



INSTITUTE OF NOTRE DAME

Student-Parent Handbook
2010-2011

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Principal
Mrs. Diana Franz
Assistant Principal
Mr. Anders Alicea
Dean of Students

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This agenda belongs to

Name _____
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THE IND TRADITION

HISTORY

The Institute of Notre Dame, established in 1847 by the School Sisters of Notre Dame, began as both a boarding and day school. As early as 1852, the chronicle reports ten boarding students, and by 1857 the number increased to twenty-five. On July 24, 1864, the first class graduated in a public ceremony. The first addition to the original building (1852) was constructed in 1862. In 1885, the building housing the current parlors and auditorium was constructed. In 1892, the current chapel was built. Expansions were made in 1926 for additional classroom space. The final addition was completed in 1992 with the erection of the M.I. Knott Gymnasium.

MISSION STATEMENT

The Institute of Notre Dame, rooted in the values of the Catholic faith and the educational vision of the School Sisters of Notre Dame, is a college preparatory school for young women. Located in the city of Baltimore, IND is a culturally diverse community which educates its students to become women of discernment, active leaders, lifelong learners, and responsible citizens of the world.

PHILOSOPHY

The Institute of Notre Dame is a girls' Catholic high school committed to a philosophy of education inspired by the foundress of the School Sisters of Notre Dame, Blessed Theresa of Jesus. Believing that each person is a unique image of God, we strive to enable every young woman to develop to the fullness of her potential. We challenge her to grow in her ability to become self-directed, to reach out to others, and to make responsible choices. Committed to Gospel values, we encourage each student to develop a Christian conscience by which she can guide her life and contribute to building a more just and loving world.

We create an environment that enables students to understand and accept themselves and others as persons of dignity and worth. We educate our students to become lifelong learners equipped with the skills and knowledge that will allow them to be successful in a rapidly changing world. We provide opportunities to study and experience other cultures and nations, educating students to recognize and respond to world issues.

BELIEF STATEMENTS

In accordance with our philosophy, we, the Institute of Notre Dame, commit ourselves to providing quality educational and spiritual experiences which develop in students:

- an appreciation of IND's heritage and traditions.
- integrity, honor, and self-worth.
- a moral self and a Christian conscience.
- the ability to make healthy and wise choices.
- independence, problem solving and critical thinking skills.
- a deep relationship with God through prayer and communal worship experiences.
- a respectful attitude toward others.
- leadership skills.
- an awareness of shared responsibilities among students, families, staff, and administration.

- a spirit of collaboration in the educational process among faculty, students, and their parents.
- creative abilities and an appreciation of the arts.
- a respect for different learning styles.
- research skills and a responsibility for learning.
- the ability to utilize developing technologies and their applications.
- an ability to value their own and other cultures.
- the motivation to be active and responsible members of society and to participate in the political process.
- a world vision and sense of global responsibility.

A graduate of the Institute of Notre Dame will be able to:

1. understand and accept herself as a person of dignity and worth.
2. reach out to others and make responsible choices.
3. recognize and respond to world issues.
4. value her own and other cultures.
5. have a world vision and a sense of global responsibility.
6. continue to grow and learn in a rapidly changing world.
7. have a deeper relationship with God.
8. be an active and responsible member of society.
9. be an active participant in the political process.
10. have an appreciation for IND's heritage and tradition.

NON-DISCRIMINATION POLICY

IND does not discriminate on the basis of race, color, religion, or national ethnic origin in the administration of its admission, educational, scholarship, athletic, social and other school policies.

SCHOOL SEAL

The Institute of Notre Dame has adopted for its seal, that of the Congregation of the School Sisters of Notre Dame. Prominent in the seal is an open book. This symbol of education is surmounted by the initials J.M., Jesus and Mary. The Latin inscription VIRTUS ET SCIENTIA is a reminder that strength and courage complement knowledge. To the left of the book is the palm of victory. The leaves of laurel to the right bear testimony to academic achievement.



SCHOOL SONG

Students rally to her
All her love acclaim
Listen as our voices
Join to sing her fame
IND, thy name we praise
Let our voices ring.
Loyalty and love for thee
In our hearts we bring.
Alma Mater be our guide.
All our days may we be
True to ideals set by thee,
The Spirit of IND.

Underclassmen learn thy ways,
Proudly join the line;
Juniors, Seniors, strive to live
Daily lives like thine.
All thy graduates proclaim
Their devotion to thee.
Always we can count on thee,
The Spirit of IND.

ALMA MATER

We salute Thee, Alma Mater,
Hail Notre Dame!
We revere Thee, Alma Mater,
Hail Notre Dame!
All too soon our paths must sever,
May it be our life's endeavor
Thy strong ways to keep forever
Loved Notre Dame!

Through the years that lie before us,
Loved Notre Dame!
Keep thy azure mantle o'er us,
Loved Notre Dame!
Dearer far than any other,
Be our Friend, our Guide, our Mother,
Keep us close to Christ, our Brother,
Loved Notre Dame!

SCHOOL COLORS

The school colors are blue and white in honor of Our Lady, Patroness of the Institute.

SCHOOL MOTTO: For God and Country

ACCREDITATION

Maryland State Department of Education
Middle States Association of Schools and Colleges

AFFILIATION

Association of Independent Maryland Schools
Association for Supervision and Curriculum Development
College Board
National Association of Secondary School Principals
National Catholic Education Association

IND FACULTY AND STAFF 2010-2011

ADMINISTRATION

Ms. Ann Seeley Principal
Mrs. Diana Franz Assistant Principal
Mr. Anders Alicea Dean of Students

DEVELOPMENT OFFICE

Ms. Jerrilyn Borneman Director of Development
Mrs. Cathy Jo Portera Special Events Coordinator
Mrs. Sandra Ruffini Development Assistant

PUBLIC RELATIONS AND COMMUNICATIONS

Ms. Kara Marie Moran Director of PR and Communications

BUSINESS OFFICE

Ms. Nicole Ruocco, CPA Director of Finance
Mrs. Darby Skalski Tuition Accountant

OFFICE OF ADMISSIONS

Mrs. Amy Conly Director of Admissions
Ms. Helen Bruns Assistant Director of Admissions

STUDENT SERVICES

Mr. Frederick Germano Director of Computer Technology
Mrs. Denise Kielek School Nurse
Mrs. Heather Marone Athletic Director
Mrs. Diane Russell Curriculum/Technology Coordinator
Sr. Hilda Marie Sutherland, SSND Director of Housekeeping
Mr. John Were Help Desk Coordinator
Ms. Vanessa Williams Youth Minister

ADMINISTRATIVE ASSISTANTS

Ms. Karla Bounds Principal's Office
Ms. Shannon Pinder President's Office
Mrs. Barbara Ruland Assistant Principal's Office
Mrs. Janice Wheelbarger Guidance Office

RECEPTIONISTS

Sister Hilda Marie Sutherland, SSND

MAINTENANCE PERSONNEL

Mr. John Howard Maintenance Engineer

DEPARTMENT CHAIRPERSONS

Art Mrs. Anne Rich von Nordeck
Business & Technology Mrs. Jennifer Sauer
Drama Mrs. Carolyn Buck
English Sr. Jane Cayer, SSND
Language Mrs. Kathleen Casey
Guidance Mrs. Lisa Fink
Mathematics Mr. Robert Young
Music Mr. Daniel C. Meyer
Health & Physical Education Ms. Lauren Hauser
Religious Studies Ms. Nancy Miller
Science Mrs. Barbara Doline
Social Studies Mrs. Elisabeth Tisdale

FACULTY AND DEGREES

Mr. Anders Alicea MEd Johns Hopkins University
Mr. William Brown MEd Goucher College
Mrs. Rachael Browne BS Towson University
Mrs. Carolyn Buck BA Mt. Holyoke College
Mrs. Sandra Budd MA Johns Hopkins University
Mrs. Linda Carey MA Towson University
Mrs. Kathleen Casey MA University of Virginia
Sr. Jane Cayer, SSND MA Johns Hopkins University
Ms. Stephanie Clapp BA Fairfield University
Mrs. Amy Conly BA Marist College

Mrs. Barbara Doline	BS University of MD, College Park
Mrs. Lisa Fink	MSW University of Maryland at Baltimore
Mrs. Diana Franz	MEd Loyola College
Mr. Frederick Germano	MS Florida Institute of Technology
Dr. Margaret Gessler	MD Georgetown University, Sch. of Medicine
Mrs. Jennifer Grooms	MA Goucher College
Mr. Edwin Guevara	BS University of Puerto Rico, Humacao
Mrs. Lauren Hauser	BS Towson University
Mr. Robert Hiles	MA Johns Hopkins University
Mrs. Denise Marie Kielek	RN Community College of Baltimore College
Mrs. Heather Marone	MA University of Arkansas
Mr. Daniel C. Meyer	MM Westminster Choir College
Ms. Nancy Miller	MA St. Joseph College
Mrs. Diane Newcomer	MA Towson University
Mrs. Julia Ramos	BA Messiah College
Mr. Michael Reeb	MS Johns Hopkins University
Mrs. Anne Rich von Nordeck	BA College of Notre Dame
Mrs. Mabel Rodriguez	BA UNAZA
Mrs. Diane Russell	MSEd Goucher College
Mrs. Jennifer Sauer	BS Villa Julie College
Ms. Ann Seeley	MS Marywood University
Mrs. Cyrile Sincock	MA St. Mary's Seminary & University
Ms. Kathleen Snyder	MA St. John's College Graduate Institute
Mrs. Ethel Sutherland	MA St. Mary's Seminary
Mrs. Elisabeth Tisdale	BA Washington College
Mrs. Dianna Vodarick	MS Towson University
Mr. John Were	BS Morgan State University
Ms. Vanessa Williams	BS Morgan State University
Mr. Robert Young	MS Johns Hopkins University

ACADEMIC INFORMATION

ACADEMIC PROGRAMS

Courses are offered on four levels:

- Advanced Placement – Advanced courses taught at the college level, designed for students who have outstanding academic ability and achievement. Students who take AP Courses are required to take AP exams and pay the AP fees.
- Honors – Accelerated courses taught at the high school level.
- College Preparatory – Standard high school academic courses.
- Access – College preparatory courses specially designed for students who need reinforcement in a particular academic discipline.

ACADEMIC STANDING

Promotion and academic standing are based upon the number of credits earned and will be reviewed only at the end of each school year.

Sophomore 7 credits Juniors 14 credits Senior 20 credits

BOOKS

Each student must possess the required books for each of her classes. A list of required books can be found on www.myschoolbookstore.com. Books that are not purchased by the first week of class may result in a lower grade point average in that class. Lack of required books by October 1st may result in suspension.

COLLEGE VISITS

Juniors and Seniors are permitted two excused absences for college visits per year. No student is excused unless a note from a parent/guardian is submitted to the Guidance Office by homeroom one day prior to the requested date. Seniors are expected to visit colleges on the day that underclassmen take the PSAT test. See calendar for dates.

COURSE SELECTION PROCEDURES

Course Selection Catalog and course selection forms are available from Edline in January. Students must read the Course Selection Catalog carefully and follow the procedures outlined therein. Parents and students should thoroughly discuss course selections.

Students are invited to return to IND if academic, attendance, and discipline records are satisfactory.

CREDIT RESPONSIBILITY

Each student is expected to keep her own record of credits earned. It is the ultimate responsibility of the student to know how many credits are necessary to move from one grade level to the next. It is of particular importance that seniors are aware of and responsible for subject-specific course requirements as well as total credits needed to graduate. Credit checks may be made upon request by scheduling an appointment with a Guidance Counselor.

A student earns one credit for each course she takes provided

- course is taught for the entire academic year
- student attends the class regularly (unexcused absence in excess of 14 days is reason for loss of credit), and
- student earns a final grade of at least 70%.

One half credit is awarded for each course taught for one semester

- student attends class regularly (unexcused absence in excess of 7 days is reason for loss of credit), and
- student earns a final grade of at least 70%.

A student may not substitute a summer school course for a course that is taught at the Institute of Notre Dame during the academic year.

DEFICIENCIES/GRADES (FAILING)

A student with **two or more failing deficiencies or failing grades** in a quarter is academically ineligible to participate in any extracurricular activities until the next deficiency or report card is issued. The student will be ineligible for the year if she participates before the next deficiency or report card is issued. A senior will lose her early dismissal and senior lounge privilege. The student is expected to meet with the Assistant Principal and Guidance Counselor and devote the extra time to her studies.

A student with **one failing deficiency or failing grade** is academically ineligible to participate in any athletic/club activities for at least five school days. The student will be ineligible for the remainder of the season/semester and for the same sport/club the following year/semester if she participates before the waiver is signed. A Senior will lose her early dismissal and senior lounge privileges until the waiver is signed. The beginning of this period will be announced. (*See Waivers-Tryouts, p. 37.*) These days are to be used meeting with the subject teacher and/or

To calculate your GPA, you must first convert the numerical grades used on report cards to the Grade Point scale (0-4.5). Use chart above. Grade points are only used in this calculation once full credit for that class has been earned. You may estimate your approximate GPA for your own reference, but keep in mind that your grades may change before the end of the year when your GPA will be accurately calculated.

To calculate your GPA, use the scale for ½ credit classes for one-semester courses and the 1 credit scale for year classes once credit has been received. To find the average, add the total grade points earned, then add the number of credits earned. Divide the total number of grade points by the number of credits, and that average is your GPA. A weighted GPA is also calculated to send to colleges/universities. The following scale is used:

<u>GRADE</u>	<u>HONORS/AP</u>	<u>CP/ACCESS</u>
97-100	5.0	4.5
93-96	4.5	4.0
89-92	4.0	3.5
85-88	3.5	3.0
81-84	3.0	2.5
77-80	2.5	2.0
73-76	2.0	1.5
70-72	1.5	1.0
<70	0	0

Cumulative weighted GPA is used in calculation of awards.

GRADUATION REQUIREMENTS

To comply with State of Maryland and Institute of Notre Dame graduation requirements, a student must successfully complete 27 credits. Ordinarily, students earn 7 credits per year for a total of 28 credits.

<u>Courses</u>	<u>Minimum IND Requirements Credits</u>	<u>Suggested IND Course of Study Credits</u>
Religious Studies	4	4
English	4	4
Mathematics	4	4
Social Studies	3.5* (Theresian 3)	4
Fine Arts	1	1
Language	2	3
Science	3	4
Physical Education/Health	1	1
Computer	1	1
Electives	3+	2
TOTAL CREDITS	27	28

*4 Social Studies credits will be required, starting with the class of 2013.

Any course failed, even an elective, that puts you below 27 credits will mean attending summer school and receiving your diploma at the satisfactory completion of summer school.

CHRISTIAN SERVICE REQUIREMENTS

The IND Christian Service Program is intended to

- 1) Enable the student to give freely of her time and talent in service to

school, church and community;

2) Promote learning by encouraging the student to select projects that lie outside her comfort range of activities and experiences;

3) Complement the school's mission of service to the local community.

As a requirement for graduation, each student must perform a minimum of eighty hours of Christian Service over her four years of attendance at IND. In effect for rising sophomores, twenty hours of service must be completed by the start of each academic year, resulting in the completion of eighty hours of documented service before the beginning of the 2nd semester of a student's senior year. Students who have not satisfied the required hours for their grade level may not tryout for an athletic team, audition for performing arts clubs, run for an elected office, or, in general, participate in any extracurricular activities. Seniors who are not in compliance will be prohibited from participating in all school activities/graduation exercises until criteria are met. Students who transfer into IND are responsible for completing twenty hours of service for each year in attendance.

Before service hours can be documented, the following sequence of activities must be completed to the satisfaction of the Youth Minister:

1) Complete a **service contract*** and obtain all required signatures.

2) Submit the completed contract to the Youth Minister for approval before the work begins. (The Youth Minister is not obligated to accept work that was completed without prior approval.)

3) Perform the service as agreed in the contract. Inform the Youth Minister if problems arise.

4) Submit **project completion forms*** to the Youth Minister for final approval.

**Further instructions are provided on the required forms, which may be downloaded from the IND web site (www.indofmd.org) or obtained from the Youth Ministry Office.*

A student may select her project(s) independently or with the assistance of the Youth Minister. Approximately five service hours per year may be earned through approved in-school service programs. The remaining hours must be earned off-campus. Students may not receive pay or other compensation for their work, nor may they submit projects for which another school or organization has granted a service award.

A student's customary duties at home, church or school (housework, baby-sitting, lawn care, Eucharistic Ministry, etc.) are not normally considered appropriate for Christian service. The Youth Minister will evaluate extraordinary activities, such as the care of a handicapped relative, on a case-by-case basis.

The Christian Service Program should provide new and diverse experiences for all participants. Therefore, someone with a specific skill or talent may not select only projects that involve her area of expertise. The Youth Minister may limit a student to a maximum number of hours in a specific activity or project site if her overall program is judged to lack diversity.

A summary of hours awarded will appear on report cards issued quarterly.

Providing false or misleading information to obtain service awards is a violation of the IND Honor Code. Any student dismissed by her supervisor for inappropriate conduct or for failure to honor the terms of her contract will be subject to disciplinary action by IND.

CERTIFICATE OF MERIT

1. Grade Point Average of 3.5 on 4.5 scale
2. Twelve of the following credits must be in Honors courses:
 - 4 credits each of Religious Studies and English
 - 3 credits each of Mathematics, Science and Social Studies
 - 1 credit each of Physical Education, Health, Fine Arts, Computer
 - 2 credits of Language
 - 3.5 credits of electives

HONORS

The practice of awarding honors at IND is designed to recognize students who have excelled in their studies. To be eligible for the Honor Roll, a student must be enrolled in at least 6 courses. To be eligible for Gold Honors, a student must maintain a grade of 93 in each course. To be eligible for Silver Honors, a student must maintain a grade of 89 in each course. To be eligible for Bronze Honors, a student must maintain an overall grade of 85 in each course. Honors are awarded quarterly for quarter grades.

MAKE-UP WORK

Students are informed at the start of each course of the requirements for the course including the make-up policy for assignments, classwork, tests, and projects missed because of absence. All work must be made up within 5 school days of the absence. **It is the student's responsibility to contact the teacher to make up any missed assignments.** Teachers are not obligated to provide make-up work for a student who has an unlawful absence, an absence related to financial obligations, or a family vacation. (*In cases of suspension, refer to p. 23-4.*)

MERIT-BASED SCHOLARSHIP PROGRAM

Scholarships are determined on the basis of the results of the high school entrance examination and review of the student's records. IND scholarships are renewable each year on the condition that the student maintains an overall average of 85 or better in all classes, that she makes a positive contribution to the school community by actively participating in at least one club or sport, and that she maintains a discipline average of 85 or better. Renewal of special scholarships is contingent upon specific criteria. Scholarships are awarded during the admissions application period prior to entering into freshman year. (*See p. 34 for financial aid.*)

REPORT CARDS

IND issues report cards four times a year at the end of each academic quarter. Report cards will not be issued to any student who has not met all financial obligations including tuition, fees, fines, and materials lent by the school.

SCHEDULE CHANGES

Schedule changes are made through the Office of the Assistant Principal. Requests for schedule changes must be submitted in writing, with a parental note of permission. A \$30.00 fee must accompany requests. No student requests will be considered after the first 4 days of class. All schedule changes are based on class availability, and student academic ability and performance. There is no charge for teacher initiated changes. The add/drop change period is the first four days of each semester. A change will be made only for the most serious reason. Withdrawal from a one credit course may be made only after mid term exams. Report cards and transcripts show a grade of WP (withdrawn passing) or WF

(withdrawn failing) for any courses dropped after receiving first or third quarter grades.

STUDENT TO TEACHER RATIO

The student to teacher ratio at IND is 10:1.

STUDY PERIODS

Study halls are provided for quiet study during unscheduled class time. Students with a study period must report to the library at the beginning of their study period to sign in. Failure to sign in will result in being issued ten points and a one hour detention. Students may choose one of two places to spend their study period: the library or periodical room. Seniors may also study in the senior lounge. (*See Deficiency Policy on p. 9-10 for exceptions.*) Students may not use their study period to take two lunch periods. Ordinarily, underclassmen do not have study periods. Students are limited to one study per semester.

THERESIAN SCHOLAR

Students are admitted as Theresian Scholar Candidates upon admission to IND. At the end of freshman year, students with outstanding academic and personal achievement may also become Theresian Candidates. Students who have fulfilled the program requirements are named Theresian Scholars as seniors.

The criteria to graduate as a Theresian Scholar are:

1. Yearly grades of 85% or above in all Theresian courses
2. Yearly discipline grade of at least 90%
3. The following courses:
 - 4 credits of Religious Studies
 - 4 credits of Honors English
 - 3 credits of Honors Mathematic
 - 3 credits of Honors Science
 - 3 credits of Honors Social Studies
 - 3 credits of Language (2 credits must be at the Honors Level)
 - 1 credit of Honors Latin
 - 1 credit of Fine Arts
 - 1 credit Computer Science
4. A scholarly project must be presented publicly during the senior year. Work on this project will begin at the end of the sophomore year. Not completing this project will result in removal from the Theresian scholar program.

At the end of Freshman year, students who are not current Theresian candidates and meet the following criteria may qualify for Theresian Scholar status:

1. Qualifies for registration in all Honors Courses for Sophomore year.
2. 95% or above in final grades in all College Prep courses and 89% or above in final grades in all Honors courses at the end of Freshman year.
3. 90% or higher discipline grade for Freshman year.

All Theresian candidates will be notified of their status by mail at the close of the school year. The Assistant Principal will meet with Theresian candidates who are not meeting program requirements.

STUDENT INFORMATION

BOOKSTORE

The bookstore sells school supplies, greeting cards, active wear, and small gift items. The store is open daily, before and after school and during lunch.

CHANGE OF ADDRESS

When a student changes residence or telephone number at any time during her four years at IND, she is asked to notify the school office as soon as possible.

COLLEGE BOARD SCHOOL CODE: 210100

EMERGENCY SCHOOL CLOSING

When severe weather or other unforeseen circumstances place the holding of regular classes in doubt, students are to listen to radio and TV station WBAL for the announcement of school closings. IND will follow the decision of either Baltimore City or Baltimore County. If either Baltimore City or Baltimore County schools are closed, IND will be closed. If either of the two systems delay opening, IND will follow that decision. Please do not call IND or the radio/TV station for this information.

LIBRARY

The Library, a place of quiet study, is open during the school day, with hours extended to 4:00 on Tuesdays and Thursdays. Circulating books and magazines may be borrowed for 28 days. The fine for overdue books and magazines is ten cents a day. The fine after 8:10AM is one dollar. Students are to use their ID cards to check materials out of the library.

Each time an overdue book/fine list is distributed, students have 2 days to bring in the book and/or renew it and/or pay the fine. After 2 days, 5 points and a fine of ten cents a day will be imposed until the fine is paid or the book is renewed or returned. Once a student accumulates 10 points, detention will be issued for every week the book is not returned or the fine is not paid. An unpaid fine will be documented as a financial obligation to the school. A student who has not paid her fine may not (a) receive her report card, and/or (b) make purchases to attend dances.

LOST AND FOUND

Found items are to be turned in immediately to the School Office.

LUNCH

Students must bring their own lunch.

PERSONAL BELONGINGS AND VALUABLES

The school is not responsible for backpacks, clothing, or any possessions left unattended or in an unlocked locker. If a student must bring money to school, she is advised to place it in an envelope marked with her name and the amount enclosed and deposit it in the Business Office until the end of the day. If something of value is lost or stolen, the student is to immediately report the loss to the School Office.

SCHOOL OFFICE HOURS

Hours are 7:30– 3:30PM, Monday through Friday. Summer Office Hours: June 7 - August 26, 8:00AM – 2:00PM, Monday -Thursday.

TECHNOLOGY

COMPUTER ACCESS

Seniors and juniors are invited to use their personal laptop computers, at the discretion of her subject teachers and/or administration. All personal laptop computers must be registered with the school office prior to their use. Unregistered laptops may not be used.

Knott Center computers are available for student access before and after school. The computers located in the library/periodical room are available during regular library/periodical room hours (*see Library, p. 15*). Rules concerning the use of the room and computers are posted and students are responsible for observing these rules. The Telecommunication Acceptable Use Policy Acknowledgement (pg. 43) must be completed before computers can be used.

NETWORK LOG ON

Students and parents must sign the Acknowledgement (pg. 43) of the Telecommunication Acceptable Use Policy before access to the computer network is granted. The agreement is a contract between the student and IND defining appropriate computer use. Access will not be granted until the signed Acknowledgement is on file in the school office.

Use of IND's network, computers and electronic resources, whether in school or off campus, is for school related work only.

Username are the first initial of the first name and the complete last name. For example, Jane Doe's username would be jdoe. Do not use a space between the initial and last name. In some cases, where students have the same first initial and last name, usernames are the full first name and the full last name, for example, janedoe.

To create a password, a student must enter her username, leave the password box empty and make sure indofmd is showing as the domain name. Click ok or hit the enter key. The student will see a message that her password has expired. Click ok and the "create new password" box appears. Type a new password and then retype it where it says "confirm password."

Passwords expire periodically. Students will begin to be warned of pending password expiration two weeks before it expires. If a student forgets, she will be locked out of the network until her password is reset. If a student needs her password reset, she must see the Director of Computer Technology.

EMAIL ACCOUNTS

IND email accounts are provided to assist students in communicating with the faculty, staff and other students of IND. **Students are required to use the school-hosted email account for all correspondences with teachers.** The email account is for school business only and should not be used for personal communications outside of school. To lessen the amount of potentially unwanted email (spam), students **MUST** not register their IND email account on the Internet or open email and/or attachments from unknown sources.

Students are expected to check and reply to their school email daily, before school, during homeroom (with the permission of the teacher), during lunch, or after school. Replying to emails during class diverts students' attention from the learning experience and, as such, is strictly prohibited. Students may be issued 5 points and a detention for emailing during class.

To access email, students must use the Outlook Web Access (OWA) link on www.indofmd.org and log in using their own IND network username and password.

EDLINE

www.edline.net is provided as a means of communicating with parents and students. Edline account activation code numbers are provided to new students and parents at the start of the new school year. There is one account for the student and one for the parent. Students and parents are advised to use the correct account. Teachers can send information to each account independently. Using the wrong account may hinder the receiving of valuable information.

To create an account, a student must enter her IND email address and opt-in to receive email from edline. Edline accounts, usernames and passwords do not expire. Edline accounts are accessible to students for their full tenure at IND. If a student forgets her username or password, she must see the Director of Computer Technology.

REMOTE ACCESS

Students have access to the computer programs used at school from home. From www.indofmd.org, students must click the remote access link, and log on using their IND network username and password.

The first time a student uses remote access, she must install the client software. The link to the download for Windows-based PCs is provided on the log on page. If she has a different type of computer, she should go to www.citrix.com to download and install the appropriate software for her device.

SAVING FILES TO NETWORK

When logging on to the network the first time, a folder is automatically created on the IND Applications server (indapps) for students to store documents. This folder is accessible from school and home. When saving a document, a student must select the folder (for example “jdoe on indapps”) from the “save in” drop down menu in the “save” or “save as” dialog box. This folder is a private folder accessible only to the student and the network administrator.

Students may also save work on the Network Attached Storage (NAS) server. These are public folders where students may save work needed by teachers. From “my computer” select “my network places”, “entire network” “Microsoft windows network”, “indofmd”, “NAS-Student”, “share”, and “class”. Students may create a folder or use one created by their teachers.

TELEPHONE

Telephone messages are not delivered to students during class except in extreme emergencies. Parents are to contact the school office—not students via cell phone or text messaging—if messages need to be relayed to students. Bulletin boards near the locker rooms are provided for messages. If a student becomes ill, only the nurse or school administrator will phone a parent/guardian to take the student home. Students may not use cell phones from 8:10 – 2:15. Cell phones must be kept in locked lockers during the school day. (*See cell phone policy on page 21.*)

SCHOOL RULES AND REGULATIONS

ACADEMIC INTEGRITY

Academic dishonesty includes, but is not necessarily limited to, the following situations:

- looking at someone else’s work; giving or receiving aid; using unauthorized information during written or oral tests or quizzes

- passing test information to or receiving test information from another student
- allowing another student to copy one's work; copying and/or using another person's work and handing it as one's own – this includes, but is not limited to, homework, essays, computer software and data
- when permitted extra time later in the day to complete a test, using the opportunity in any way that gains an individual unfair advantage
- using someone else's exact words and/or ideas or paraphrasing them as if they were one's own, without acknowledging the source.
- using electronic devices to transmit or receive information.

A student who is not clear about what constitutes academic dishonesty should consult with the teacher involved. Students who are found to be guilty of academic dishonesty will be issued an honor code violation. The penalty for an honor code violation will be sixteen points. In addition, IND considers the matter of academic integrity to be serious enough that the penalties for dishonesty may include suspension and expulsion. Each case will be considered individually by the appropriate person(s).

The following statement applies specifically to Mid-Year and Final examinations: Giving or receiving information during a semester examination, whether it is copying from another's test or the use of information inappropriately carried into the examination, is a serious offense. Individuals involved in such activity: (1) will be asked to leave the examination room; (2) will receive a zero on the examination; (3) will be given an indefinite suspension; (4) will receive 16 points and (5) may fail the course for the semester or the year.

The teacher's judgment as to whether or not an individual was giving or receiving information or looking at another's paper during an exam is final. The teacher(s) involved will consult with Administration to determine appropriate consequences.

HONOR CODE

One of the highest virtues a person can possess is honesty. Lack of honesty disrupts the atmosphere needed to accomplish anything worthwhile in a Christian community. IND's concern about honesty extends not only to cheating, i.e., the giving or receiving of any aid on an exam, test, or quiz, and plagiarism, but also to any act by which a student attempts to obtain an advantage by misrepresentation of any kind. Cheating, lying, deception and stealing are not acceptable behaviors and will be considered quite serious offenses.

At the beginning of each school year, each student must sign the Acknowledgment (*p. 43*), stating that she understands and respects the Honor Code of the Institute of Notre Dame. In addition, all students are required to write the following on all academic work: "I have neither given nor received any unauthorized aid on this (exam, test, quiz, paper or project)."

If a student witnesses a violation of the Honor Code, she is responsible to absent herself from any situation and is morally obligated to report it to a teacher or an administrator. Honor Code violations will be dealt with severely. Student will receive a "0" on the work involved, with no opportunity to make up the work, 16 points and a one day in-school suspension.

ARRIVAL

Students will be admitted to the school building beginning at 7:00AM. From 7:00AM- 8:10AM students are not permitted above the first floor unless they have an appointment with a faculty/staff member.

ASSEMBLIES

Assemblies are a vital part of IND's enrichment program. They enhance the curriculum and provide a creative outlet for the students. Attendance at all assemblies is required. Early dismissal will not be granted on days of scheduled assemblies. Courtesy and attention are expected at all times.

ATTENDANCE

ABSENCE

The State of Maryland considers the following to be lawful absences

- Death in the immediate family
- Illness of student
- Quarantine
- Court summons
- Mental or physical incapacity
- Violent storms
- Work or work activities accepted by the authorities
- Religious holiday
- State of emergency
- Lack or suspension of authorized transportation

Regular attendance is mandatory; daily attendance is taken at 8:15AM. Each student's attendance is carefully recorded and permanently retained. If a student is absent, the parent/guardian is required to telephone the school on the respective day between 7:00AM and 9:00AM.

A telephone call by itself is not sufficient and therefore, after any period of absence, no matter what the reason, the student must present a note signed by a parent/guardian stating the dates, the number of days absent, and the reason for the absence. All notes are kept on file. Falsifying the signature of the parent/guardian will result in immediate notification of the parent and receiving an honor code violation. If a student is absent 5 or more consecutive school days, a doctor's certificate is required for re-admission.

A student, who is absent for a lawful reason, will be held responsible for the work covered in class and for homework assignments. The absent student is required to make up all tests, homework and other assignments within 5 school days of the absence. It is the student's responsibility to contact teachers, make arrangements for make-up work, and check assignments on Edline. Teachers are not obligated to provide make-up work for any student absent for an unlawful reason.

A student is given an excused absence whenever she is officially representing IND; pre-authorization must be obtained from a member of the administration or the Director of Guidance.

A student who is absent 15 or more scattered days may either not receive credit for courses or a grade higher than a C. Chronic absence may result in dismissal from IND. If it is necessary for a student to be out for several days for a convention, special trip, or other activity, a note must be presented to the Principal for approval. Upon approval, the student should present a note to all of her teachers explaining her absence and have each teacher sign this note. After receiving the necessary signatures the student should return this note to the Principal. This should be completed at least 3 school days before the absence

begins. A student should make every attempt to complete work by the time they return to school.

TARDINESS

Tardiness to school should occur only for exceptional reasons. The student who arrives after 8:15AM should report immediately to the school office for a late slip. A student is permitted 3 tardies per quarter. One half-hour lunch detention is issued for each tardy arrival beyond 3 in a quarter. A note is required for a student who arrives to school after 9:00AM. Consequences for excessive lateness will be handled on an individual basis by an administrator, who reserves the right to suspend the student from extracurricular activities.

EARLY DISMISSAL

Permission to leave school early is granted only for extraordinary reasons. Requests for early dismissal must be presented to the school office in a written note from a parent before 8:15AM. **If the dismissal is for a dental/medical appointment, the student must bring a note from the dentist/physician to school the next school day.** If a student misses two or more hours of school, she will be marked one half day absent and will not be permitted to participate in after school activities. **Students may not receive an early dismissal on special schedule days.**

PERFECT ATTENDANCE

Perfect attendance recognition will be awarded to any senior at graduation who has been present every day in school and on time for every class each year she has attended IND. Absences for the following reasons will not count against a student's perfect attendance record: school sponsored activity, death of immediate family member, participation in a sanctioned activity (pre-approval necessary) or College Visit (pre-approval necessary).

BUILDING HOURS

IND is open from 7AM-6PM. After classes, students are expected to leave school as soon as possible. No student may remain in the school or on school grounds beyond 6:00PM, unless under the direct supervision of a coach or club moderator. The student who leaves after 6:00PM must sign out at the front desk. On days of early dismissal, students must depart by 1:30PM. On the last day of classes prior to a vacation students must be picked up immediately at dismissal.

CARS

Students driving to school must register the license number, model, and make of the car in the School Office. It is recommended that an anti-theft device be placed on the steering wheel, and that nothing of value be visible within the parked vehicle. Cars should be locked while parked. Students are not permitted to go to their cars during the day unless they have permission from an administrator.

CELLULAR TELEPHONES AND OTHER ELECTRONIC DEVICES

Students are only permitted to use cellular telephones, IPODs, CD players, digital cameras or other electronic devices before and after school. Such devices must be kept in locked lockers during the day. Students who are found using such devices without permission when classes are in session will be issued a "cell phone" violation. Students are never allowed to use such electronic devices above the 1st floor or south of the school side elevator. A "cell phone" violation entails 10

disciplinary points, an hour of detention and confiscation of the device. After the first confiscation, the device will be returned to the student after a note from her parents/guardians is presented expressing permission to have the device returned. After the second confiscation, the device will be returned to the student with a note from her parent/guardian after 14 days. The school will not be responsible for loss or damage to these items. Radios are not permitted at any time.

CONFLICT RESOLUTION PROGRAM.

The goals of IND's Conflict Resolution program are to:

- empower participants to take charge of their own problems,
- promote self-discovery,
- build skills for constructive, creative resolution of conflict,
- develop critical and analytical thinking,
- promote an appreciation for diversity.

There are two major areas of conflict resolution at IND:

1. Education for conflict resolution for all students: At selected times throughout the school year, students will be given a chance to learn some of the skills of conflict resolution.
2. Peer Mediation Program: Interested IND students will be trained in the skills of conflict mediation and will be available to facilitate the process of conflict resolution among their peers.

CORRIDORS AND STAIRWAYS

To promote an orderly flow of traffic, students should keep to the RIGHT while moving through the corridors and on the stairs. To promote safety, students should walk, not run. Doors should be opened with care. The slate and marble stairs are up, down. The stairs at the north end of the building are designated; "Up Only"; "Down Only". The marble stairs are up only between the second and third floors.

DANCES

Several dances are held during the course of each school year. Courteous and responsible behavior is expected of all students and their dates. A student will not be permitted to attend a dance unless she is present for the entire school day on the day before the dance and the day of the dance. Dances are chaperoned by faculty members. The girls are responsible for informing their dates about dance regulations. The IND student and her gentleman escort must sign in upon arrival to the dance and must observe the dress code for each dance in order to be admitted. Students will only be admitted during the first hour of the dance. Students will not be permitted to leave the dance until one hour before the dance ends.

Alcoholic beverages or drugs are not permitted. If any student or her date appears to be under the influence of drugs or alcohol, or is in possession of either, the student and her date will not be permitted to remain at the dance. The parent/guardian of the student will be notified. If the IND student is under the influence of drugs or alcohol, or is in possession of either, she will be subject to expulsion. Smoking is not permitted at any school dance.

DISCIPLINE POLICIES

All disciplinary regulations have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules will insure harmony and good order without which there can be no effective teaching or learning. IND's Code of Conduct applies to any student who is (1) on school property, (2) in attendance at school, (3) at any school sponsored activity; or (4) whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

IND's discipline system is based on a point scale. Each student begins the academic year with no disciplinary points. If a student violates a school rule, points are issued. Discipline points are cumulative throughout the academic year. No points will carry over from year to year. An excessive amount of points will result in other disciplinary action. When a student accumulates 16 or more points the following action may be taken:

- Communication with parent/guardian concerning the status of student. Lack of improved behavior will result in student being placed on suspension.
- Student is placed on probation and is ineligible to participate in school activities.
- Student is placed on disciplinary contract.

If a student accumulates more than 31 points she will be subject to dismissal from IND.

DETENTION HOURS

- Detentions are scheduled on Tuesdays and Thursdays.
- All detention hours must be served by the conclusion of the school year.
- 4 or more hours of detention are considered excessive.
- Athletes who have not completed at least 2/3 of their excessive detention hours by the start of each season may tryout for a team. However, if they make the team, they may not participate in that sport until the balance of the detentions has been served.
- Non-athletes who have not completed at least 2/3 of their excessive detention hours by the start of each quarter may not participate in any extracurricular activities until the balance of their detentions have been served.
- Students who have not completed their excessive detention hours may not be able to participate in special school-sponsored events.

DETENTION/POINT SYSTEM

Five Points

- uniform violation: shoes, socks, shirt, nametag, skirt, sweater, blazer; wearing head covering
- overdue library book / fee

One Hour Detention

- chewing gum
- eating and/or drinking outside lunch room area
- eating and/or drinking in locker room during lunch
- failure to return materials
- failure to appear for appointment/detention
- failure to submit note for absence
- failure to clean up lunch area
- late to class
- boisterous and/or inappropriate behavior
- admitting persons other than IND personnel and students to building

Ten Points and One Hour Detention

- cutting class
- use of elevator without a pass
- use of vulgar/offensive language
- leaving the building without authorization
- possession/use of cell phone and/or ringing of phone during the school day

Sixteen Points

Suspension: Internal External No Suspension

- disrespect toward member of IND community
- violation of Honor Code
- harassment
- vandalism
- smoking
- public misconduct
- truancy (with five hours of detention)

Expulsion

- fighting
- theft
- possessing, distributing, consuming, being under the influence of alcohol/illegal substances on or about the premises and/or at any school sponsored event.

SUSPENSION

The rules for an internal suspension are:

- The student must bring all books, notebooks, and other materials needed for assignments to the school office.
- All assignments given by subject teachers must be completed by the end of the school day.
- *The student will receive a grade of "0" for all classwork, homework due and assigned, participation, and quizzes given on the date the student serves the suspension.*
- *If the suspension is scheduled the same day as a major test or the due date of a major project/paper, the student is responsible for seeing the teacher of that subject to make arrangements to take the test or submit the paper at another time.*

- The student must stay in the designated in-school suspension area and not leave unless permission is granted.
- The student will eat in the suspension area. The student should bring her lunch with her when she reports for the in-school suspension.
- ***The student will not be allowed to participate in any extracurricular activities on the day of a suspension.***
- The student may not bring to the suspension room her cell phone or any other electronic devices.

******* All items above that are in *italic print*, pertain to both in-school and out-of-school suspension.*******

Parents are required to meet with a school official before a suspended student may return to regular classes.

Other behavior, not specifically listed, but considered to be undesirable in the school community, will be handled on an individual basis by the administrators who reserve the right to suspend or expel the student for such behavior. If a criminal law has been violated both the parent/guardian and the police will be notified. If a student is expelled, she will not be readmitted.

APPEAL PROCESS

Students are encouraged to engage in respectful dialogue with the faculty or staff member who had issued the points, the detention, or both. While it is the final decision of the issuer to uphold or absolve the disciplinary action as stated on the detention/points slip, the goal of this dialogue is for the student to come to an understanding of the nature of the infraction and to heed the suggestions for avoiding another violation. The following procedures should be followed:

- **Appeal Process for Expulsion, Suspension, Five Hours of Detention (single issuance), 16 points (single issuance):**
 1. Student should file an appeal with the Dean of Students within five days of issuance.
 2. The Dean of Students will convene a Review Board and establish a date and time to hear the student's appeal. At the discretion of the Dean of Students, the student may be expected to report to school for regular classes during this time.
 3. The Review Board will hear the facts of the case, deliberate, and submit a recommendation to the Principal in writing within two days.
 4. In conference with the Assistant Principal and Dean of Students, the Principal will make the final decision.
- **Appeal Process for All Other Disciplinary Decisions:**
 1. Student should file an appeal with the Dean of Students within five days of issuance.
 2. The Dean of Students will explain the details of the process and furnish the student with the proper form.
 3. The student will meet with the person who issued the point(s)/detention within three days and have the required form signed.
 4. The person who issued the point(s)/detention will complete the form in the company of the student and submit the completed form to the Dean of Students.
 5. The Dean of Students will uphold the disciplinary action detailed on the form.

REVIEW BOARD

The Dean of Students will chair the Review Board, which is comprised of teachers and students. Appointments to each review board will be selected by the Dean of Students and moderator of TASC. The Review Board will recommend action to the Principal, Assistant Principal and Dean of Students. The Principal will make the final decision.

HARASSMENT

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, sexual orientation, perceived sexual identity, disability or handicap or protected activity, (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

Scope

This Policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, in any school-related setting, or on the Internet. Harassment of students is prohibited. Violation of this policy is grounds for disciplinary action up to and including the issuance of 16 points or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For the purposes of this Policy, harassment means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, sexual orientation, perceived sexual identity, disability or handicap, or protected activity, that:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- (ii) Has the purpose or effect of unreasonably interfering with an individual's performance; or
- (iii) Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, , sexual orientation, perceived sexual identity, handicap or disability. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

DISTRIBUTION OF PRINTED MATERIAL

Any literature, posters, or other written material distributed or displayed on school property must have the approval of an administrator. The IND name or logo can not be used by people who are not employees of IND without express written permission.

FIELD TRIPS

Field trips may occur October through April. Field trips enhance the school program, offering students opportunities for experiences beyond the classroom. Participating in field trips is a privilege that students earn. Permission slips for field trips must be signed by parent/guardian prior to the day of the field trip. Students must also get written approval from each subject teacher at least 3 school days before the trip. Students are responsible for making up all work.

FIRE DRILLS

Students are informed of fire drill procedures at the beginning of the year. Signs posted near the doorway of each classroom indicate the exit routes. The fire signal is a continuous and loud buzzing sound. As soon as the signal is given, students should exit in single file, quickly and quietly. Perfect silence should be observed. In the event of a blocked stairway or exit, students should head for the nearest available exit. If a drill occurs at change of class or lunch period, students use the nearest exits.

GRADUATION

A Senior who does not have the required number of credits for graduation or documented service hours, will receive her diploma upon completion of the required credits or documented service hours.

Seniors are required to be present at all graduation practices and Baccalaureate Mass. Failure to attend practice or Baccalaureate may result in forfeiting the right to participate in graduation exercises. Announcements and admit tickets are given only to those students whose financial obligations to the school have been completely fulfilled.

The most important graduation honors which the Institute of Notre Dame awards are the valedictory award and the salutatory award. These honors are awarded to the seniors ranked first and second in their class, respectively, and who have attended IND for four years. This rank is based on cumulative weighted grade point totals at the end of the third quarter of senior year. A student with a poor discipline record will not be considered for either of these honors.

INSPECTION OF PERSONAL PROPERTY

An administrator or another authorized person may require any student to empty her book bag, purse, pockets, or lockers or review the contents of a student's computer at any time, if the authorized person suspects that the student may be in possession of any illegal substance, weapons/look-alike weapons, or property not rightfully in her possession.

INTERNET SAFETY POLICY

(Adapted from: "Internet Safety Policies and CIPA: An E-Rate Primer for Schools and Libraries." *E-Rate Central*. 14 November 2008. 29 June 2009 <http://www.e-ratecentral.com/CIPA/cipa_policy_primer.pdf>.)

It is the policy of the Institute of Notre Dame to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet access, or other forms of electronic access, to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

In part, to promote the security of IND’s computer network and the safety of its users, access to (though not limited to) non-school sponsored email, chat rooms, instant messaging, and commercial sites is prohibited. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION AND MONITORING

It shall be the responsibility of all members of the Institute of Notre Dame staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Computer Technology.

LOBBY

The lobby area of the school is reserved for visitors to the school. Students are not to loiter or leave their belongings in this area. Students must wait for their rides in the lunchroom area. Weather permitting, students may wait for their rides in front of the school until 3:00PM. After 3:00PM, students must return to the lunchroom area.

In order to maintain the security of our building, students must not open any door to admit anyone other than another IND student, faculty or staff member. All visitors to the building must report to the receptionist and wear a visitors badge while on school property.

LOCKERS

A locker is assigned to each student at the beginning of the school year. Each student will purchase a combination lock from school for use on her locker. The student is responsible for her own locker and possessions. **The locker must be locked at all times.** The lockers are the property of the Institute of Notre Dame and are subject to inspection by authorized school personnel. The school is NOT responsible for stolen items. Students may go to their lockers only before school, lunch time, and after school. **Students may not eat or drink in the locker room during lunch.**

The top of the lockers must be used for oversized bags. Other items will be discarded or placed in the lost and found. Students for whom food items will not fit in the locker must make advanced arrangements with Sr. Hilde to use the walk-

in refrigerator. Leftovers that do not fit in the locker must be discarded or returned to the walk-in. Such food items may not stay in the walk-in overnight.

LUNCHROOM

The schedule provides for two lunch periods of forty minutes each. A student may bring her lunch or purchase lunch a week in advance from www.orderlunches.com. Each student should be courteous to and considerate of lunchroom personnel and each other. Refined courteous behavior is expected. Students are expected to leave the table and surrounding area clean and orderly and to put bottles and trash in the proper containers. No food or beverages may be taken out of the lunchrooms. Students should remain on the first floor until the end of the lunch period.

MARITAL STATUS

An IND student may not be married. The Institute of Notre Dame reserves the right to ask for the immediate withdrawal of any student who marries.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Only a doctor can give a student a medical excuse from physical education classes. The note written by the doctor must be presented to the gym teacher for signature and then brought to the nurse. To be reinstated in the gym class, the student must bring in written permission from the doctor to take physical education. Students with medical excuse from PE classes may not participate in any athletic events or practices until reinstated by written permission from doctor. In matters of extensive absences from PE a student may be required to repeat the course. Notification of repetition will be determined by the Assistant Principal.

PREGNANCY

An administrator will meet with the student and her parent/guardian to discuss her educational plans and her continuance at school. The administration is guided in its decision by concern for the individual and by responsibility to the school community and by the Roman Catholic Church's teaching on human life. **As a Catholic school community we believe human life is sacred from the moment of conception.** At the beginning of the third trimester or sooner, upon the advice of her physician, the student will continue her high school education at a facility other than IND. A student who is pregnant may not participate in IND public events. After delivery, the student may return to school only with written approval of her physician.

PROHIBITED ITEMS

A student is prohibited from having in her possession, or being party to persons who have in their possession, weapons, look-alike weapons, or any devices capable of injuring persons and/or defacing property. As these items pose a safety hazard, they are prohibited from the building, in the vicinity of the building, before, during and after school, and at any school event. Students in possession of these items shall face expulsion.

RESIDENCE

A student must reside with a parent or guardian or with a person approved by the parent or guardian. Students must notify the school office in any changes in residency.

RIGHT TO PRIVACY POLICY

A student's record in its entirety is available to that student's parent or legal guardian during normal school hours. Students who are eighteen years of age or older are also able to review their own records.

Those persons with legal access to a student's record must make a request 24 hours in advance in order to review the student's record and complete and sign an entry in the Student Records Logbook. This logbook is located in the main office. The log entry must include the following information: the name of the person or agency with legal access to the record, the signature of the person reviewing the record, the name of the student whose record is being reviewed and the date of the review or release of the student's record.

The Institute of Notre Dame will not disclose personally identifiable data from a student's record without the prior written consent of the student's parent or legal guardian or without the written consent of the student, if the student is eighteen or older.

SENIOR PRIVILEGES

Seniors who do not have a scheduled class the last period of the day and arrive to school on time on that day, are permitted, with written parental approval, to leave during that last period study. Seniors who have a last period study are not entitled to leave early on assembly days. Seniors are also required to sign an agreement to this effect. Since this is a privilege, it may be revoked for academic or disciplinary reasons. A senior with excessive tardiness forfeits her early dismissal privilege.

Seniors have the option of using their lounge during the unscheduled class time. Abuse of the lounge may result in the loss of the privilege.

Seniors who receive a failing deficiency or grade lose the early dismissal and lounge privileges until the end of the marking period.

SMOKING

Smoking is a health and fire hazard. Consequently, smoking is forbidden in the school building, on property surrounding the building, and at all school events. Students found smoking on school property, on a school bus, or at a school event will receive 16 points and a suspension.

STUDENT INSURANCE

Student athletes must provide proof of health insurance to the Athletic Director.

SUBSTANCE ABUSE

The faculty and administration of IND are committed to providing help, guidance, and discipline, wherever possible, in support of a student who is chemically addicted. IND will assist students to achieve recovery by cooperating with testing, treatment and rehabilitation programs, and by helping students meet the academic requirements of the school. In order that IND may better meet the goal of supporting students who have substance abuse problems, the following procedures will be followed:

Symptoms, or mere suspicion, of substance abuse during school hours, at a school function, or in connection with the school (its reputation, students, and personnel):

- student is withdrawn from classes or activity and taken to an administrator.

- administrator will give reason for withdrawal and explain to the student that her parent/guardian will be notified of suspicion of substance abuse. School will require drug test and documentation of results.
- conference among parent, administrator, and student occurs before student is readmitted to class. (*The Absence Policy will be enforced. See p. 19-20.*)

Each student will be considered on an individual basis regarding readmission to IND. This decision will be made after a substantial and successful period of rehabilitation.

Confirmed substance use or possession during school hours or at a school function will result in expulsion.

- The student will be taken to an administrator.
- Her parent/guardian will be notified and family counseling, as well as professional evaluation will be encouraged.

While the school administration is united in enforcing the stated policy, it is also anxious to support individuals who voluntarily come forward seeking help to overcome chemical dependency (including tobacco). IND encourages such action by individuals without prejudice toward academic or community standing.

TELECOMMUNICATION ACCEPTABLE USE POLICY

Via its network, the Institute of Notre Dame offers students access to relevant components of the Microsoft Office Suite, curriculum-supported software, school-approved email and the Internet. To use the computers, the network, and the Internet, all students must obtain parental permission as verified by the signatures on the Acknowledgement form (*pg 43*).

PURPOSE OF TELECOMMUNICATIONS

The use of computer hardware, software, the network, and the Internet are encouraged in the classroom and beyond to extend and refine learning. Therewith, students should be engaged in creative problem solving and collaboration, building concepts and mastering skills, communicating effectively, investigating current issues and the variety of viewpoints, and participating in our global community. Students are expected to use technology safely, responsibly and with integrity.

NETWORK SAFETY AND SECURITY

Network safety and security is the responsibility of both students and the school. (Refer to Internet Safety Policy, p. 26-27.) Students are responsible for all uses of and contents on their computer (to included school-issued laptops and accessible desktops), network folders, and email accounts. Students are expected to:

- Maintain the security of student information, that of the school, as well as their own privacy online, including name, address, phone number, age, or personal/school passwords, school access codes, or login procedures.
- Respect the rights and privacy of others.
- Report receipt of electronic communications or online activities that threaten the safety or security of students, employees, other persons or the network.

Students are prohibited from:

- Circumventing system security (including the content filter/firewall), guessing passwords, gaining access to secured resources, or disrupting normal network activity.

- Engaging in illegal activities including but not limited to pornography, obscenity, threats, harassment (cyber-bullying), fraud, theft (including plagiarism and copyright violations), or vandalism.
- Accessing, viewing, copying, modifying, deleting, or moving any data or files other than her own, without written permission from authorized school personnel.
- Photographing, recording (audio/video) and/or posting images online of IND students, teachers or activities without the express written consent of those depicted.
- Assuming the identity of someone else for electronic communications.
- Placing anything on the network or publishing anything online that she would not want others to see or read.

The Internet and other accessible networks are open systems, and IND cannot guarantee privacy or security. IND reserves the right to monitor and intercept all network activity and communications.

HARDWARE, SOFTWARE AND OTHER MEDIA

All storage, network communication, equipment and software provided by IND remains the property of the school. The school network is a shared resource. Students must not frivolously or improperly use network resources, including downloading or streaming unauthorized programs, music, videos or software of any kind. If in doubt about the appropriateness of material, students are encouraged to discuss the matter with a member of the technology staff, an administrator, or a teacher. Students are expected to:

- Adhere strictly to software, music, video, and other media licensing agreements and copyright laws and use only legal versions of copyrighted material in compliance with vendor license requirements.
- Cite the source for all material and information obtained online (and elsewhere) for school projects and consult with individual teachers for citation guidelines for specific academic assignments.

Students are prohibited from:

- Installing, uninstalling, copying or duplicating any computer software without written permission from authorized school personnel.
- Engaging in any form of plagiarism or cheating. Plagiarism is taking the ideas, writings, or materials produced by others and presenting them as one's own work. (Refer to *Academic Integrity* and *Honor Code*, p. 18-19.)

ELECTRONIC COMMUNICATIONS AND THE INTERNET

Students are issued an IND email account and an Edline account. Students are expected to:

- Use the school-hosted email account for all correspondences with teachers. (See *Email Accounts*, p. 16-17, as expectations are subsumed hereunder)
- Check regularly Edline and other supported online resources for class assignments and relevant information. (see *Edline*, p. 17)

Students are expected to employ common courtesy and be sensitive to others in all online communications. As such, students are prohibited from:

- Viewing or displaying offensive messages or images, or sending chain letters or unsolicited mass emails.

- Accessing chat rooms, social-networking sites, commercial sites, instant messaging or non-school sponsored email accounts, unless specifically authorized by a teacher for academic purpose.

DISCLAIMER

The accuracy and quality of the information cannot be guaranteed. No warranties for telecommunications access are expressed or implied. IND will not be held responsible for information that may be lost, damaged, or unavailable due to technical or other difficulties.

PENALTIES

A violation of the Telecommunications Acceptable Use Policy may be a violation of law, civil regulations or school policy (including, but not limited to, the Honor Code and Harassment policy). In addition, the Institute of Notre Dame reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers and staff, offensive communications and safety threats. Suspension of telecommunication privileges, school disciplinary action and/or legal action may result from infringement of this policy.

TRANSPORTATION

Several MTA buses come within a few blocks of the school.

All students traveling on public, private, or the IND bus are expected to comply with bus regulations:

- remain seated at all times while the bus is in motion.
- keep head, hands and feet inside the bus.
- do not eat or drink on the bus.
- do not smoke on the bus. Disregard for this regulation may result in suspension.
- be considerate and courteous to each other and to the driver.
- refrain from loud talking, calling out the window, etc.
- the use of CD players or other electronic devices requires headphones.

UNIFORM

In addition to each student being a courteous & respectful young lady, she is expected to display proper dress and grooming habits. Uniforms must be kept in good repair at all times. ***Skirts, blouses, blazers and sweaters must be purchased from Flynn and O'Hara, inc.***

Fall Uniform

September-October, May-June

This uniform consists of the following items:

White IND oxford shirt or White IND polo shirt. *Students may wear a short sleeved white tee shirt under their uniform top. This undershirt must not have any color, words or graphics.*

Blue IND pinstriped skirt or kilt. *Uniform skirts should not be shorter than 3" above the back of the knee. Athletic shorts may not be worn under uniform skirt.*

Navy IND sweater vest (optional)

Navy or white tights or knee highs

Bass dirty buck shoe or brown leather laced Sperry Topsider boat shoes.
Sport shoe, clog, slide, boot, high-top, high-heels, sandal, flip-flop, platform style shoes are not permitted.

Winter Uniform November-April
White IND oxford shirt or white IND polo shirt or white turtleneck.
Students may wear a short sleeved white tee shirt under their uniform top. This undershirt must not have any color, words or graphics.
Blue plaid IND skirt or kilt *Uniform skirts should not be shorter than 3" above the back of the knee. Athletic shorts may not be worn under uniform skirt.*
IND blazer (upperclassmen) or IND sweater (underclassmen). *Must be worn when traveling in the hall in between classes and during school assembly*
Navy IND sweater vest (optional)
Navy or white tights or knee highs
Bass dirty buck shoe or brown leather laced Sperry Topsider boat shoes.
Sport shoe, clog, slide, boot, high-top, high-heels, sandal, flip-flop, platform style shoes are not permitted.

Shirts must be tucked in at all times.

When arriving at school in the morning, students must be in complete uniform. Students may wear IND sweatpants only under their skirt. These items may only be worn on the first floor. Flannel PJ pants and jeans are not allowed.

Jewelry and make-up are to be worn in moderation. Acceptable jewelry: stud, watches, rings and small charm necklaces. No hoop, gauge, or dangle earrings allowed. Forms of body piercing other than simple earrings are not permitted. Visible tattoos are not permitted. Hair may not be highlighted with unnatural colors (i.e. pink, green, etc.).

Students are not permitted to utilize large tote purses. Pocketbooks should be small enough to store in bookbags.

A name tag is worn on the upper part of the blouse, sweater, or blazer; it is worn so that it is clearly visible when a student is seated. The name tag must be worn at all times and may not be altered in any way.

Failure to follow any of the uniform requirements will result in points being issued. Chronic disregard for uniform regulations may result in suspension.

In general, during the school year, students should come to school and leave in uniform. If for some exceptional reason it is necessary for a student to change clothes after school, permission must be obtained from an administrator before school begins on the day of the request.

OUT OF UNIFORM DAYS

Occasionally students are given out of uniform days. On such days, students are to be neatly dressed, but may not wear the following:

- spandex, flannel PJ pants, or sweatpants that do not bear the school's name or acronym.
- cut off jeans or jeans that have holes
- short, tight, low cut, off the shoulder shirts, tank tops
- shorts
- short or tight skirt

- flip flops or athletic slides
- head coverings of any kind. *With the exception of documented religious requirements.*
- shirts which reveal midriff

* Sensible shoes must be worn at all times for the safety of the student.

WITHDRAWALS

A student who wishes to withdraw from IND should have:

- her parents/guardians notify the Principal in writing.
- an exit interview with an administrator or guidance counselor.
- return completed withdraw form

If a student wishes to transfer, all financial obligations must be met before any academic records are forwarded. Once a student withdraws from IND she may not return.

STUDENT SERVICES

BUSINESS OFFICE

Hours are 8:00AM– 4:00PM, Monday through Friday. Summer Office Hours: June 9 - August 25, 8:00AM – 2:00PM, Monday -Thursday.

TUITION POLICY

All tuition payments are due on time in accordance with the signed enrollment contract. Penalties for non-payment will include denying students the right to attend classes and/or to receive grades for exams. IND will not honor requests for transcript materials to be sent to other secondary school or colleges if the student's account is delinquent. The issuing of report cards and diplomas will also be denied to students in cases of delinquent tuition accounts.

FINANCIAL AID

All need-based financial aid is awarded on a yearly basis after receipt of the School and Student Service for Financial Aid (SSS) form and a copy of the parent's or guardian's most recent tax return. All recipients of need-based financial aid are required to submit a signed form 4506T to the Finance Office. The application process starts in December for the subsequent school year.

GUIDANCE DEPARTMENT

The Guidance offices are open from 7:45AM to 3:30PM during the school year only. The guidance program seeks to assist students in successfully meeting the challenges that arise during high school years. Guidance services are available for each student. Each student is assigned a counselor who will meet with the student periodically to discuss educational planning, career information, study skills, interpretation of test scores, occupational information, and to help with home, school or social concerns, or any problem the student would like to discuss with the counselor.

RECORDS/TRANSCRIPT RELEASE POLICY

The Institute of Notre Dame will not release student records, except upon receipt of a signed release form from the parent, guardian or adult student. In addition, the school will not release the records of students who have not met all financial obligations to the school.

TRANSCRIPTS

Upon receipt of a written request from a parent or guardian or a student over eighteen years old and the transcript fee, the Institute of Notre Dame will prepare and mail an official transcript. Transcripts for students who owe tuition or who have other financial obligations to the school will not be released until these obligations are met. The transcript reports courses, mid-year and final grades, attendance, cumulative weighted and unweighted grade point average and ACT/SAT scores. Transcripts for transfer students report all information as received from the student's previous school.

HEALTH SUITE

The Health Room will open daily at 8:00AM and close at 3:00PM. A registered nurse staffs the Health Room. If a student becomes ill or sustains an injury, she should report to the Health Room. The Health Room will be closed during F period each day, if a student becomes ill at this time she should report to the School Office. If the situation warrants the student being sent home, the nurse will make the necessary contact and transportation arrangements. No student may contact a parent nor leave the building without proper authorization.

In accordance with Maryland State Law, no medications (prescription and over-the-counter) can be dispensed to a student without written directions from a physician and written parental consent. **All** medications and any equipment necessary for administration must be kept in the Health Room. Failure to provide the school with these items by October 1st, 2010 may result in a student's suspension.

Students who need to carry EPI-PENS and/or inhalers (for asthma) must have written physician authorization on file in the Health Room. If a student is required to possess an epi-pen or inhaler she will not be able to attend any school trip or athletic event without one in her possession.

Violation of the medication policy will result in disciplinary action.

Proof of immunization must be furnished by each student registered at IND. All students NEW to IND are required to have a complete physical before the start of orientation (freshmen and all transfer students). No student will be admitted until the form is completed and on file.

A physical is required annually for students on athletic teams.

A parent/guardian must complete an Emergency Procedure Card each year and notify the school office and/or the nurse immediately should the information provided on the Emergency Procedure Card changes.

AIDS

Students with Acquired Immune Deficiency Syndrome (AIDS), unless covered under the listed exceptions, are enrolled without discrimination in Catholic schools in the Archdiocese of Baltimore. Exceptions: anyone having AIDS who lacks control of body secretions and AIDS patients with uncoverable, oozing lesions.

ELEVATOR

Only those students who have a medical pass from the school nurse may use the elevator.

RED CROSS BLOOD DONOR PROGRAM

IND participates each year in the American Red Cross Blood Assurance Program. This entitles students, their immediate families, and the faculty/staff complete coverage in case of emergency. Students who are at least 16 years of age (with parental permission required for 16 year olds), parents, and faculty/staff are encouraged to be donors. Information can be obtained from the school nurses who coordinate the school program.

YOUTH MINISTRY

Youth Ministry offers programs and services for students and faculty to promote spiritual development. The Youth Minister coordinates the retreat program, plans liturgical and paraliturgical functions, sponsors social justice awareness programs. Students are invited to participate as peer ministers, conducting retreat days, planning and implementing liturgical and paraliturgical services. The school chapel is available for these services as well as for personal prayer.

A yearly retreat is required for each student.

CO-CURRICULAR ACTIVITIES

ATHLETICS

In addition to being academically eligible to participate in the sports program, students must:

- Have a current (12 months or less) physical. This is also required for tryouts.
- Return the Parent Permission Waiver Form and Emergency Contact Form each season.
- Attend the seasonal parent/athlete meeting with a parent or legal guardian. Should the parent be unable to attend they should contact the coach as soon as possible. If contact is not made, the athlete will be dropped from the team.
- Submit an athletic fee of \$150.00 per student, per sport. This fee is **due when the student makes a team**. Checks should be paid payable to IND and given to the Athletic Director. The student will be removed from the team if the fee is not paid.
- Be aware that transportation will only be provided on days that school is in session. Transportation includes IND activity bus or yellow bus service. Students may elect to drive their own vehicles as long as a permission waiver form is up to date.
- Consult with the Athletic Director before readmission from an injury.

All student athletes must comply with the following policies:

- If an athlete has detention, she is expected to serve the detention, then report to practice. She must make transportation arrangements in advance.
- Any student who has 8 points in a season will be dismissed from the team for five school days. During that week of suspension the student may attend games as a spectator if they provide their own transportation. Any student who has 16 points in a season will be dismissed permanently from that sport for the entire season. An athlete who has 25 or more points in any season will be removed from the athletic program for the entire school year.
- If an athlete quits a team after the athletic fee due date for that particular season, she may not try out for another sport until the following year.

- Academic eligibility (*see Deficiency Policy, p. 9-10*) and service hour requirements (*see Christian Service Requirements, p. 12*).

WAIVERS - TRYOUTS

A waiver may not be issued until the student has completed all work, is up to date and out of danger of failing. A teacher may choose to withhold the waiver until further improvement is recorded. A student will be ineligible for the remainder of the season/semester and for the same sport/club the following year/semester if she participates without a waiver.

One failing grade or deficiency will bar a student from all practices and rehearsals, until a waiver is issued. The student may still participate in try-outs and auditions. The coach or director must be aware of the student's academic status.

A student with two failing deficiencies or grades, is ineligible until the next report card or deficiency is issued and improvement is recorded. The student may not participate in auditions and tryouts.

TEAMS

Fall: Crew, Cross Country, Field Hockey, Soccer, Volleyball

Winter: Basketball, Cheerleading, Swimming

Spring: Crew, Golf, Lacrosse, Softball, Track, Badminton

EXTRACURRICULAR ACTIVITIES-CLUBS AND ORGANIZATIONS

Students must comply with the academic eligibility (*see Deficiency Policy, p. 9-10*) and service hour requirements (*see Christian Service Requirements, p. 12*).

THE CREATIVE ARTS

A Capella Choir: An auditioned group of eight students who rehearse and perform unaccompanied choral arrangements of popular music for concerts and special events.

Dance Club: The Dance Club is open to any student who has an interest in exploring the multiple dimensions of dance.

Drama Club: Drama Club teaches members drama exercises, play acting, and mime expression. During Christmas and at the end of the year students perform in a public stage production.

Garland: Since the early forties, Garland has been a creative writing magazine that has provided an outlet for all students to showcase their poems, essays, illustrations, short stories, and plays. Members of Garland collect and select from school-wide submissions those that are to be published in the magazine. They also design and organize the layout of the publication. Students do not have to be a member of the club to submit to the magazine.

Gospel Choir: Gospel Choir is open to any student who wants to sing contemporary and old school gospel music. Students do not have to know how to sing gospel, just have a desire to be open to praising God through song.

Knitting Club: Students learn how to knit and crochet small items. Service projects include infant hats for local hospitals and blankets for Project Linus.

Stage Guild: Stage Guild assists with technical support at school assemblies and major productions. Duties include staging, lighting, and maintenance of props and costumes.

wINDows: The school newspaper, *wINDows*, is published several times a year. Through their work on the paper, students acquire some knowledge of the fundamentals of scholastic journalism, such as news writing, layout, and page

proofing. Staff membership is required of all journalism students and is open to any student who would like newspaper experience.

ENVIRONMENTAL

Environmental Club: In coordination with Outdoor Adventures and the Recycling Club, the Environmental Club promotes environmentalism as a way of life, participates in environmental service projects, and strives to celebrate the Earth through in-school and outdoor activities.

Outdoor Adventures: Students will explore living organisms in their natural habitat and take outdoor hikes and explorations.

Recycling Club: Provides an important service to the IND community and the earth by recycling all of the paper from classrooms and school offices.

HONOR SOCIETIES

National Art Honor Society: Criteria for membership in the National Art Honor Society emphasize outstanding artistic scholarship and service to the school and community through the development of artistic endeavors together with a strong moral character. By exemplifying these standards, the individual student members of the society promote an awareness of art and become active participants in the education process at their school and in their community.

National Honor Society: The Marian Chapter of the National Honor Society is a service organization, as well as an honor society. It is composed of members who have fulfilled the requirements of character, scholarship, leadership and service. To be eligible for NHS nomination, students must have the following academic credentials:

- A cumulative weighted GPA of 3.7 or higher.
- No grade of "D", 72, or below in any grading period of the previous year.
- Must have been on the Honor Roll at least three times the previous year.

Juniors and seniors meeting the academic requirements are informed of their eligibility and asked to complete an activity form to provide further information about their service and leadership qualifications. Students are then recommended by the faculty to the NHS Faculty Council. The Council is composed of five faculty members who know the students.

Once students are informed of the Council's decision regarding acceptance, induction takes place in late Fall. At the time of induction, members are requested to submit a one-time \$10.00 processing fee. Members must maintain the same academic standards that were required for eligibility. Discipline standards must also be maintained. If a member commits any violation of five points or more and/or accumulates ten points during any academic year, she will be subject to review and possible dismissal.

The purpose of the National Honor Society is not only to recognize individuals who have excelled in the required areas, but also to promote character, scholarship, leadership and service. In addition to providing assistance through the many clubs and teams to which the members belong, the NHS sponsors tutoring projects. Members are expected to contribute three hours of their time each year. Transfer students are responsible for ascertaining their eligibility for membership in NHS by meeting with their guidance counselor.

Sociedad Honoraria Hispánica: Sociedad Honoraria Hispánica or the Spanish Honor Society recognizes high achievement by students in Spanish and promotes interest in Hispanic culture and studies. Students must be currently enrolled in a Spanish course to be granted and to maintain membership.

Société Honoraire de Français: Société Honoraire de Français or the French National Honor Society rewards high scholastic achievement in foreign language study. Members will gain a better understanding and appreciation of the francophone culture and civilization.

Tri-M Music Honor Society: With more than 500 chapters throughout the world, Tri-M recognizes Juniors and Seniors who have used their musical talents to serve school and community. Students must take at least 2 courses in music, be enrolled in a music course at the time of induction, and have a B+ average in music and a B-average or higher in all other subjects.

SERVICE

Ambassadors: The Ambassador Club promotes IND to prospective students and their families. Members assist the Admissions Office with recruitment and represent the school at official functions. Membership is limited and offered to sophomores, juniors and seniors.

Hildie's Helpers: Students volunteer to work with Sister Hilda Marie on a variety of projects. They visit senior citizens in Watergate Towers, tutor and entertain children in the Caroline Center, Coordinate Sr. Hildie's Thanksgiving Food Drive and plan the Spring Bazaar

Peer Ministers: Peer Ministers are Juniors and Seniors who are chosen through an application process. This group helps the Youth Ministry office with class retreats.

Reading IND: Reading IND is primarily a book discussion club. Students strive to learn more about good books and promote reading throughout the IND community. The Club also conducts book drives for schools and libraries in need.

Senior Service: Senior Service, as its name suggest, is open to senior whose primary goal is to be of service to others, to aid the student body, and to promote spirit related activities.

Teacher And Student Cooperative (TASC): The student government organization at IND is unique in that it includes both teachers and students. Known as TASC, the organization consists of an executive board, homeroom representatives, and the entire student body and faculty. TASC officers are elected by the spring of the previous school year (except for freshman who are elected in the fall of the first year). During her tenure as an office the student must not possess more than 11 points or will be removed from office.

Youth Ministry: The Youth Ministry team is comprised of members from all four grade levels and assists the Youth Minister in planning and carrying out all projects, including liturgies, Advent and Lenten Activities and service projects.

SOCIAL

Cultural Awareness: The Cultural Awareness Club at IND is open to all students interested in sharing and learning about various cultural groups on a school and regional level. The Club has organized receptions, assemblies, and other activities that teach tolerance and promote the idea of unity through diversity.

Peer Mediators: Peer Mediators are trained to confront conflict in a creative, nonviolent, and fair manner. Students are available to facilitate peaceful conflict resolution among their peers.

SADD: Students Against Destructive Decisions (formerly "Student Against Drunk Driving") started at IND in 1990. This organization aims to make the student body aware of the hazards of drinking and driving, drug use and other harmful behaviors and promotes and encourages positive, healthy decision making.

Shalom: The Shalom Club seeks to develop in their members a global perspective that encourages them to examine critical issues and to take action that leads to reconciliation, solidarity with the oppressed, the promotion of human dignity, collaboration with ecological movements to safeguard the earth and the establishment of a culture of peace.

SPECIAL INTEREST

Computer Club: Students involved in the Computer Club will be called to help, informally and formally, other students troubleshoot software and hardware issues and to serve as technical liaisons to the Technology Staff.

Future Health Care Professionals: The FHCP Club aims to nurture students' interest in the medical field through interactions with guest speakers, outings, and service opportunities. This exposure to the field of healthcare will help students discern their calling to be medical professionals.

It's Academic: "It's Academic" is a local television quiz show for high school students. The primary goal of the club is to foster an appreciation of learning and knowledge in an intellectual atmosphere. Team members are involved in scrimmages with other schools appear on WJZ-TV's "It's Academic" program, and compete in Essex Community College's televised "Data Race."

Preserving And Learning (PAL): An organization set up to encourage friendship and learning across generations. Within the framework of shared activities the residents of Oak Crest Village and students at the Institute of Notre Dame mutually grace each other with the gifts of laughter, wisdom, energy, curiosity, and life experiences.

Robotics/Engineering Club: This club meets weekly to investigate areas of engineering and robotics, to include robot construction and programming, bridge construction, and virtual city planning. Members participate in the JHU Robotic competition, the State Highway Engineering competitions, and others.

Tune-In IND: A forum for students to discuss and debate current issues and events.

CONTACT US: A QUICK REFERENCE

<i>CONTACT</i>	<i>FOR</i>
Classroom teacher directly	Individual subject concerns
Admissions Office	Scholarship information
Mrs. Franz, Assistant Principal	Multi-subject academic issues, courses, schedules, report cards
Business Office	Tuition
Mr. Alicea, Dean of Students	Discipline concerns and clubs
Guidance Counselor	Social and personal issues, testing, college application process, counseling referrals, SAT testing, transcripts
Mrs. Sutherland, NHS moderator	Tutoring
Mrs. Kielek, Nurse	Report an absence, update medical records (medical visits), health issues
Youth Ministry Office	Service hours, retreats, spiritual guidance

2010/2011 SCHEDULE

TIMES	DAY/PERIOD				
	1 M	2 T	3 W	4 TH	1 F
8:15 – 9:40	A	D	C	H	A
9:40 – 10:00		HOMEROOM			
10:00 – 11:25	B	G	A	D	B
11:25 – 12:10	E	E	E	E	E
12:10 – 12:50		LUNCH 2			
		OR			
11:25 – 12:05		LUNCH 1			
12:05 – 12:50	F	F	F	F	F
12:50 – 2:15	C	H	B	G	C

DAILY SCHEDULE

TIME	PERIOD
8:10	First Bell
8:15 – 9:40	First Period
9:40 – 10:00	Homeroom
10:00 – 11:25	Second Period
11:25 – 12:10	Third Period E
12:10 – 12:50	Lunch 2
	or
11:25 – 12:05	Lunch 1
12:05 – 12:50	Third Period F
12:50 – 2:15	Fourth Period

FACULTY MEETING

TIME	PERIOD
8:10	First Bell
8:15 – 9:15	First Period
9:15 – 9:30	Homeroom
9:30 – 10:30	Second Period
10:30 – 11:00	Third Period E
11:00 – 11:30	Lunch 2
	or
10:30 – 11:00	Lunch 1
11:00 – 11:30	Third Period F
11:30 – 12:30	Fourth Period

LITURGICAL CELEBRATION

TIME	PERIOD
8:10	First Bell
8:15 – 9:20	First Period
9:20 – 10:25	Second Period
10:25 – 10:35	Homeroom
10:35 – 11:50	Liturgy
11:50 – 12:30	Third Period E
12:30 – 1:10	Lunch 2
	or
11:50 – 12:30	Lunch 1
12:30 – 1:10	Third Period F
1:10 – 2:15	Fourth Period

11:30 DISMISSAL SCHEDULE

TIME	PERIOD
8:10 – 8:50	First Period (TBA)
8:50 – 9:30	Second Period (TBA)
9:30 – 10:10	Third Period (TBA)
10:10 – 11:30	Homeroom/Liturgy/ Dismissal

ASSEMBLY SCHEDULE 1

TIME	PERIOD
8:10	First Bell
8:15 – 9:30	First Period
9:30 – 9:45	Homeroom
9:45 – 10:30	Assembly
10:30 – 11:45	Second Period
11:45 – 12:25	Third Period E
12:25 – 1:00	Lunch 2
	or
11:45 – 12:20	Lunch 1
12:20 – 1:00	Third Period F
1:00 – 2:15	Fourth Period

ONE HOUR LATE HALF-DAY

TIME	PERIOD
9:10	First Bell
9:15 – 10:00	First Period
10:00 – 10:45	Second Period
10:45 – 11:15	Third Period E
11:15 – 11:45	Lunch 2
	or
10:45 – 11:15	Lunch 1
11:15 – 11:45	Third Period F
11:45 – 12:30	Fourth Period

ASSEMBLY SCHEDULE 2

TIME	PERIOD
8:10	First Bell
8:15 – 9:20	First Period
9:20 – 9:35	Homeroom
9:35 – 10:40	Second Period
10:40 – 11:25	Third Period E
11:25 – 12:00	Lunch 2
	or
10:40 – 11:15	Lunch 1
11:15 – 12:00	Third Period F
12:00 – 1:05	Fourth Period
1:05 – 2:15	Assembly

ONE HOUR LATE OPENING

TIME	PERIOD
9:10	First Bell
9:15 – 10:30	First Period
10:30 – 10:45	Homeroom
10:45 – 12:00	Second Period
12:00 – 12:35	Third Period E
12:35 – 1:05	Lunch 2
	Or
12:00 – 12:30	Lunch 1
12:30 – 1:05	Third Period F
1:05 – 2:15	Fourth Period

ASSEMBLY SCHEDULE 3

TIME	PERIOD
8:10	First Bell
8:15 – 9:30	First Period
9:30 – 9:45	Homeroom
9:45 – 11:00	Second Period
11:00 – 11:40	Third Period E
11:40 – 12:10	Lunch 2
	or
11:00 – 11:30	Lunch 1
11:30 – 12:10	Third Period F
12:10 – 1:25	Fourth Period
1:25 – 2:15	Assembly

TWO HOUR LATE OPENING

TIME	PERIOD
10:10	First Bell
10:15 – 11:00	First Period
11:00 – 11:20	Homeroom
11:20 – 12:05	Second Period
12:05 – 12:50	Third Period E
12:50 – 1:25	Lunch 2
	or
12:05 – 12:40	Lunch 1
12:40 – 1:25	Third Period F
1:25 – 2:15	Fourth Period

INSTITUTE OF NOTRE DAME

Handbook, Honor Code, and Telecommunication Acceptable Use Policy

Student and Parent/Guardian Acknowledgement

Student Name (Please Print)

HMRM

I have read, understand, and accept the policies and procedures set forth by the Institute of Notre Dame in the 2010-2011 Student Handbook.

I have read, understand, and accept the Honor Code of the Institute of Notre Dame as found in the 2010-2011 Student Handbook.

I have read, understand, and accept the Telecommunication Acceptable Use Policy for Students as found in the 2010-2011 Student Handbook.

I give permission for my name, home address, e-mail address, telephone number to be published in the Student Directory.

Yes _____

No _____

I give permission for my daughter's photograph to appear in publications, websites and other media associated with the Institute of Notre Dame, the School Sisters of Notre Dame, the Archdiocese of Baltimore, the Association of Independent Maryland Schools, and Baltimore Independent Schools. I understand that the term "photograph" encompasses both still photographs and motion picture footage.

Yes _____

No _____

Student Signature

Date

Parent/Guardian Signature

Date

Please sign and return this form to your Homeroom Teacher by September 10, 2010.