagiarism (including copying from the internet).
- Copying the work of others or allowing others to copy your work.
- Sharing or acquiring test information from another student.
- Using crib sheets for exams (except as allowed by teachers).

More specifically, plagiarism is using another person's words or ideas without giving credit to that person. Plagiarism includes, but is not limited to, the following:

- Using another person's words as your own (with or without that person's consent).
- Buying a paper online.
- Copying from written sources without proper citation.
- Copying and pasting from online sources without proper citation.
- Failing to identify quotations in a paper.
- Changing words but copying sentence structure from another source.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Using pictures, data, graphs, etc. without proper citation.
- Citing sources incorrectly.

If students have questions about plagiarism, there are a variety of resources they may use to better understand this subject. First, teachers should talk with their teacher about specific assignments in question. Also, students should speak with their English teachers as they are experts in documentation. Finally, there are countless online resources to help students understand and avoid plagiarism, eg. Purdue OWL (Online Writing Lab).

Students who violate academic integrity shall, after due process, be subject to failure on assignments and examinations, failure in courses, and suspension or expulsion.

## **Academic Transcripts**

Academic transcripts are available at any time with the submission of a *Transcript Request Form*; allow up to two weeks for processing. Transcript cost: 2.00€ for each transcript picked up in the school office, emailed or faxed; 10.00€ for each transcript mailed to an address within France;

transcripts mailed outside of France require special, traceable shipping and charged depending on the country of receipt so the price range is 20-70€. Transcript Request forms can be found on our school website.

International students are responsible for providing administration with special instructions, payment, etc. regarding legalization of documents. No final transcript can be processed until two days following teacher grade reporting days.

### **Accommodations**

While Notre Dame International High School does not provide special education services, we will provide reasonable classroom accommodations to students who have been diagnosed with a learning disability. Examples of reasonable accommodations include, but are not necessarily limited to, the following:

- Extended time on tests.
- Preferential seating.
- Clarification of test directions and items.
- Oral testing.

Documentation of diagnosis and education plan recommendations must be kept on file in the school office and updated as determined by the educational psychologist filing the report.

### **Honor Roll**

To reward and encourage academic excellence among Notre Dame International High School students, an honor roll is published at the end of each semester. This honor is extended to students in grades nine through twelve with a semester GPA of 3.7 to 4.0.

### **Student Accounts**

All students have an account administered through PowerSchool to track school fees. This account covers school and class trips, transcript and graduation charges, consumable books and materials. Students make a payment at the beginning of the year or semester and charges may be added throughout the year. All school trips are paid for through this account. **Grades and transcripts are not released if there is an outstanding balance.**

## *Attendance*

The process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational development for each student. Many in-class learning experiences cannot be duplicated by make-up activities. A pattern of good school attendance benefits the learner now and transfers to future success in higher education and in the workplace, heightens the student's sense of self-worth, and increases one's autonomy.

Attendance shall be uniformly and regularly taken in all classes and monitored by teachers and other staff members so that it can be used as an early warning sign of academic difficulty. Parents are advised to monitor attendance data in PowerSchool and unexcused class absences are reported to parents and host parents. When attendance issues occur, assistance and support shall be requested from parents/host parents to remedy the problem. NDIHS may, at its discretion, intervene with reasonable instructional alternatives when a student's absenteeism contributes substantially to unsatisfactory academic achievement and progress toward a high school diploma. Students that do not respond to school and parent interventions may be dismissed.

## Attendance Responsibilities

### Students are expected to:

- Attend class every day, be on time, and be prepared for class.
- Notify your family or host family immediately if you are absent for any reason.
- Attend field trips and other mandatory school-sponsored events.
- Contact each of your teachers (in advance, if possible) to discuss missed work.
- Obtain assignments and complete make-up work within the time specified by the teacher.
- Serve detention for any marks of absence or unexcused tardy.

### Families and host families are expected to:

- Report all absences, regardless of reason or cause, by 9h00 each day. Consecutive absences must be reported daily. If we do not receive a phone call or email from the family, the student will face consequences. Report absences by one of the following methods:
  - Phone 01 39 28 15 06. If the call goes to voicemail, please leave a message with the student's name, the date, and the reason for the absence.
  - Email: [ndihs@ndoverneuil.net](mailto:ndihs@ndoverneuil.net)
- When returning to school, the student must provide a written excuse from parent/host parent explaining the reason for the absence.
- Monitor your student's attendance online with Powerschool and notify the office of any concerns or errors.
- Arrange any travel to occur within the School vacation periods as defined on the NDIHS Academic Calendar. **Note that absences outside of these dates will not be approved or excused.** The most up-to-date calendar is available on the school's website.

### Teachers will:

- Take attendance in Powerschool for each class period within the first 15 minutes of class, noting whether students are present, absent, or tardy.
- Notify the office of any errors or corrections that need to be made.
- Follow up with students and parents when attendance issues adversely affect student academic performance.

### Administration will:

- Record all absence-related information reported by parents.
- Call families if a student is absent and family has not contacted the school by 10h00.
- Inform teachers who have not submitted attendance.
- Determine whether an absence is excused or unexcused, based on school policy and the information reported.
- Monitor student attendance for problems.
- Recommend and implement intervention when needed.
- Reevaluate process and procedures as needed.

### Absences & Tardies

The following classifications will be used regarding absences: excused, unexcused, and school-authorized.

### Examples of Excused Absences

Personal illness  
Family emergency or death in the family  
Medical/dental appointments  
Prearranged college visits/exams  
Major religious holidays  
Legal matters, court appearances, etc.

**Unexcused Absences** –Absences which are not authorized by the parent/guardian or the school.

Unexcused absences include:

- Arriving more than 20 minutes late to class
- Departing early from class without authorization
- Class "cuts" or "skips"
- An unauthorized departure from campus
- Vacation/weekend extensions
- Suspension from class or school

**School-authorized absences** - The school authorizes students to miss regular classes in order to participate in alternative activities. As these are school activities, students are marked ‘present’.

- Interscholastic athletic or academic competitions and events
- Approved field trips
- Special services support groups
- Student recognition and award ceremonies

**Consequences for unexcused absences**

Students who arrive after the start of class, but before 30 minutes have passed, will receive a mark of *Tardy, unexcused*. The administration considers 3 marks of *Tardy, unexcused* the same as one class period skipped and will assign consequences accordingly. **Even if a student will be late, it is important that they attend class.** Students, who are more than 30 minutes late, will receive a mark of *unexcused absence* and will receive consequences accordingly.

Below are the consequences for tardies and absences:

Action	Consequence
3 marks Tardy unexcused	Meeting with school counselor, phone call to parents.
5 marks Tardy unexcused	Letter home to parents.
8 marks Tardy unexcused	First warning.
11 marks Tardy unexcused	Second warning.
14 marks Tardy unexcused	Third warning. Student may be dismissed.
2 mark of absence unexcused	Meet with school counselor, phone call to parents.
4 marks of absence unexcused in one class period	Letter sent home to parents.
7 marks of absence unexcused in one class period	Letter sent home to parents.
10 marks of absence unexcused in one class period	Loss of class credit.
3 periods of any single class missed (regardless of excused or unexcused)	Meeting with School Counselor, phone to parents.
5 periods of any single class missed (regardless of excused or unexcused)	Letter home to parents.
10 periods of any single class missed (regardless of excused or unexcused)	Letter home to parents. Student placed on probation.
12 periods of any single class missed (regardless of excused or unexcused)	No credit given for the class. Student may be expelled and repatriated.

In addition to the listed consequences, the school may, at the discretion of the headmaster, assign additional consequences for marks of absence and tardy unexcused. These could include the following consequences:

- Community service
- Inability to participate in afterschool activities, including games, performances, and dances.
- Loss of off-campus privileges

- Additional assignments of lunch detention, after-school detention, and/or Saturday detention

### **Make-up Work**

Each teacher has an individual make-up work policy. The student assumes responsibility for understanding this policy, obtaining assignments, and completing the make-up work in the time specified by the teacher.

## *Behavior & Conduct*

### **Statement of Philosophy on Conduct and Discipline:**

**Respect for oneself, for others and for the educational institution.**

School climate is shaped by many factors, some of which are the nature of the student body, the teaching staff, the family, the community, the educational program, the physical plant, and the available resources. The impact of each of these factors is greatly affected by the school's policies which attempt to bring them into a positive working relationship. There are school rules and regulations designed to help sustain this relationship and forms of control over student conduct to help avoid disruption of it. Without discipline in the school, optimum learning cannot occur.

It is imperative that everyone be aware of the rights and responsibilities of the individual. Students must be assisted to become both self-respecting and respecting of others. It is in this manner that positive school climate can be built. However, in those instances where students do violate the rights of others, neglect their own responsibilities, and in other ways cause school climate to deteriorate, there must be forms of control over student conduct and forms of disciplinary action to be taken.

It is equally important that a truly humane school environment demonstrate a sincere concern for the welfare and rights of staff members and our school policies must reflect that concern.

### **Responsibilities of the School**

- **The Administration and Board of Notre Dame International High School and Nacel International School System** in conjunction with the **Assigned Principal** establish and implement our code of conduct. The Board, acting through the Administration, holds school employees responsible for the supervision of the behavior of students while they are legally under the supervision of the school.
- **The Headmaster** shall be responsible for implementing all necessary procedures, rules, and regulations to make effective the policies relating to the standards of student behavior and for the total operation of the school, within the framework of the procedures established by the Administration and the Board.

The headmaster shall be responsible for posting and disseminating the rules and regulations currently in effect for the school to all students, parents, and all interested community groups at the beginning of each school year and to each new student upon registration.

The headmaster is also responsible for informing students of their rights and responsibilities and to lead a discussion of these rules, rights, and responsibilities with the faculty prior to the opening day of school each year and with all new faculty members when they begin their duties in the school.

The headmaster has the authority to impose suspensions consistent with guidelines of the French Ministry of National Education on students who fail to comply with school regulations.

- **The Faculty** shall be responsible to the headmaster for the implementation of all necessary procedures, rules, and regulations to make effective policies relating to standards of student behavior in the classroom, the school building, on school grounds, and at school events off school grounds.
- **Teachers** have the responsibility to see that all students are informed of standards of behavior required. In addition to enforcement of formalized rules and regulations, teachers may use such reasonable measures as necessary to maintain student control in school buildings, on school grounds and at school events off school grounds. Teachers have the responsibility to record and report serious discipline problems to a building administrator.

### **Student Rights**

The rights of an individual are preserved only by the protection and safeguarding of the rights of others. A student is responsible for the manner in which his/her individual rights are exercised and must accept the consequences of any actions that are committed outside the boundaries of those rights. The staff, students, and parents must work cooperatively if the goal of the democratic society within the school is to be realized. Rights bring responsibilities. The rights and responsibilities stated here are those which may arise in our school environment but may not be all-inclusive.

- **The Right to Learn**  
Each student has the right to attend school and gain an education as provided by law. This includes the right to make up work missed during an excused absence.
- **The Right to Free Speech and Expression**  
Students at Notre Dame International High School represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately, provided such expressions are not libelous or obscene according to current legal definition and do not interfere with the rights of others or disrupt the atmosphere for learning.
- **Freedom of Appearance**  
Students have the right to dress and groom as they choose in a manner which preserves safety and demonstrates respect for others. If the dress or grooming of a student interferes with the educational climate or process or is unclean or a threat to the health or safety of the student or any other person, the school has a legitimate concern and may require the student to change his/her dress or grooming. Shoes must be worn by students in school at all times. Caps or hats may not be worn in school.
- **The Right to be Informed of Rules**  
Each student has the right to be informed of all policies, rules, and regulations they will be expected to follow. Copies of these rules governing the code of conduct shall be available in each school office, and the basic rules shall be published and distributed to all students, parents, and host families. Rules and regulations will be provided to all students in classes and/or other groups during the first month of the school year.
- **The Right to Privacy of School Records**  
Students' rights to privacy regarding school records will be protected and any disclosure of information from student permanent records shall be consistent with legal requirements.

- **The Right to Personal Property**

Students have a right to be secure in their persons and property; but they shall not bring onto school property or to school sponsored events anything that would cause, or tend to cause, disruptive activity or would endanger the health and safety of any person. Lockers and dormitories are the property of the school and may be searched by school officials.

### **Student Responsibilities**

Students are responsible for the consequences of their behavior. All students are responsible for complying with all school rules and regulations. The headmaster shall be responsible for informing the parent/guardian/host parent of any student whose behavior is in serious conflict with established rules, public laws, and procedures.

- **Responsibility for Academic Work**

Students are responsible for completing class assignments on time and according to the instructions given by the teachers, and for completing assignments missed during an excused absence. Students are responsible for bringing to class all materials required for daily classroom use.

- **Responsibility Regarding Attendance and Tardiness**

Students are responsible for being in attendance and on time both at the beginning of each school day and for each class or activity for which they are scheduled. Students arriving to school late are to report to the office before going to class.

- **Responsibility for Self-Discipline**

Students are responsible for complying with the rules and regulations of NDIHS and for accepting the authority of school personnel on school property and at school sponsored events. Failure to meet these responsibilities will be cause for disciplinary action.

All students should have a complete understanding of expected behavior as listed in the Student Handbook. If a student does not understand any provision of the student handbook, the student is responsible for seeking clarification from the headmaster.

### **Campus Arrival and Departure**

Students can enter and exit only through the main gate or the train station gate. The train station gate is open from 8h15 to 8h45 and in the evening from 16h30 to 16h45 and is for pedestrians only.

Students should not loiter outside of the gates before or after school. Students must also avoid gathering in large groups in the sidewalks off campus for security reasons and out of respect for the local community and residents.

### **Classroom Conduct**

Teachers and facilitators may establish specific classroom rules in addition to those stated in this handbook. Students are expected to follow classroom rules. Failure to comply with classroom rules will result in disciplinary action.

### **Field Trip and Off-campus Conduct**

Students are expected to follow all NDIHS rules while attending school field trips or while off campus during school. Students are further expected to act as school representatives and to behave in a manner that will not embarrass themselves, their peers, their families, their individual countries, or Notre Dame International High School.

## **Guests**

For safety and security reasons, permission to bring a guest to NDIHS must be granted in advance by the administration. Permission to have a guest visit during school hours is not considered. All school rules apply to guests while they are on campus. Students are responsible for the conduct of their guests and are subject to discipline for any inappropriate behavior by their guests.

## **Identification**

Students are required by French law to carry their identification with them at all times. They are to present this to any law enforcement officer upon request. Students should carry their passport or a copy of their passport along with their school identification at all times; students should keep an extra copy of their passport in a safe location.

School issued agendas (cahiers de correspondance) and ID cards, including meal cards remain the property of Notre Dame International High. Students are to carry these agendas and cards at all times when on campus and safeguard them against loss and abuse. If any school staff requests a student to give them their ID, the student will give it to them respectfully. If lost or stolen, students must replace their ID card at the school office for a small fee. No exit from campus will be allowed without school ID.

## **Lunch**

All NDIHS students have the cafeteria meal plan. Additionally, they are welcome to buy snacks or lunch at the Open Café. All purchases are made by deposit made on their lunch cards. Deposits must be made prior to using the card at the Open Café.

During the lunch break, students can relax in the park or in the lobbies of the St Pierre and Tocqueville buildings. Students are not allowed to be inside classrooms without a teacher present.

## **Park, Environment**

Students are responsible for respecting the school environment. Many of the trees on campus are centuries old and the park is a protected area. It is the collective responsibility of all members of the community. Students must respect the flora and fauna. Garbage should be placed in the bins located around campus.

During times of high winds and lightning storms, the park may be closed and students must go inside a school building immediately. In order to preserve our green space, the areas beyond the sports fields are off limits.

## **Personal Property**

Students are discouraged from bringing items of value or personal importance to school with them. Notre Dame International High School is not responsible for any lost or stolen items. We recommend clearly labeling all personal property with a permanent marker. Unmarked items that are found will be taken to the Lost & Found. Items not claimed at the end of the semester may be donated.

## **School Lockers**

School lockers are the property of Notre Dame International High School and are provided for the convenience of students. At no time does the school relinquish its exclusive control of its lockers. Students should not have an expectation of privacy of the interior of their school lockers. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, and without student consent. The personal possessions of students within a school locker may be searched when school officials have reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

### **School Textbooks and Materials**

Students will be issued textbooks and other classroom materials. Students are expected to return these books and materials in good, usable condition, or pay for their replacement. Student records and final grades will be withheld until all payments are made. Textbooks in some classes are required to be purchased by the student.

### **Student Behavior and Dress**

A student shall dress and behave in a manner that does not distract or detract from the educational process or result in damage to school facilities. Dress and personal grooming should be modest, neat, clean, and appropriate to the activity.

Students must wear clothes that are appropriate for school. Students are not allowed to wear low-rider pants, torn jeans or oversized clothing that would reveal any undergarments (such as bra straps, underwear or boxer shorts), sports clothes outside of gym class, shorts, pajamas, revealing outfits, clothing bearing messages or logos relating to violence, alcohol, drugs, sex, or gangs, unnatural hair, or excessive piercings. Caps, hats and other headgear are not permitted in school.

If students are dressed inappropriately, they may be sent home to change or required to wear a lab coat for the remainder of the day; any absences due to inappropriate dress are considered *unexcused*. Repeated violations of this policy will lead to disciplinary action.

### **Student Searches**

The personal possessions of students, whether on their person, in desks, lockers or in dormitory rooms may be subject to a reasonable search when the School has a reasonable suspicion that evidence will be produced that the student violated the law or school rules.

### **Prohibited Behaviors**

Disciplinary action may be taken for any behavior that disrupts the learning environment or violates the rights of others. Prohibited acts that may result in disciplinary action (prohibited acts include but are not limited to those listed below):

#### **1. Food and Beverages**

- Food, beverages, and gum are not permitted in the classroom without prior approval from a teacher or staff member.
- Energy drinks are not permitted on campus at any time.

#### **2. Leaving Campus**

- Students are not allowed to leave campus during the school day without proper permission.
- Students are to show their school ID to the security guard each time they leave campus.
- Students leaving or re-entering campus during school hours must be accompanied by a teacher or a staff member or must have authorization from the school office or infirmary.
- In the event that a student must leave campus for any personal reason during school hours, host parents or parents of day students must provide prior notice, if possible, and must report to the front office to sign their child out of school.
- Office staff will mark the student's agenda or provide a pass to inform the security guard of the student's permission to leave campus exceptionally.
- Violation of this policy will result in disciplinary action and notification of the student's parents and/or host family.

**3. Portable Electronic Devices**

- All portable electronic devices are forbidden inside all school buildings except under the express direction of the teacher.
- Portable speakers or music players are not allowed on school grounds. They will be confiscated if they are found in use during school hours.
- Headphones and cell phones are to be turned off and out of sight as students enter school buildings including the cafeteria, library, gyms, etc. However, at the request of a teacher, they may be used for educational purposes only.
- If students are found using a cell phone during a testing, the student will receive an official warning. This policy also applies to watches that are “connected devices” which are prohibited during all testing.
- Teachers and staff have the right to confiscate any prohibited items if they are used during the school day.
- Confiscated items will be kept in the administration office and may be returned to the student after the school day is over on the first instance of confiscation. Subsequent confiscated items will be kept longer by the administration or returned directly to parents or host families at the discretion of the headmaster.
- Laptops, iPads, cell phones, etc. will be left in the back of the classroom except under the express direction of the teacher.

**4. Public Displays of Affection**

- Public displays of affection are not permitted on school property.
- Examples of public displays of affection include, but are not limited to, kissing on the lips and sexual contact.
- Standard greetings such as a handshake or short hug are permitted between students.

**5. Truancy**

- Students shall not be truant from school. Truancy is the absenting of one's self from school or class without lawful excuse and approval of school officials. As required by statute, regulations of the Ministry of Education, and the administration, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the administration of NDIHS. Students returning to school following any absence will be expected to report to the office prior to attending class and to complete all missed assignments (for excused absences) within a reasonable period of time to be determined by the teacher.
- Habitual tardiness will be defined as truancy.
- Truancy may result in suspension or dismissal.

**6. Disrespectful Behavior**

- Disrespectful behavior is rude or derogatory behavior, and includes making threats or refusing to follow directions and will not be tolerated at Notre Dame International High School.
- Disrespectful behavior can be exhibited orally, electronically or in writing.
- A student shall comply with all reasonable directives issued by school personnel.
- A student shall not disturb or interrupt the peace and order of the school or any school sponsored activities.

**7. Failure to Speak English and/or French**

- One of the goals of our program is to encourage the development of English and French skills in our international students. For this reason, students are required to speak English and/or French while they are at school. Exceptions will be made for language classes and other language-based activities.

- The speaking of foreign languages in a positive, non-exclusionary, informative setting will be encouraged.
- The use of foreign language to exclude other students or to the detriment of student learning will not be tolerated.

#### **8. Theft and Vandalism**

- Stealing shall be defined as the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of the property of another without regard to value, without consent of the owner, and with intent to deprive the owner of the property, or the finding of and keeping of lost property without making reasonable effort to find the owner
- Students suspected of possessing stolen items may be subject to a search of their person and belongings.
- Students will respect the park, school equipment, security installations and the premises.
- Vandalism is willful damage to or destruction of school property or the property of others.
- A student shall not cause or attempt to cause willful damage to property nor steal or attempt to steal school or private property either on the school grounds or at a school-sponsored activity or event.
- Any student who commits vandalism will be required to pay for the damages caused, will be subject to disciplinary action, and may be reported to law enforcement. Student records and final grades will be withheld until all amounts are paid.
- Theft will lead to suspension or dismissal.
- Any false alarm activation will lead to dismissal.

#### **9. Profanity**

- The use of profanity in a verbal, electronic, or written form and insulting and profane gestures in any language or culture is prohibited at school and at school functions.

#### **10. Assault**

- A student shall not commit physical or verbal assault.
- Physical assault is any action which intentionally inflicts or attempts to inflict, or threatens to inflict bodily harm upon another.
- Verbal assault is abusive, threatening, profane, or obscene language either oral or written by a student toward any person. Verbal assault includes conduct which offends or degrades persons because of their gender, race, color, creed, religion, national origin, age, physical or mental ability, sexual orientation, or socio-economic status. Verbal assault also includes intimidation, harassment or extortion.
- Assault will lead to suspension or dismissal and may result in referral to law enforcement.

#### **11. Tobacco**

- A student shall not possess or use tobacco in any form in school buildings, vehicles, on school property, or at any school-sponsored events or activities, regardless of the student's age. This includes e-cigarette products.
- Disciplinary action for the use of tobacco may include assignment to a Smoking Cessation Program, suspension and/or dismissal. International students who are dismissed will be repatriated immediately.

**12. Chemicals: Drugs & Alcohol**

- A student shall not possess, provide, consume, or be under the influence of any chemical, drug or alcohol in school buildings and vehicles, on school property, or at any school-sponsored activity, function, or event off school property. The possession and display of drug paraphernalia is also strictly prohibited.
- Any student that buys, sells, possesses, uses, or is under the influence of alcohol or any illegal drugs at school, on any school vehicle, or at any school event or activity, may be suspended from school pending consideration of dismissal. International students who are dismissed will be repatriated immediately.

**13. Weapons**

- A student shall not have possession of a weapon in school buildings and vehicles, on school property, in a host family home, or at any school-sponsored activity, function, or event off school property.
- "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Weapon" means any firearm, whether loaded or unloaded, any device designed as a weapon or through its use capable of producing great bodily harm or death, or any device or instrument which may be used to threaten or cause bodily harm or death, or devices which reasonably appear to be capable of threatening or causing bodily harm such as guns (including pellet guns), knives, box cutters, lasers, clubs, metal knuckles, throwing stars, explosives, mace, stun guns, and ammunition.
- The school administration has sole discretion in determining when an object or substance is a weapon.
- Possession of a weapon will result in automatic and immediate suspension pending dismissal. International students who are dismissed will be repatriated immediately.

**14. Harassment and Violence**

- The policy of Notre Dame International High School is to maintain a learning environment that is free from religious, racial, or sexual harassment and violence. The school prohibits any form of religious, racial, or sexual harassment and violence.
- No student may verbally or physically assault or harass another student, or staff member. No student may make dangerous or intimidating threats to another person.
- A student shall not make threats which interfere with normal school operations or school activities. These include, but are not limited to, the reporting of dangerous or hazardous situations that do not exist.
- Harassment includes, but is not limited to, the use of degrading, profane or obscene language, gestures and slurs on race, religion, disability, ethnic background or other words or conduct that is threatening, offensive, or discriminatory.
- Harassment may be face-to-face, written, or sent through a third-party or an electronic media.
- Violence is an intentional physical act of aggression upon another person that is intended to cause fear of bodily harm or death, inflict bodily harm, or threaten bodily harm.

**A. Religious Harassment/Violence**

- The policy of Notre Dame International High School is to maintain an environment that is free from religious harassment and violence.
- No student or employee will create an intimidating, hostile or offensive environment through physical or verbal conduct relating to an individual's religion.

- B. Racial Harassment/Violence
- The policy of Notre Dame International High School is to maintain an environment that is free from racial harassment and violence.
  - No student or employee will create an intimidating, hostile or offensive environment through physical or verbal conduct relating to an individual's race.
- C. Sexual Harassment/Violence
- Sexual harassment is illegal. The policy of Notre Dame International High School is to maintain an environment that is free from sexual harassment and violence.
  - No student or employee may create an intimidating, hostile, or offensive environment by using unwelcome words or actions that are of a derogatory sexual or gender-based nature; nor may they pressure, threaten, coerce or force sexual contact with a person; or attempt to coerce or force sexual contact with a person.
  - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. Prohibited acts include, but are not limited to sexual or dirty jokes, sexual gestures, displaying sexually explicit materials, name calling, and sexual rumors.
  - No student or employee will make unwelcome sexually motivated or inappropriate physical contact with another person.
  - Sexual harassment can occur between members of the same or opposite gender.
- D. Reporting
- Students that believe they have been harassed or subjected to an act of violence, or have witnessed harassment or violence, should immediately report the matter to the school administration or a teacher.
- E. Investigation
- Notre Dame International High School will investigate allegations of all types of harassment and will take timely and appropriate corrective action when harassment is found to have occurred. An investigation will be completed as soon as is practical.
- F. School Action
- The school will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.
  - The school may take immediate steps, at its sole discretion, to protect the complainant, students, or staff members. This may include, but is not limited to, immediate suspension pending completion of an investigation.
  - Harassment or violence may lead to suspension or dismissal.
- G. Retaliation
- The school will discipline or take appropriate action against any person who retaliates against any person who reports alleged harassment or violence or who testifies, assists or participates in an investigation or a proceeding relating to such harassment or violence.
  - Retaliation includes, but is not limited to, any form of threats or direct or indirect intimidation, reprisal or harassment.

**15. Abuse Reporting**

- Teachers, administrators, counselors and the school nurse will report neglect and sexual or physical abuse of children as required under the law.
- Under some circumstances, alleged harassment or violence may amount to abuse under the law and will be reported.

**16. Other Unacceptable Behavior**

A student may be subject to disciplinary action for any of the following:

- Willful conduct that materially and substantially disrupts the right of others to an education
- Willful conduct that endangers school employees, the student, other students, or the property of the school
- Conduct which demeans, degrades or threatens another person because of gender, race, color, creed, religion, national origin, physical or mental disability, sexual orientation or socio-economic status
- **Willful violation of any rule of conduct specified in this policy**

## *Discipline*

### **Rules and Regulations**

The goal of discipline is educational and should lead towards a secure learning environment, self-control, responsibility for self, and respect for law, authority, property, and the rights of others. The ideal student behavior is that controlled by self-discipline. When that fails, school officials must provide corrective measures which may include disciplinary actions such as detention, parent conference, in or out of school suspension, expulsion, or referral to outside agencies. In all serious disciplinary actions, parents, guardians, or host parents are to receive early notification of the problem.

**Students' rights to an education should not be denied because of the disruptive behavior of other students.** In those instances, however, where students violate the rights of their peers, neglect their own responsibilities, or in other ways interfere with the climate of the school and its educational processes, the following rules and regulations will be used to maintain an orderly educational process. This will be done in a manner that respects the dignity of the student and promotes healthy and responsible behavior.

Discipline will be administered in a manner which is humane, respectful and fair, and does not discriminate on the basis of race, gender, color, creed, religion, national origin, sexual orientation, socio-economic status, or disability. Students' rights to equal protection of the law and due process are described in the attached rules and regulations.

Teachers have the right to remove disruptive students from the classroom under the conditions specified in these rules and regulations. Everyone concerned with student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the headmaster to assist all concerned with this task.

## **NDIHS's WORLD Philosophy**

NDIHS strongly believes in the success of each student, both inside and outside the classroom. Because of this strong belief we strive to create a positive learning environment through our school-wide philosophy, WORLD:

- **W**ork hard
- **O**pportunity
- **R**espect
- **L**eadership
- **D**ecision-making

These values and skills are necessary for student success. Both students and staff are expected to reflect WORLD at all times, on and off school grounds.

### **Disciplinary Decisions and Actions**

- All decisions regarding the level and severity of discipline are the sole discretion of school administration except as limited by this Handbook.
- The decisions of the headmaster are final and a student does not have any right to appeal such decisions.
- A conference with a parent or host parent is required following any suspension before a student may return to school.

### **Detention**

- Detention is assigned for minor violations of rules.
- Skipping a scheduled detention will lead to immediate probation.
- Repeated failure to attend assigned detention may result in suspension or dismissal from school.
- Students, parents, or host families are responsible for transportation to and/or from school during a detention that is not held during normal school hours.

### **Suspension**

- Suspension is the separation of a student from the school community for a period of one or more days.
- Suspension includes in-school suspension: where the student is removed from class but stays on campus; and out-of-school suspension: where the student stays at the home of his or her host family or returns home for a period of time while the student, family, and administration consider whether and how the student can successfully continue at NDIHS.
- The terms of a suspension are defined in each instance at the discretion of the school administration.

### **Dismissal**

Cause for suspension, exclusion, probation, or expulsion/dismissal and repatriation include, but is not limited to:

- Any conduct to "substantially disrupt" the educational process
- Any violation of school rules or district policy
- Any damage or destruction of school property or private property on school grounds
- Any theft or attempted theft of school property
- Any threats or assaults on any person on school property or at a school-sponsored event
- Any violation of local or federal law

Dismissal is the permanent barring of a student from NDIHS. Dismissal may occur for reasons stated in this Handbook, when a student continues inappropriate behavior after probation or suspension for the same or similar behavior, when a student's conduct significantly disrupts the rights of others

to an education, or when school officials determine a student's conduct endangers the student, other students, surrounding persons, including school employees, or property of the school.

Teachers and other school officials may recommend that a student be dismissed. The school headmaster makes the final decision whether a student is dismissed.

**Should a student be dismissed from Notre Dame International High School for any reason, any paid tuition is forfeited.**

**Behavioral Incident Reports**

Whenever a behavioral incident requires the intervention of an administrator, the administrator will fill out an incident report. This report documents the discussion, plan of action, and any consequences that are appropriate. A copy of the report is sent to local parents or host parents, as well as emailed overseas to the foreign partner, if applicable. The original report is kept on file at NDIHS for future reference.

**Corporal Punishment**

Corporal punishment is prohibited at Notre Dame International High School. For the purpose of this section, "corporal punishment" means conduct involving the following: hitting or spanking a person with or without an object, and/or unreasonable physical force that causes bodily harm or substantial emotional harm.

**Responsibilities of Parent/Guardian/Host Parent**

Parents, guardians, and host parents have the legal responsibility for the behavior of their children as determined by law and community practice. Parents/guardians/host parents are expected to exercise the required controls so that the student's behavior will be conducive to the development of self-discipline and the educational progress and will not be disruptive to the school's educational program.

Parents/guardians/host parents are expected to notify the school, either through a telephone call or a note, prior to any absence because of illness, a medical appointment, or any other excused absence. Parents/guardians/host parents are also expected to see that students get to school on time.

Since cooperation between parents and school is essential in assisting students to work to the best of their ability and achieve a good school experience, parents/guardians/host parents have a responsibility to help maintain communication with the school by participating in school community activities, attending scheduled individual conferences of the headmaster or faculty, and bringing matters of concern to the attention of the faculty and/or administration.

**Possible Disciplinary Actions**

Disciplinary actions may include but are not limited to:

- Detention
- Loss of school privileges
- Parental conferences with school staff
- Modified school programs
- Behavior Modification Plan
- Removal from class
- Suspension
- Exclusion
- Expulsion/Repatriation
- Referral to Police
- Restitution

- Referral to outside agencies for assessment

These disciplinary options are not progressive, that is, any option may be used for first offenses dependent upon circumstances or severity.

## *Student Services*

Notre Dame International High School believes student development is enhanced through career and educational planning. To foster such planning, the headmaster and counselor addresses all student academic matters at the high school level. The counselor is available via Skype, email, or telephone. Notre Dame International High School also has a college counsellor available to counsel students in many situations regarding non-academic issues, vocational and business schools, and future career planning. You can get contact information for the counselor in the school office.

### **International Student Health Insurance**

All students are required to have a full understanding of how their personal health insurance is administered and applies to their stay at NDIHS. Copies of coverage plans including emergency coverage procedures that differ from the standard issue Nacel insurance must be submitted to the NDIHS office upon arrival for recordkeeping.

### **Health Services**

Notre Dame International High School's infirmary is staffed by a nurse whose mission is to serve the health needs of students. The nurse is able to treat minor injuries and ailments, and may recommend that students see a physician for assessment of more serious problems and recommended treatment. The NDIHS office will contact the parents and/or host family when they learn of a serious injury or illness.

Ill students must report to the infirmary during school hours. Under no circumstances may a student remain in his or her dorm room during the school day if s/he is ill.

Any prescription medications that a student needs to take during the course of a school day must be turned in to the school nurse with written authorization of a physician and parent/host family. The medication should be labeled by the parent/host family and must include the following information in English:

1. Student's name
2. Name of medication
3. Dosage
4. Date and time of the day it is to be given
5. Duration of time it is to be administered
6. What the medication is treating
7. Physician's name and telephone number

Parents and host families should notify Notre Dame International High School of any changes in their student's health that may affect the student's performance in school. A parent or host family should inform the school administrative office of any change in address or phone number (home and work) to be used in case of an emergency. If a host student is sick, please respect the welfare of others by keeping the student home to avoid spreading the illness to others.

### **Activities and Athletics**

Notre Dame International High School believes in involving students in activities beyond the classroom as an integral part of their educational experience. Participation in athletics and activities

provides students with leadership opportunities and helps students develop into mature adults. To meet the needs and foster the interests of students, Notre Dame International High School encourages students to participate in its high school clubs and intramural sports leagues.

Any fees or other costs for private teams and clubs are the responsibility of the student. Participation in extracurricular activities is a privilege, not a right, and students are expected to conduct themselves as responsible citizens, to adhere to the highest standards of social behavior and sportsmanship, and to show proper respect for authority at all times. Students may be removed from sports or activities for some or all of a season if the student's academic record supports such a decision.

## *Technology*

### **Student Technology Responsible Use Policy**

The following procedures are applicable to all student use of Network and Internet systems while using Notre Dame International High School property at any location or during school activities at any location.

All use of educational technology must be in support of education and research and be consistent with the mission of the school. In addition, educational technology may only be used in a manner consistent with French law, license agreements and school policy.

### **Access**

Network and Internet access is a privilege that requires a high level of personal responsibility and may be denied due to inappropriate use. Inappropriate use shall include but not be limited to:

1. Using the school system for commercial and/or personal purposes.
2. Using the system to transmit inaccurate information.
3. Using the system to send, receive or view objectionable material or material that could be described as defamatory, slanderous, libelous or inciting racism.
4. Damaging the security system.
5. Using another individual's system account.
6. Forging or attempting to forge electronic mail messages.
7. Attempting to read, delete, copy or modify electronic mail of other system users.
8. Misusing electronic mail retention guidelines.
9. Exceeding resource quotas or disk usage quotas.
10. Failing to conduct virus checks on downloaded material.
11. Vandalizing the system.
12. Violating copyright laws.
13. Failing to follow network etiquette procedures.
14. Submitting false or misleading information to obtain or retain access to the system.
15. Accessing the system in any manner inconsistent with the mission of the school.
16. Interfering with official school communications

The network administrators may withdraw access at any time as required. The administration, faculty and staff of the school may request the network administrator to deny, revoke or suspend specific system user access.

### **Security and Usage Guidelines**

1. Appropriate language will be used in electronic mail and other electronic communications.
2. System users will be respectful of others' opinions.

3. System users will not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other system users, or misrepresent other system users, or attempt to gain unauthorized access to the system.
4. Communications may not be encrypted so as to avoid security review.
5. Personal information such as addresses and telephone numbers will remain confidential when communicating on the system. Students will never reveal such information without permission from their teacher or other adult.
6. Students will never make appointments to meet people in person that they have contacted on the system without school and parent permission.
7. Students will notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
8. All Internet users are responsible to notify a system administrator or building administrator promptly upon discovery of any suspected security breach.
9. The school unconditionally reserves the right for authorized personnel to review system use and file content. The school reserves the right to remove a system user account on the system or to disconnect any system user to prevent unauthorized activity.

### **Copyright**

One of the most important issues to be addressed and taught to students is the issue of copyright and the related areas of trademark and licensing.

System users may download material for their own use in accordance with applicable copyright laws, school policy and administrative regulations. The Fair Use doctrine allows an individual to reproduce portions of copyrighted work for non-commercial purposes, in some instances. Reproduction beyond fair use requires the permission of the copyright holder or authorized person. The permission must be specified in the document or must be obtained directly from the author in accordance with applicable copyright laws, school policy and administrative regulations. Violations of copyright law could lead to civil liability with excessive penalties.

System users may upload public domain programs to the system. System users may also download public domain programs for their own use or non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

### **Liability**

Access by the school to the system will be through the establishment of individual accounts. The use of the accounts constitutes acceptance of the account and agreement by the system user to abide by the rules of conduct and to assume responsibility for the content of that account.

The school does not warrant that the functions and services performed by or the information or software contained in the educational technology resources will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected. The school's system is provided on an "as is, as available" basis. The school does not make any warranties, whether expressed or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

The student and his/her parents or guardians will hold the school harmless from student violations of copyright laws, software licensing requirements, student access of inappropriate materials, violations by the student of others' rights to confidentiality, free speech and privacy, and damage to systems accessed by the student.

**Discipline**

The headmaster or the headmaster's designee will determine appropriate discipline for student violations. Violations of the acceptable use guidelines, any school policy or procedure, or any federal law, rule or regulation may result in disciplinary action up to and including expulsion. Disciplinary action will be taken in a manner consistent with the student discipline policy. Violations that may be criminal will be referred to appropriate law enforcement officials.

**Student Printing and Duplication Policy**

Students may not print or make photocopies in the school office. Printing is available in the library and study lounge and will require documents be transferred on a flash drive. Careful planning is required to avoid missing assignment deadlines.

### *Non-Discriminatory Policy*

Notre Dame International High School does not discriminate on the basis of race, color, gender, creed, religion, national or ethnic origin, sexual orientation, socio-economic status, or disability in administration of its admissions and scholarship programs, the administration of its educational, athletic, or other school programs, or its employment practices.