NOTRE DAME CATHEDRAL LATIN SCHOOL

2026-2027

PARENT-STUDENT HANDBOOK



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Notre Dame-Cathedral Latin Mission

Like Mary, who gave Christ to the world,
Notre Dame-Cathedral Latin School educates leaders
who transform the world, as Jesus did,
by living the truth in love.

Notre Dame Schools Core Values

Justice

Inspiring all to work toward a more just and peaceful world,
especially through service to those on the margins of society
and by caring for all God's creation

Respect

Cherishing and honoring the God-given dignity of each person

Integrity

Challenging and supporting students to live authentic, virtuous lives

Community

Welcoming and connecting persons so that all
may live in love with one heart and soul

Excellence

Continuing and ever-renewing the highly esteemed tradition
of Notre Dame Education

Notre Dame Schools Vision

Notre Dame Schools will engage students from preschool through high school in an exceptional Catholic education. We will focus on loving, respecting, and educating all to discover and develop their God-given talents. We will challenge our students to respond faithfully to Jesus' call to transform the world by consciously doing good and bringing hope to the hearts of all.

NOTRE DAME

NDCL

CATHEDRAL LATIN

PARENT-STUDENT HANDBOOK

2026-2027



13000 Auburn Road
Chardon, Ohio 44024
www.ndcl.org

(440) 286-6226

College Board School Code: 361330

Quick Reference of Key Information

Absence reporting 15
Academic honesty 25
Academic standing 10
Appeal procedures 25
Behavior Code 22
Bell schedules 18
Calculation of grades 7
Challenged materials policy 11
Chemical abuse policy 28
Chronic Absenteeism 15
Class failure 9
Clinic 12
College Credit Plus 9
College days 16
Computer acceptable use policy 26
Counseling Services 11
Criminal action policy 25
Curricular requirements 6
Dances 14
Detention 24
Dismissal or expulsion 25
Dress code 19
Driving regulations 19
Earbuds and Headphones 28
Elastic clause 23
Electronic devices 28
Eligibility 13
Ethical Use of AI 26
Extracurricular program 12
Faith formation 5
Field trips 16
Financial policies 31
ID cards 19
Illness during the school day 15
Internet rules 27
Late Work 7
Living at home requirement 31
Lockers 12
Major violations 23
Make-up time for missed work 7
Medical appointments 16
Medications 12
Minor violations 23
Non-harassment policy 30
Online grades and records 10
Parents away from home 17
Parent-teacher conferences 11
PE Waiver 6
Phone Free Policy 28
Pre-arranged absence 16
Protection of Children 31
Quality points 8
Report cards 10
Review of student performance 9
School closing 18
School records 10
Search policy 29
Security 18
Semester examinations 11
Student course load 8
Student service requirement 5
Summer study 9
Suspendable violations 24
Tardiness 17
Transcripts 10
Transportation 18
Tuition 31
Visitors 18
Weapons policy 30
Withdrawal from courses 9
Withdrawal procedures 17
Work permits 12

Introduction

This Parent-Student Handbook is designed to familiarize parents and students with the mission and policies of the school so that parents can support the efforts of the faculty in the total education of their students. It is also the written agreement between the family and school in terms of the expectations Notre Dame-Cathedral Latin School has for the relationship between the school, student, and family.

Parents and students are responsible for understanding and complying with the information contained herein. During the year, a policy may be amended, revised, added to or deleted. If this occurs, the school will attempt to give prior written notice. The term "parent" used throughout this Handbook denotes biological or adoptive parent or legal guardian.

Non-discrimination policy: Notre Dame-Cathedral Latin School recruits and admits students of any race, color, religion or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of gender, age, disability, race, color, sex, religion or ethnic origin in administration of its educational policies, admission policies, employment, scholarship and loan programs, or athletic and other school administered programs.

Notre Dame-Cathedral Latin School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Faith formation

In addition to Theology classes, Notre Dame–Cathedral Latin School provides opportunities for students to deepen their relationships with God and God's people. The Blessed Sacrament is reserved in Annunciation Chapel. Students are welcome to use the Chapel for prayer and private reflection. Campus Ministry, in collaboration with students and faculty, plans and coordinates weekly liturgy, monthly all-school liturgies, weekly Reconciliation, and various prayer experiences and services. All students make a grade-level retreat annually; juniors and seniors have the option to participate in a four-day Kairos retreat. In addition, upperclassmen help lead some underclassmen retreats.

NDCL's mission statement calls us to "transform the world, as Jesus did, by living the truth in love." Through volunteer service, students put these words into action by bringing joy, much needed companionship, and assistance into the lives of others. By directly working with others in need, students better understand the complexities and their personal responsibilities in creating a just society. In so doing, they too are being transformed. Campus Ministry provides various service opportunities throughout the school year. NDCL's service requirements are designed particularly with this in mind.

Student service requirement

NDCL students use the MobileServe app, which logs, tracks, and verifies service. A start-up guide of how to use the app is available on the Campus Ministry webpage.

The following parameters should help students plan their service experiences:

Students are required earn a minimum of 20 hours each year.

Semester 1: 10 hours must be completed by December 15

Semester 2: 10 hours must be completed by May 15 (Seniors: May 1)

Students should participate in a variety of service experiences that take them outside of their comfort level over the course of the high school years. Campus Ministry posts many service opportunities for students to consider. Opportunities for service are promoted on the website, on NDCL Live (morning announcements), and in Theology classes. To see the opportunities currently available, visit the Campus Ministry webpages.

Commencement Service Cord
Outstanding service will be recognized with a purple cord to be worn at Commencement. Students completing the minimum 20 hours of service per grade level as well as 20 additional hours over each of the four years will be eligible for the cord (a total of 160 hours in the course of four years). Additional criteria for selection will include variety in service as well as involvement with Campus Ministry programs and projects. A summer mission trip is strongly encouraged but not required for a student striving for the Commencement Cord.

Curricular requirements

To be eligible for a diploma from Notre Dame-Cathedral Latin School, students must complete the credits as described below:

4.0 Credits in Theology
4.0 Credits in English
3.0 Credits in Social Studies
4.0 Credits in Mathematics
3.0 Credits in Science
2.0 Credits in the same World Language
1.0 Credit in Fine Arts
0.5 Credits in Financial Literacy
0.5 Credit in Speech
0.5 Credit in Health
0.5 Credit in Physical Education (unless waived)
Elective Credits

PE Waiver
Notre Dame-Cathedral Latin School students may opt-out of Physical Education classes according to Section 3313.603 of the Ohio Revised Code. This policy permits students who have participated in NDCL interscholastic athletics, marching band, or cheerleading **for at least two full seasons.** Participation in only one (1) full season cannot be combined with 0.25 credit of PE to meet the PE requirement for graduation.

Students opting for this waiver will not be required to take 0.5 credit for PE for graduation. The waiver does not grant the student 0.5 credit; it only excuses the student from PE. The student must earn 0.5 credit in another elective in place of the PE credit. Students will express their interest to implement a PE waiver at the time of course registration.

The two full seasons must occur after June 1, 2023, the implementation date of the policy. Per the Ohio Revised Code, schools are not permitted to implement a retroactive policy. A season in which the student is "cut" or quits does not meet the requirement of two full seasons. The two full seasons must be completed prior to the second semester of the student's senior year.

Other activities, that are not school sponsored athletics, that involve physical activity on the part of the student, may not be counted toward the PE Waiver. The rule specifically limits participation to interscholastic athletics, marching band, or cheerleading sponsored by the school.

Calculation of grades

Academic achievement accounts for 80% of the quarter grade. Academic achievement answers these questions: To what extent does the student understand the learning goals of the course? How well can he or she demonstrate the skills associated with these goals? Essentially, what does the student know and what can he or she do?

Commonly used measures of academic achievement include quizzes, tests, projects, lab reports, essays, presentations, and performances.

Academic practice accounts for 20% of the quarter grade. Academic practice includes those activities by which students practice, get teacher feedback, and then refine their knowledge and skills prior to a quiz, test, or other assessment. The most common examples of academic practice are classwork and homework.

Extra credit may be used in a planned way at the sole discretion of the teacher as a means to motivate students, focus their attention, and reward their performance. Extra credit is not a substitute for achieving academic standards. *In no case may extra credit exceed 10% of the academic practice category.*

A+	100-99%
A	98-93%
A-	92-90%
B+	89-88%
B	87-84%
B-	83-82%
C+	81-80%
C	79-76%
C-	75-74%
D+	73-72%
D	71%
D-	70%
F	50-69%

Make-up time for missed work

When a student is absent from school, it is the student's responsibility to see the teacher(s) to make specific arrangements for making up work missed during the absence.

If the student is absent the day of a test, quiz, or other in-class assessment, the student has four (4) school days per class day missed to make up the missed assignment. The day of return to class counts as the first day. After this date, the earned score will be reduced 10% for every school day the assessment was not completed. At the fifth school day and thereafter, the student's score will be reduced to 50%. Work not submitted by the end of the quarter will earn no credit. For absences impacting three (3) or more class days, the student will work with the teacher to set a reasonable time frame for assessment completion.

Other previously announced assessments that involve work outside of class (e.g., lab reports, research papers, projects) are due to the teacher on the day the student returns to class. Work submitted beyond this date will be considered late and subject to the school's late-work policy.

Late work

Late work negatively impacts academic performance. Homework and assignments (academic practice) not submitted in class when collected may be submitted no later than the next class meeting for 50% credit. Work submitted beyond that date will earn no credit. Some measures of academic achievement involve work that is substantially completed outside of class time. Examples include papers, essays, lab reports, presentations, projects, etc. If a student submits such work late, it will be graded on merit. The score will then be reduced 10% for every school day the work was late. At the fifth school day and thereafter, the student's score will be reduced to 50%. Work not submitted by the end of the quarter will earn no credit.

Minimum grade for academic achievement work

To correct the 100-point scale's disproportionality toward failure, the lowest failing grade a student may receive on an academic achievement assignment is 50% if there was a reasonable attempt. Failure to attempt an academic achievement task will result in a zero.

Calculating GPA

The semester grade point average is calculated by multiplying the semester letter-grade quality points by the credits attempted and then dividing by the total credits attempted. The accumulated grade point average is calculated using the same formula above for all classes taken during a student's time at NDCL. Cumulative GPA is not an average of semester GPAs.

Any revisions of the grading scale approved by the administration are not retroactive.

Quality points

Letter grade	Regular classes	Honors classes
A+	4.3 points	4.8 points
A	4.0 points	4.5 points
A-	3.7 points	4.2 points
B+	3.3 points	3.8 points
B	3.0 points	3.5 points
B-	2.7 points	3.2 points
C+	2.3 points	2.8 points
C	2.0 points	2.5 points
C-	1.7 points	2.2 points
D+	1.3 points	1.8 points
D	1.0 points	1.5 points
D-	0.7 points	1.2 points
F	0 points	0 points

Each semester students who have earned honors receive special recognition. Honors are determined based on Grade Point Average (GPA) only.

First Honors: 4.0 and above

Second Honors: 3.5 – 3.99

Merit Roll: 3.25 – 3.49

Student course load

All students must register for at least the equivalent of seven (7) courses each semester.

College Credit Plus (CCP)

Ohio's College Credit Plus Program provides students in grades 7-12 the opportunity to take college-level courses from a public or private college or university for free or reduced cost. The student will earn both high school and college credit simultaneously for the courses taken.

Students must provide their own transportation to and from the college classes. Enrollment in the college classes must work in conjunction with the NDCL schedule to ensure the student does not jeopardize meeting the NDCL graduation requirements.

Students interested in College Credit Plus should consult the Course Selection Catalogue for further information.

Course changes

Students may not request schedule changes after the first blue and gold days of a semester.

Withdrawal from courses

If a student drops a course during the first three (3) days of a course with the approval of the counselor and the Assistant Principal, the course will not appear on the permanent record. Generally, a student may not drop a class after this time, except for serious reasons. If a student drops a course after the first thee (3) days of a course, the student will receive an "F" grade for the course and the credit attempted will be calculated in the student's grade point average. The administration will make the final decision.

Class failure

Any student who fails more than the equivalent of one credit in a school year may be asked to withdraw from NDCL. All semester class failures must be remediated. Recovery credit can be attained by enrollment in summer school, a course from an accredited online school, or through a private tutor who is appropriately licensed for grades 9-12. Approval for recovery credit must be secured from the student's school counselor prior to enrollment. Typically, these credits may not be made up by carrying additional courses during the regular school day or by retaking the course at NDCL. Any student who has received a semester "F" grade and who fails to make up that course or an equivalent course may not be able to return to NDCL. For any semester failure, a senior must make up the course or a take a course of equivalent credit before a diploma will be issued. Students must have completed all requirements for graduation in order to participate in commencement exercises. The final decision rests with the administration.

Summer study

Under certain circumstances, students may take summer courses for credit through the Credit Flex Option or the College Credit Plus Program. A student interested in pursuing the Credit Flex option must meet with his or her counselor and follow the steps outlined in the Course Description Catalogue. This plan must be submitted to the Credit Flex panel at least three months prior to the beginning of the plan.

Students may also take non-credit enrichment courses during the summer for personal growth. Grades earned for enrichment courses are not calculated in the student's high school GPA, but can be a part of the college application.

Review of student performance

Based upon a review of a student's performance by the school's administration, a student and parents may be required to enter into disciplinary, academic, and/or attendance contracts as a condition of continued enrollment at Notre Dame-Cathedral Latin School. This review may also result in a student's transfer from the school.

Academic Standing

This policy provides a support system for students who face academic struggles; helping them devise a plan for growth, regain good standing, and achieve their full potential. A key component is family engagement and the initiation of a support network to ensure that students are on a successful path towards finding academic success.

Academic Watch: Students who earn two or more Ds or one or more Fs in a quarter for the first time are placed on Academic Watch. The student and parents will be notified. With the assistance of a school counselor and Assistant Principal for Student Services a growth plan will be developed.

If the student does not show improvement through the Academic Growth Plan, a parent conference will be held with the Principal to determine the student's academic future. Academic standing will be reevaluated yearly.

Grades and records

PowerSchool and Canvas allow students and parents to view assignments and upcoming tests as well as grades achieved in class work, projects, tests, etc. Class schedules, attendance, and conduct records are also included. These are tools shared by parents and students to discuss academic life and achievement. This service does not substitute for a student's responsibility for all aspects of academic work.

Permanency of records: Accurate and complete individual permanent and cumulative records are maintained for each student enrolled at NDCL. These records include student's attendance records, report cards, standardized test scores, and other pertinent information that is relevant to the student's tenure at NDCL.

Availability for review: The school implements all applicable requirements of the Family Educational Rights and Privacy Act. Parents of any student who attends or has attended NDCL have the right to inspect and review the education records of their children. Access to education records shall be made to parents, after a written request, within forty-five (45) days after the request has been made. Except for parents and those employees of NDCL who have access to education records within the normal course of business, all student records shall remain confidential.

Transcripts

Final report cards and student records are the property of NDCL. Student records will not be transferred to another school until all financial accounts are settled.

Students must request transcripts for college applications and scholarships through Scoir, a secure, web-based college tool provided to NDCL students and families. There is no fee for transcripts. Allow two (2) weeks for processing of transcripts. Transcripts issued to the student will be marked "Issued to Student" and thus, are not official. Transcripts will not be issued unless all financial obligations to date have been met.

Report cards

Report cards are distributed electronically four times a year to parents. Students receive a grade based on their achievement during the previous nine weeks. Most courses require a semester exam for which a grade is also given. The semester grade is determined by averaging the two quarter grades in percentage points (each worth 40% of the semester grade) with the exam grade in percentage points (worth 20% of the semester grade). In courses that do not require a semester exam, the two quarter grades in percentage points are averaged. School absences are also indicated on the report card each quarter. Students and parents should check the accuracy of grades on report cards as soon as they receive them. No requests for grade changes will be honored after one (1) week of the report card being issued.

IEP Progress Reporting

Students with IEPs (Individualized Education Plans) will receive quarterly Progress Reports indicating mastery towards their IEP goals/objectives. Reports will be generated based on the method(s) for measuring the child's progress towards annual goal(s) indicated on their IEPs. Copies of the report will be sent to home districts as well as parents.

Semester examinations

The semester exam enables a student to show mastery of a subject that has been learned over an extended period of time. Exams are taken very seriously at NDCL; they represent 20% of a student's semester grade. The exam days are listed in the yearly calendar so that families can plan accordingly. No student may reschedule an exam or miss an exam for a vacation, doctor appointment, non-school activity, etc. Students who miss an exam because of illness may be required to present a doctor's excuse in order to be permitted to take the exam. The penalty for a missed exam is a zero grade for the exam. Exceptional circumstances such as serious illness will be handled on an individual basis by the administration.

Commencement participation

Participation in the school's commencement exercises is a privilege granted by the administration to students who have successfully fulfilled academic, behavioral, and financial expectations of the school.

Parent-teacher conferences

In addition to parent conferences scheduled on the school calendar each semester, other conferences may be arranged upon request.

Challenged materials policy

Decisions regarding the purchase of materials selected for library and classroom required use are made in light of the school's mission and philosophy. Should there be an objection to the use of materials, the following procedures will be followed:

The person objecting to the materials will be asked to file any objection(s) in writing by completing the Request for Reconsideration of Materials. The Review Committee, comprised of administrators and appropriate faculty, will review the Request for Reconsideration of Materials and notification of its decision will be forthcoming and binding. The material in question will not be removed unless and until the Review Committee makes that determination.

The Review Committee reserves the right to instruct certain faculty and/or staff to assign alternate materials or assignments to particular students in lieu of removing challenged materials from the curriculum or library.

Counseling services

Counselors serve as advocates who help students make appropriate choices for themselves, recognize and develop their God-given potential, and attain the educational objectives of NDCL. School counselors work with the students through individual and group sessions that focus on college planning, career education, personal and social development, academic support, and course selection. Counselors initiate meetings with students periodically throughout the year, but students and parents are always welcome to request individual appointments. Counselors are available during the school day as well as before and after school.



Clinic

The personnel and facilities of the clinic are available for students who are ill. When ill, students are to report directly to the clinic, where a staff member decides measures to be taken and keeps a record of activities and incidents.

Medications

Any student who is required to take any prescription or non-prescription medication during school hours must comply with the following:

- For the purpose of this policy, "medication" shall include all prescription and non-prescription (over-the-counter) medicines.
- Provide written note from the prescribing physician that details the name of the drug, dosage, route and time of administration, possible side effects, reason for use, and expiration date of order.
- Provide written permission from the parent requesting the school to comply with the doctor's order.
- Bring the medication in the original container, appropriately labeled by the pharmacy.
- Present the medication in the morning to the Clinic personnel where it will be kept in a locked cabinet. The medicine may be kept overnight or taken home and brought back the following day.
- Parents of students who use an inhaler or an epi-pen must submit the necessary forms.
- The school nurse or health aide will administer the medication at the given time only if the above criteria are met.

A parent must pick up unused medication or school personnel will dispose of it thirty (30) days after the prescribed use.

Lockers

Locker space is provided for each student. All lockers are equipped with combination locks. Since they are the property of the school, the school administration retains the right to inspect the lockers and their contents and to take the necessary steps to ensure that locker accommodations are used in accordance with the goals of NDCL. Students are to take care of their lockers and are held responsible if these are defaced or damaged in any way.

Work permits

Students apply for work permits through the office of NDCL. After the student completes the applicable portions of the work permit, the student needs to return this form to office so that it may be filed online with the State of Ohio.

Extracurricular program

NDCL encourages students to participate in the extracurricular program in order to broaden their academic learning, to share their talents with others, to develop leadership and service, and to learn to use leisure time well.

Students participating in any extracurricular activity must follow all school rules, policies and procedures, and must obey any directions given by the chaperone, teacher and/or supervising party. Failure to do so may result in disciplinary action, including the removal of the student from extracurricular activities.

Notre Dame-Cathedral Latin School, its members, employees, volunteers, agents, heirs, sponsors, and assigns assume no liability whatsoever for any injury, including death, or for any damages incurred by the student during or arising out of the student's participation in any extracurricular activity.

Policies regarding extracurricular participation

Active membership criteria vary according to the nature and purpose of the student activity.

Because of the amount of extra time that is required by some activities, students who do not maintain a 2.0 scholastic average or who demonstrate a lack of effort in their studies may forfeit the privilege of participation in extracurricular activities.

Eligibility: Ohio High School Athletic Association (OHSAA)

OHSAA rules include but are not limited to the following:

- A student must be enrolled as a pupil no later than the 15th school day after the start of a semester in which the contest occurs.
- In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. A student must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period.
- By state law, the individual school adopts a minimum grade point average (GPA) for participating in interscholastic extracurricular activities. At NDCL, a student must have a 1.5 GPA in the immediately preceding quarter to be eligible for interscholastic sports.
- A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled.
- After the eighth grade, a student has eight semesters of eligibility for sports participation. Repeated semesters count against eligibility.
- Students representing OHSAA member schools must be amateurs. No promise of or acceptance of remuneration is permitted.
- Each athlete must have a yearly physical examination prior to the beginning of practice for the first sports season. The completed physical form and parental permission form must be on file in the athletic director's office prior to the first practice season. ***Physicals are good from June 1 of one year until May 31 of the following year.***
- Squad members may not participate on an independent team in the same sport during the same season.
- A student may participate only in a maximum number of games, quarters, periods, and matches as established by the OHSAA per sport.
- Students are ineligible to compete if they reach the age of 19 prior to August 1.
- A student must be present in school one-half day on the day of the contest or practice to be eligible to dress to play that day. Exceptions to be determined by the administration.
- All OHSAA rules, including any revisions as may be approved by the OHSAA, apply to students participating in interscholastic athletics.

Eligibility: Notre Dame-Cathedral Latin School

- At the middle and end of each quarter, the academic performance of all students will be reviewed by the school administration, which will report to the Athletic Director the names of student-athletes who have earned any F grade and/or two or more D grades.
- **Following the mid-quarter review**, the Athletic Director, appropriate representatives of the school administration, and/or coaching staff will confer and then communicate with the student to assist him/her in improving the unsatisfactory academic performance. Student-athletes will be notified that they are on "Academic Watch" and have six (6) school days to improve the unsatisfactory grades to eligibility standards. If performance does not improve to this level by the specified date, the student-athlete will be declared ineligible until the student brings the unsatisfactory grades up to eligibility standards.
- **Following the end-of-quarter review,** any student-athlete who earns any F grade and/or two or more D grades will be declared ineligible. *The provisions described in the preceding paragraph for mid-quarter reviews do not apply to end-of-quarter reviews.*
- If a student-athlete is declared ineligible following the end-of-quarter academic review, the period of ineligibility will begin on the effective date established by the school administration without regard to specific events or contests.
- Student-athletes who have been declared ineligible at the end of the quarter can be re-evaluated six (6) school days after the effective date of ineligibility. At that time, if academic performance reaches eligibility standards, eligibility will be reinstated.
- The re-evaluation in the form of a written document from the relevant teachers(s) will be the responsibility of the student-athlete.
- Academically ineligible student-athletes may practice, with the approval of the coach, but may not dress for games, matches, or meets. The coach has the discretion to determine whether the non-uniformed student-athlete will be on the bench during the game.
- The school administration has the authority to revoke eligibility for disciplinary infractions as well as for unsatisfactory academic performance.
- Expanded policies and procedures for participation in interscholastic sports are contained in the *Parent Student-Athlete Handbook* distributed to student-athletes and their parents at the beginning of each sports season.

Dances

- NDCL students may bring one (1) guest from another school. Guests must have a picture ID, arrive and sign in with the NDCL student who is responsible for the guest. Guests are also required to submit a completed permission form.
- NDCL students inviting friends have the responsibility for telling friends that there is no smoking, vaping, or drinking at our dances.
- Any NDCL student under the influence of drugs and/or alcohol will be subject to the school chemical abuse policy.
- For safety reasons, no one under the influence will be allowed to leave the dance without parents.
- No one is admitted to the dance after 9:00 PM.
- No one may leave the building during the dance and return.
- No one may leave the Homecoming Dance until the Prom Court is presented.

- Lockers are not accessible to students. Students are responsible for their own possessions.
- NDCL students and their guests are to dress, dance and behave in a manner appropriate to the NDCL mission. Students who fail to follow this directive risk being removed from the dance and/or being prohibited from future dances.

Absence reporting

Absence must be reported to the school office by email (attendance@ndcl.org) or a telephone call by 7:55 A.M. each morning. The parent may call the evening before or early morning since the voicemail is in operation on the 440-286-6226 line.

Examples of reasons for excused absences include personal illness; illness in the family if student's services are required; death of a family member; medical or dental appointments that cannot be made outside of the school day; vacation with parent(s); disruption of bus service where student does not have an alternate way to school; and other circumstances judged to be sufficient cause for the student's absence by the administration.

Chronic Absenteeism

Students need to be present in school to engage in learning as students' attendance directly impacts achievement and graduation. Chronic absenteeism is defined as students missing 10% or more school hours due to absence for any reason. If a student misses 10 classes in the course of a school year (5 for semester courses), s/he may be denied credit for his/her courses. After a student has been absent for 8 days, the student may be required to present a doctor's note with the explanation and/or recommendations. Necessary provisions may be made for prolonged illnesses of individual students.

Illness

For the health and safety of the student, chronic illnesses should be reported through the Emergency Medical Form completed each year.

Staying home when sick can lower the risk of spreading infections. If someone has the following symptoms, they should stay home because their illness could affect their ability to participate in school and there is concern that they might spread an infection to staff and students.

- Fever (100.4F)
- Any undiagnosed skin rash
- Vomiting
- Diarrhea
- Skin sores
- Respiratory virus symptoms that are worsening or not improving and not better explained by another cause such as seasonal allergies

Students absent during the school day due to illness are not to attend extra-curricular functions (e.g., practices, games, dances, etc.) on that day.

Illness during the school day

If a student becomes ill during the course of the day, a parent must be contacted by the school before the student is permitted to leave the school campus. Students may not remain in the school clinic for the entire day.

Medical, dental, and other appointments

If possible, all appointments should be made outside of school hours. Ordinarily a student is not excused for more than one-half day if an appointment must be made during school time. For appointments to be excused, the student must present to the office a parent note prior to the appointment and a form verifying the appointment upon return to school. For morning appointments, the verification form must be presented when the student arrives at school. For appointments requiring early dismissal, the form must be presented before the first block the next day the student comes to school. Failure to hand in the verification form upon returning to school may result in an unexcused absence for the periods missed.

Pre-arranged absence

The Administration has the authority to excuse an absence when it is judged to be in the best interest of all concerned. Students requesting an absence *of four or more days* because of vacation with parents, medical treatment, or other educational opportunities *not sponsored by the school* should follow the procedures outlined below:

- The student obtains Prearranged Absence Form from the NDCL website (www.ndcl.org). The parent or guardian fills in the information regarding the purpose and dates of the absence and then signs the form.
- The student presents this form to his or her teachers. The teachers may indicate the work to be made up when the student returns. If a teacher feels that the student cannot afford to miss the class time without seriously affecting the student's classroom performance or grade, the teacher will indicate this on the form.
- After obtaining the signature and comments of all the subject area teachers, the student presents the form to the school office at least two (2) days prior to the absence.
- It is the responsibility of the student to make up the work missed. The student will receive credit for any work made up according to the timeline in the school's policy for late work.
- Since the yearly calendar is announced to parents in the spring prior to the new academic year, parents are encouraged to plan vacations in accord with school vacation periods. Vacations should not be scheduled at times that coincide with the end of the academic quarters or semesters.
- Missing assessments presents unique challenges. Teachers may choose to administer alternative assessments when the student returns to class.
-

College days

A college day is a day on which a student is scheduled to visit a college or university. Students may take up to two college days in each of their junior and senior years.

Field trips

Field trips are permitted in accordance with our curriculum guidelines. In order for a student to participate in a field trip, parents need to give their consent according to the means developed and communicated by the school. No verbal permission will be accepted. The student and parents assume all risks and release Notre Dame-Cathedral Latin School, its faculty, staff, agents, heirs, sponsors, and assigns from any liability whatsoever for any injury or damage incurred, directly or indirectly, in connection with the field trip. Students may be denied permission to attend field trips because of safety, health, excessive absences, or academic or behavior concerns.

Tardiness

Students are tardy when they arrive late to school or any class and are marked tardy by a classroom teacher or the Main Office. Persistent tardiness can lead to disciplinary action.

Student accumulates three **(3) tardies** in a quarter	Detention assigned.
Student accumulates six **(6) tardies** in a quarter	Second detention assigned; parents notified.
Student accumulates nine **(9) tardies** in a quarter	Three-hour detention assigned; parents notified. Students who accumulate nine (9) tardies must attend the next regularly scheduled three-hour detention.

- ***The school does not distinguish between excused and unexcused tardiness.*** Students who feel that their tardiness merits special consideration need to present their case directly to an administrator. ***Because the school's tardiness policy allows for two tardies in any quarter before any disciplinary action occurs, such special circumstances will generally be moot.***
- A student who is detained by a faculty or staff member should obtain a note from that person in order to avoid being marked late to the next class.
- The Main Office keeps track of all tardiness and reports offenses to the administrators for possible action.
- If students arrive late to school prior to 8:10 AM, they should go directly to class. If students arrive after 8:10 AM, they should go to the main office to obtain a pass. In both cases, the students are considered tardy.
- Students arriving on late buses should obtain a late bus slip from the main office. With the pass in hand, these students should report to their first/fifth block class; they are not considered tardy.
- Students arriving more than forty (40) minutes late to a class on a regular school day are considered absent, not tardy, from that block.

Parents away from home

When parents are away from home for any length of time, they must provide prior written notification to the school office. The note should include:

- dates parents will be away,
- adult responsible for the student and how that person can be reached in case of emergency, to verify attendance, etc., and
- signature of parent.

Withdrawal procedures

In the event of a family relocation or other circumstance that will require a student to withdraw, parents should follow these steps:

- Parent completes the Transfer Notification Form to allow NDCL to transfer student records. No records will be forwarded to another school until the form is returned.
- Note: All financial obligations must be paid, books returned, etc., before any records will be released.

- Registration fees are non-refundable.
- See the finance section of this handbook for tuition refund schedules.
- Students and parents should check with the receiving school in advance of withdrawal to determine how athletic eligibility may be affected.

Bell schedules

2-hr. late-start Monday	*45-min. late-start Monday*	*Tuesday through Friday*
Teachers meet at 7:30 AM.	Teachers meet at 7:30 AM.	1(5): 7:55 – 9:15
1(5): 9:40 – 10:45	1(5): 8:40 – 10:00	2(6): 9:20 – 10:50
2(6) A: 10:50 – 11:15	2(6): 10:05 – 11:35	Lion Time: 10:50 – 11:20
2(6) B: 11:15 – 11:40	3(7) A: 11:40 – 12:05	3(7) A: 11:20 – 11:50
2(6) C: 11:40 – 12:05	3(7) B: 12:05 – 12:30	3(7) B: 11:50 – 12:20
2(6) D: 12:05 – 12:30	3(7) C: 12:30 – 12:55	3(7) C: 12:20 – 12:50
3(7): 12:35 – 1:35	3(7) D: 12:55 – 1:20	3(7) D: 12:50 – 1:20
4(8): 1:40 – 2:45	4(8): 1:25 – 2:45	4(8): 1:25 – 2:45

Security

After school, students may remain in the building under the direct supervision of a faculty member or coach or may wait in the SND Learning Commons (until 4:00) or may wait in the cafeteria (until 6:30). Students are not to go to lockers or wander through the building. NDCL is private property; students are not to be on school property outside school hours unless they are involved in school-sponsored activities.

Visitors

Guests and visitors, including adults and students, who enter the school building at any time during the day must report to the school office and present an ID to receive a visitor pass. This policy includes persons who come for students after school.

School closing

Parents and students will be alerted to school closings via voice mail and text notification. They may also check the school website (www.ndcl.org), listen to any of the local radio or TV stations, or visit the websites of these stations.

If parents consider travel too hazardous, they should keep their children home and call the school to report them absent.

In the event that the weather becomes inclement during the school day and a parent prefers that the student not remain in school, the parent will be asked to come to the school office, sign the student out, and take the student home.

Transportation

Many public school districts provide bus transportation to students of NDCL. This service is dependent on the student's continual and courteous cooperation with the directives of the local school district, the bus driver, and NDCL. Any conduct violations reported to the school by a bus driver will result in a violation of the Code of Conduct and will be subject to disciplinary consequences.

Bus loading

Safety requires that students remain behind the yellow line when buses are arriving and departing. Students may board buses only when they are stopped and only from the area bounded by the yellow line.

Driving regulations

For general safety, the following regulations should be observed by all student drivers:

- Secure and display a parking permit, which is available from the school office ($100 per year; $50 per semester). Because of limited parking availability, permits will be sold according to a system approved by the Principal. No student is guaranteed a parking permit.
- Park in the space designated by the permit.
- Observe all posted signs.
- Do not pass on any two-lane road on the campus.
- Observe the speed limits (20 mph on roads, 5 mph in parking lots).
- Students arriving to school early are expected to leave their cars and the parking lot and enter the building immediately.
- Once students have arrived at school, they are not permitted to leave the property without permission of the administration.
- Students may not go to their cars during the school day without permission from the administration.
- Cars may not be left in the lot overnight without permission of the Principal.
- Failure to follow driving regulations will result in parental notification and possible revocation of parking privileges.

ID cards

Students use the school issued ID for admission to dances, home sports events, and other school activities.

Dress code

Notre Dame-Cathedral Latin School believes that the school uniform helps to create an appropriate tone for a productive school environment. By eliminating competition in dress, the code helps to create a spirit of community while building positive identification with the school. Finally, a basic uniform, with options, helps students to be conscious of good grooming and appropriateness in dress.

The general rule: *A student who wears a visible item that is not specifically permitted by the dress code is in violation of the code. The administration of Notre Dame-Cathedral Latin School has the ultimate authority to determine the appropriateness of all attire.*

Girls dress uniform

- Herringbone or navy skirt purchased from Schoolbelles, Tommy Hilfiger, or Lands' End and worn with opaque (not see-through, not patterned, not mesh or bell bottomed) leggings or tights in solid black or navy blue. Skirt must come within six (6) inches of the top of the knee in front and back and be in good condition. Any girl who does not abide by this reasonable expectation may lose her privilege to wear a skirt for the remainder of the school year.

- White oxford-style, button-down collared shirt, long or short sleeves, appropriately fitted and tucked into the skirt.
- Navy blue V-neck or crewneck sweater or sweater vest with NDCL logo, purchased from Schoolbelles, Tommy Hilfiger, or Lands' End School.

Girls standard uniform

- The uniform skirt described above or khaki, navy, or grey plain front or pleated slacks, purchased from any supplier. These pants must be traditionally styled slacks with inside pockets (not patch pockets), plain or pleated fronts, cuffed or stitched hems, not tight-fitting, and no contrasting seams or other adornments. A belt that is securely fastened around the waist is worn if the slacks bear belt loops.
- Banded bottom or straight-hemmed polo shirts with NDCL emblem, long or short sleeves, in mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles, Tommy Hilfiger, or Lands' End School.
- Long-sleeved NDCL pullover obtained from NDCL athletic teams or organizations or purchased from a supplier.
- Navy blue V-neck or crewneck sweater or sweater vest with NDCL logo, purchased from Schoolbelles, Tommy Hilfiger, or Lands' End School.

Girls other items

- Socks must always be worn with pants. Girls may not wear leg warmers, thigh-highs, thermal underwear, or long pants under skirts.
- Solid white t-shirts with no writing or design may be worn under blouses or shirts.
- Simple jewelry that complements the uniform may be worn. Anatomical piercing, except of the ear, may not bear jewelry of any kind. No accessory may be worn that is contrary to the philosophy of the school.
- Dress shoes or athletic shoes must be worn with the standard uniforms. Shoes must be closed-toe in loafer or tie style. Slippers, "crocs," moccasins, high heels, and sandals are not part of the uniform.
- Cardigans and winter boots will be permitted after the fall warm-weather option expires and before the spring warm-weather option begins. Cardigans may be solid white, blue, black, navy, or grey only.
- Extreme hairstyles are not permitted. Extreme spiking, shaved sides or backs, carvings, and unnatural colors or combinations of colors are some examples of hairstyle extremes. Students may not wear hats.
- Students may not have visible tattoos.

Girls late summer/late spring warm weather option

For approximately the first and last months of school (specific dates determined by the school), girls may opt for the following clothing suited for warm weather:

- Solid khaki or navy *knee-length* (golf or walking but not cargo or cut-off) shorts purchased from any supplier
- Banded bottom or straight-hemmed polo shirts with NDCL emblem, long or short sleeves, in mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles, Tommy Hilfiger, or Lands' End School.
- Socks and athletic shoes

Lion Pride Fridays
Students will be permitted to wear NDCL spirit wear on top with standard dress code bottoms on Fridays.

Boys dress uniform

- Khaki plain front or pleated slacks. Dockers style khaki slacks may be obtained from any supplier. However, these pants must be traditionally styled slacks with inside pockets (not patch pockets), plain or pleated fronts, and no contrasting seams or other adornments. A belt that is securely fastened around the waist is worn if the slacks bear belt loops.
- White or light blue oxford style, button-down collar shirt, long or short sleeves, not oversized, with tie. This shirt, which must be properly tucked into the pants, may be purchased from any supplier.
- Navy blue V-neck or crewneck sweater or sweater vest with NDCL logo, purchased from Schoolbelles, Tommy Hilfiger, or Lands' End School.

Boys standard uniform

- Navy, khaki, or grey plain front or pleated slacks, purchased from Schoolbelles, Tommy Hilfiger, or Lands' End School. Dockers™-style navy or khaki slacks may be obtained from any supplier. However, these pants must be traditionally styled slacks with inside pockets (not patch pockets), plain or pleated fronts, cuffed or stitched hems, and no contrasting seams or other adornments. A belt that is securely fastened around the waist is worn if the slacks bear belt loops.
- Long or short-sleeved polo shirts with NDCL emblem, mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles, Tommy Hilfiger, or Lands' End School. Students may choose to wear a white, maize, navy, cobalt or light blue oxford style, button-down collar shirt, long or short sleeves, not oversized, with tie. This shirt, which must be properly tucked into the pants, may be purchased from any supplier.
- Long-sleeved NDCL pullover obtained from NDCL athletic teams or organizations or purchased from a supplier.
- Navy blue V-neck or crewneck sweater or sweater vest with NDCL logo purchased from Schoolbelles, Tommy Hilfiger, or Lands' End School. Students also have the option to wear a NDCL sweatshirt or an NDCL pull-over.

Boys other items

- Socks must always be worn.
- Solid white t-shirts with no writing or design may be worn under shirts.
- Simple jewelry that complements the uniform may be worn. However, boys may not wear earrings. Anatomical piercing, may not bear jewelry of any kind. No accessory may be worn that is contrary to the philosophy of the school.
- Dress shoes or athletic shoes must be worn with the standard uniforms. Shoes must be closed-toe in loafer or tie style. Slippers, "crocs," moccasins, and sandals are not part of the uniform.
- Extreme hairstyles are not permitted. Extreme spiking, shaved sides or backs, carvings, and unnatural colors or combinations of colors are some examples of hairstyle extremes. Boys' hair should not extend beyond the top of the shirt collar. Students may not wear hats.

- Boys are to be clean-shaven; beards, mustaches, and sideburns extending below the earlobe or onto the cheek are not permitted.
- Students may not have visible tattoos.

Boys late summer/late spring warm weather option
For approximately the first month and the last month of school (specific dates determined by the administration), boys may opt for the following clothing suited for warm weather:

- Solid khaki or navy *knee-length* (golf or walking but not cargo or cut-off) shorts purchased from any supplier
- Banded bottom or straight-hemmed polo shirts with NDCL emblem, long or short sleeves, in mesh or interlock knit, in white, maize, navy or cobalt blue, from Schoolbelles, Tommy Hilfiger, or Lands' End School.
- Socks and athletic shoes

Lion Pride Fridays
Students will be permitted to wear NDCL spirit wear on top with standard dress code bottoms on Fridays.

Dress down days
- Students may wear jeans, cargo pants, sweatpants, wind pants, or loose-fitting athletic pants. T-shirts, polo shirts or sweatshirts; and athletic shoes with socks.
- For all dress down days, the following are not permitted: shorts (unless the warm weather option is in effect); ripped or torn clothing; hats or other headwear; tight-fitting pants such as yoga pants, leggings, jeggings, etc.
- Boys' pants must sit at the natural waist with no underwear showing; hems must not drag on the floor.
- Boys may not wear earrings or other piercings.
- Tops must have sleeves and be long enough to meet the waistline of the pants or skirt. Halter, tube or tank tops, tight clothing, and clothing that exposes the midriff or cleavage are not permitted. Skirts and shorts must be no shorter than six (6) inches above the knee.
- Students dressed inappropriately on dress down days will be issued a violation and may be kept out of class until appropriate clothing is found or brought from home.

Behavior Code

Building upon the positive behavior patterns begun and developed in the home and acquired during previous years of formal education, the school has developed behavior norms that promote personal responsibility and ensure an atmosphere conducive to Christian community and effective learning. Therefore, the code challenges each student to grow in the art of self-discipline by developing a strong sense of personal responsibility, showing respect for self and others, respecting the property of others, and taking pride in the school.

At Notre Dame-Cathedral Latin, the school community is very important. Each student is responsible for the community. Behavior affects the entire school community, whether it is a class, a group of students, or the entire student body. The code is based on the concept that each student has certain rights and corresponding responsibilities. It is important that students accept responsibility to behave in such a way that they can continue to become the women and men God intends them to be.

Students and parents have selected NDCL and the school has accepted students on the basis that they adhere to all the rules and regulations set down by the school. In addition, each teacher will set up classroom policies and procedures that will create a positive classroom environment that encourages and affirms the educational process. Teachers have the responsibility to ensure that each student is given the opportunity to learn. Each set of classroom policies has corresponding consequences if the student does not comply with expectations in the classroom.

Students and parents who refuse to comply with the letter and spirit of the expectations set forth in the Parent-Student Handbook put the student's continued enrollment at risk. It is understood that the Principal of the school has final authority to dismiss or prevent re-enrollment when student or parental behavior is not in accord with the philosophy, principles, or policy of Notre Dame-Cathedral Latin School.

This Code of Behavior must be followed when a student is on school property, on the way to and from school or a school-related or school-sponsored event, or while in any location for the purpose of or related to attendance at a school-sponsored event, activity, or function.

Consequences for violation of the Code of Behavior are categorized as minor, major, and suspendable in keeping with the Mission Statement and Core Values of Notre Dame-Cathedral Latin. These will be issued at the discretion of the faculty and administration of the Notre Dame-Cathedral Latin School. Violations listed within this handbook are representative of levels of infraction but are not meant to be an all-inclusive list.

Elastic clause

Because it is impossible to foresee problems that may arise, this clause empowers faculty members and administration to issue consequences for any action that violates the spirit of the system, even though not specified here. The judgment of the administration in all disciplinary matters is final.

Minor violations

Students who accumulate three (3) minor violations will serve one detention.

Minor violations include but are not limited to:

- Uniform violations
- Misbehavior or non-compliance
- Eating/drinking outside of approved areas
- Inappropriate language
- Bus conduct report
- Violation of phone policy

Major violations

The accumulation of major violations is a serious breach of the Code of Conduct and the principles of the Notre Dame-Cathedral Latin School Community. Consequences for major violations will be issued by an administrator in consultation with the faculty member who reported the violation.

Major violations include but are not limited to:

- Habitual infraction of a minor violation
- Academic dishonesty (first offense)
- Disrespect toward an adult
- Disrespect to a student, including verbal abuse and bullying

- Major disruption of classes, religious functions, assemblies, or events
- Excessive misbehavior
- Misuse of school property
- Excessive profanity
- Defiance/insubordination
- Driving violation
- Serious bus conduct report

Suspendable violations

Students who engage in repeated major violations or act in a manner strongly opposed to the Notre Dame-Cathedral Latin School community may be suspended. The number of days of suspension will be determined by the administration based on the severity of the offense. Students must make-up any work missed during suspension to earn any credit for that work.

Suspendable violations include but are not limited to:

- Cutting school or class
- Willful misuse of school property or another's private property
- Stealing
- Hazing and/or harassment. (See Non-Harassment Policy.)
- Fighting, hitting, inappropriate and/or unauthorized touching
- Setting off a stink bomb or smoke bomb (See Criminal Action Policy.)
- First offense for Chemical abuse; second offense or any other instance of drug dealing may result in dismissal. (See Chemical Abuse Policy.)
- Possession of a weapon (See Weapons Policy.)
- Possession or use of tobacco during the school day, on school grounds or during school-sponsored function
- Possession or use of any electronic cigarette, Juul, Phix, or similar device
- Possession of materials/devices deemed inappropriate by administration
- Inappropriate use of the school's technology
- Academic Dishonesty (subsequent offenses) (See Academic Honesty Policy.)
- Vandalism (See Criminal Action Policy.)
- Other offenses considered serious by the administration

The administration reserves the right to exercise its discretion to handle serious student problems in ways other than those listed above. The judgment of the Principal in all disciplinary matters is final.

Detention

A student serves one detention for every accumulation of three minor violations. Detentions may also be assigned for major violations as determined by the administration. Detentions will be assigned on a weekly basis. Students are expected to serve detention by the date specified

on the detention notice. Failure to serve detention by the assigned deadline may result in a three-hour detention.

Appeal procedures

If a student feels that s/he has unjustly received a major or minor violation, after first discussing the situation with the teacher involved, the student should speak with an administrator, who will arrange a conference with all parties involved. The student seeking recourse must make this request within two (2) weeks of the issuance of the referral.

Suspension

In most instances, a student will be suspended only after s/he and/or her/his parents have had an opportunity to be heard. In some instances, however, the situation involved is so serious or dangerous that immediate suspension is deemed necessary. In such a situation, the parents will be notified of the student's suspension, and a prompt post-suspension conference with the parent and student will be arranged, at which point the student will have an opportunity to be heard.

Dismissal or expulsion

The Principal may deem a student's action or a pattern of actions so severe as to warrant immediate expulsion from school. This decision is the right and responsibility of the Principal.

Consequences for accumulating violations

The Principal or designee, will review conduct records on a quarter-by-quarter basis. Any student who accumulates significant violations may be required to serve disciplinary consequences determined by the administration, and/or have a parent/student conference with an administrator to review issues of concern.

Criminal action policy

In any situation involving criminal activity, the legal authorities may be contacted immediately to investigate. School consequences may include but are not limited to dismissal or expulsion.

Academic honesty

Because of the critical importance of honesty and integrity of life for the individual and for society, cheating in any form is considered unacceptable behavior. Cheating is defined as any act through which the student uses the work of another for personal gain or attempts to achieve this result by deceitful means. Helping another student to cheat by providing one's own work is considered cheating.

Cheating may incur the following disciplinary consequences:

- loss of credit for the work;
- major violation; and
- notification of parents.

Plagiarism is a form of academic dishonesty in which the student passes off as one's own work the work of another either by copying or by paraphrasing the ideas without proper citation. This may include the improper use of Artificial Intelligence tools (AI) such as Chat GPT. Students at NDCL are taught the principles of academic honesty in research and writing.

Plagiarism may incur the following disciplinary consequences:

- re-work of the assignment for partial credit under school supervision (during a three-hour detention and/or after-school detention time);
- major violation; and
- notification of parents.

A repeat violation of academic dishonesty, whether cheating, plagiarism, unethical use of AI, or any other form, will require a conference with the student, parents, and the administration. Consequences for a repeat offense will be determined at that time.

Ethical Use of AI and the development of independent thinking

At NDCL, we recognize that artificial intelligence (AI) tools are becoming increasingly integrated into the educational and professional landscape. As a school rooted in academic excellence and personal integrity, we are committed to guiding students in the **ethical and responsible use** of AI technologies.

While AI can offer valuable support for brainstorming, feedback, and exploration of ideas, our hope is that it never replaces the student's own thinking, creativity, or effort. Over-reliance on AI undermines the development of essential academic skills—such as critical thinking, problem-solving, analysis, and original expression—that are foundational not only to success in school, but also in life beyond the classroom.

As educators, we have a responsibility to **protect and nurture students' intellectual growth**. Our academic honesty policy is designed not just to uphold standards, but to ensure that students continue to grow in their ability to reason independently, communicate clearly, and take ownership of their learning. This is especially important in an age where AI can easily do the work

NDCL guidelines for AI use:

- Students may only use AI tools when **explicitly** permitted by the teacher.
- Students must properly cite and acknowledge the use of an AI tool when used on an assignment.
- AI use is strictly prohibited on exams, quizzes, or assignments intended to assess individual understanding.
- Teachers will not accept work if there is reason to believe a student has inappropriately used an AI tool. The student will be required to submit the work that is completed according to the guidelines set out from the teacher for the assignment.

Inappropriate use of Artificial Intelligence tools may result in an academic honesty violation.

Students are expected to use AI tools **within the parameters set by their instructors** and to always remain transparent about how these tools are used. When AI is used ethically, with intention and limits, it can be a powerful aid. When used improperly, it becomes a shortcut that shortchanges the learning process.

Our goal is not simply to police the use of AI, but to help students learn how to use it wisely, discerningly, and in a way that strengthens—not weakens—their academic integrity and personal responsibility.

Computer and Internet Acceptable Use Policy

Technology is a vital means to assist those who carry out the educational mission of Notre Dame-Cathedral Latin School.

Students of Notre Dame-Cathedral Latin School have access to the student computer network, including the internet. To gain access to the internet, all students must obtain parental permission and must sign the User Agreement. Families should be warned that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Families should also be aware that filtering software may fail to block some visual depictions that are obscene, pornographic or otherwise harmful to children. While our intent is to make internet access available to further educational goals and

objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and sources.

Internet rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may use school computers to access their email for curriculum-related activities and communications. The network is provided for students to conduct classroom work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege – not a right. Access entails responsibility. Individual users of Notre Dame-Cathedral Latin School's computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private.

Users have no privacy right to any data received or disseminated on the network and by utilizing these Notre Dame-Cathedral Latin School systems they consent to the Notre Dame-Cathedral Latin School's right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, the school reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action. Inappropriate use includes use that violates this policy or any other policy of the school or that interferes with the integrity of the school's computer network, or any component connected to it.

The following are examples of inappropriate use and activity:

- Using computer files to share or receive homework, research, projects, papers, and other work in a manner that violates academic honesty
- Use of Virtual Private Networks (VPNs)
- Sending or displaying violent, aggressive, offensive, or obscene messages or pictures
- Harassing, insulting or attacking others
- Damaging computers, computer systems, or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading or uploading information and files not relevant to curriculum-related activities, including employing the network for commercial purposes, online betting, emailing that is not related to class assignments, and other intentional misuses of limited school resources
- Attempting to or overriding internet filtering system, including accessing inappropriate web sites that have escaped internet filtering
- Modifying, changing, or attempting to modify or change any computer setting or configuration without appropriate permission.
- Violating privacy issues by posting personal contact information about you or other people; using another's password; and trespassing in another's folders, work, or files

The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations will result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be informed of designated school personnel for reporting inappropriate activity or use of the computer network or internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this Acceptable Use Policy.

Electronic devices

Any electronic device brought into the building may be taken from a student if its use interferes with the process of teaching and learning, disrupts school life, or conflicts with the mission or values of Notre Dame-Cathedral Latin School. At the discretion of the administration, the device(s) may be returned to the student at the end of the day or returned after a period of time to a parent/guardian of the student. Parents and students assume all responsibility for any loss or damage to electronic devices brought to school.

Members of the school community may not photograph, record or otherwise tape other members of the school community without the express permission of those involved and of the appropriate school authority.

Earbuds and Headphones

At NDCL, we believe our core value of community is developed through authentic encounter and dialogue. Because we value personal encounters, the community desires to promote spaces that foster them. Towards that end, earbuds and headphones are only permissible for academic purposes in the classroom with approval by the teacher or in the Learning Commons for silent study during ELB periods.

Phone Free Policy

From 7:55 AM to 2:45 PM, NDCL is a phone-free school for students. Students will utilize Yondr pouches to secure their phones during the school day. Upon arrival at school, a student will place his/her phone in the Yondr pouch and lock it. Unlocking stations will be placed throughout campus exits, and students will unlock their pouches at our 2:45 dismissal. The school will provide each student with a pouch with their name. Should a student lose or damage the pouch, the family will be charged $30.00 to replace the pouch. Students who do not follow the phone-free policy will be required to turn their phone into the Dean of Students office at the beginning of the school day and pick it up at the conclusion of the school day.

Chemical abuse policy

Notre Dame-Cathedral Latin School recognizes that not all chemical use by students indicates dependency. The chemically-dependent adolescent is that individual whose dependence upon mood/mind/behavior-altering substances has attained such a degree as to disrupt the student's academic performance, interfere with family and inter-personal relationships, disrupt smooth social and economic functioning, or impair the state of physical, emotional and mental health and/or behavior.

NDCL also recognizes that chemical dependency is a treatable illness, often preceded by misuse and abuse. Health and social problems of youth are primarily the responsibility of the family. However, community and school share in the responsibility because chemical problems often interfere with the fullest possible development of the individual student's learning and behavior. A student involved with abuse chemicals or mood/mind/behavior altering drugs is in violation of the law. Therefore, a student shall not possess, use, transmit, transfer, sell or conceal any of these substances or paraphernalia nor consume or possess any alcoholic beverages or intoxicants.

This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used

by a group; off school grounds or while in any place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school or identifiable as an NDCL student in some other setting. Moreover, students shall not consume any alcoholic beverages or intoxicant or drug of abuse or any other substance that could modify behavior at any time before the student's arrival at school or at a school-sponsored activity or related event or activity. If a student arrives at one of the above-mentioned events in violation of this policy, the parents will be notified immediately. The judgment of the chaperones is final, and the student must leave the activity in the company of their parents.

In the event of a violation, disciplinary procedures will be followed. However, the school will offer supportive help to the student and parents in coping with the chemical problem. Although the good of the student and respect for the dignity of each unique individual remains an important concern, the well-being, proper functioning and greater good of the entire school community must be considered of primary importance. An atmosphere for development and continual growth in a Catholic environment is to be ensured for all.

Help will be extended through the school if a student seems to be chemically dependent and accepts assistance. Since dependency on drugs and/or alcohol is considered a serious matter, in cases where neither the parents nor the student cooperate with attempts to intervene in a student's harmful involvement with chemicals, the student will be asked to withdraw from Notre Dame-Cathedral Latin School. The Principal in consultation with concerned personnel will handle each case. This group's decision is final with regard to any action taken when this policy has been violated.

Notre Dame-Cathedral Latin School may search a student's locker, handbags, bookbags, purses, or person if school officials have reasonable grounds to believe that the student possesses chemical intoxicants. Such a search may be conducted in a manner consistent with the policy set forth in the Search Policy in this Handbook.

The regulations spelled out in the Chemical Abuse Policy as well as the disciplinary actions set down for the abuse of chemicals hold in their entirety for any counterfeit controlled substance or "look-alike." This is in accord with current legislation that treats counterfeit substances as illegal. Examples of drugs which may be abused are alcohol, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, stimulants, opioids, depressants, Quaaludes, speed, PCP (angel dust), Valium, LSD, "uppers,""downers," heroin, glue, cocaine, or other substances that could modify behavior or alter moods. Examples of drug paraphernalia are hypodermic needle, syringe, water pipe, roach clip, papers and/or bongs. These lists are not all inclusive.

Search policy

The school reserves its right to search at any time all school property such as lockers and desks even if assigned to an individual. Additionally, by enrolling in the school, the student and parents consent to a search of a student's backpack, gym bag, bookbag, handbag, purse, coat, or vehicle, when the school has reasonable grounds to believe a student possesses some unlawful or otherwise prohibited item or items when on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while at any place or location for the purpose of or related to attendance at a school-sponsored activity, function, or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. Students may be required to empty pockets and to remove jackets, coats, shoes, socks, and other articles of exterior clothing for examination. Upon the commencement of any searches outlined above, the school will first request permission from the student in question to conduct the search. If the student refuses to allow the search, the school reserves the right to discipline

the student for possession of the alleged unlawful or prohibited item or items in the manner provided in the school's Code of Behavior.

Weapons policy

The school recognizes that a safe, secure school atmosphere is a fundamental tenet to providing an educational environment conducive to learning. Therefore, weapons are prohibited. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive, incendiary device, or any toy or "look-alike" weapon. As defined by state law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon." Ohio Rev. Code 2923.11(A). Firearms include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Possession of hunting weapons is also a violation of this policy. No student may have possession of a weapon on school grounds, during or immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while at a place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. Violations of this policy are subject to the Code of Behavior and may warrant notification of the police, immediate suspension, dismissal, or expulsion. A search for a weapon may be conducted in a manner consistent with the policy set forth in the Search Policy.

Non-harassment policy

The administration and staff of Notre Dame-Cathedral Latin School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment, intimidation, or coercion. Any threat of harm to any person either in writing, verbal, or physical will be dealt with immediately and appropriately.

Notre Dame-Cathedral Latin School will not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension, dismissal, or being asked to withdraw from the school.

Examples of harassment include, but are not limited to: unwelcome advances or other similar verbal or physical contact, verbal or written taunting; bullying; intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group.

Students who believe they have experienced harassment shall report such matters to the principal or any other administrator as soon as possible.

- The principal or designated administrator shall immediately investigate the complaint and shall make written notations of specific allegations.
- Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times, and the specific charge. The inquiry should be as specific as possible.
- All information relating to the complaint or the investigation shall be kept confidential, when possible, consistent with a complete investigation. All participants should be reminded of this obligation.
- The investigator shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the parties involved regarding the disposition of the investigation consistent with the privacy of student records.
- No retaliation will be permitted for participating in a complaint or investigation.

The principal shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

Married students

Married students may not attend on-site classes nor participate in commencement.

Living at home requirement

Notre Dame-Cathedral Latin School requires that all students live with their parents or legal guardian.

Protection of children and child abuse reporting

The Roman Catholic Diocese of Cleveland has enacted a series of policies and procedures to safeguard children served by Church ministries, including Catholic schools. Complete details of these policies and procedures can be viewed on the diocesan child protection website: http://www.clevelandchildprotection.org

The Ohio Revised Code requires any teacher, school nurse or other school employee who knows or suspects that a student is being abused or neglected to report that suspicion. This report must be made to the children's services board or to the Department of Human Services, which has a children's services function.

Financial policies

Tuition agreement

Upon registering their children at Notre Dame-Cathedral Latin School, parents enter into a financial contract with the school. In return for the educational services provided, we expect parents to fulfill their complete financial commitment to the school.

Schedule of charges

Non-refundable one-time registration fee for incoming students:	$400
Tuition:	$18,450

Optional bus transportation on NDCL-owned buses costs will be communicated separately.

Payment Plans

NDCL has contracted with FACTS/Nelnet Business Solutions to be the processor of tuition payments for Notre Dame-Cathedral Latin School. Each family in the NDCL community is required to have an account.

Available Tuition Payment Options		
Annual Payment	Due July	Annual Fee $0
Semester Payments	Due July and January	Annual Fee $0
Quarterly Payments	Due July, October, January, and April	Annual Fee $70
Monthly 12 months	Due July through June	Annual Fee $70

Tuition assistance

NDCL strives to meet tuition assistance requests. However, limited resources do not allow the school to meet every request. Any parent may apply for assistance by completing an application no later than March 31 for the next school year. Tuition assistance needs to be applied for annually.

Late tuition payments
The expectation is that all tuition payments are made on time and according to the selected payment plan. A $35 late payment fee will be assessed on payments not received by the schedule outlined. The school may, at its sole option and discretion, enforce the following actions:

- Students whose tuition accounts are not current on July 15 will not be permitted to begin classes for the new school year.
- Students whose tuition accounts that are not current as of December 31 will not be permitted to begin classes for the second semester.
- Diplomas and transcripts will be withheld and the privilege of participation in the commencement ceremony will be denied for graduating seniors until all tuition and other financial responsibilities are completed.
- Families selecting single or two-semester check payments who do not pay on schedule will be required to convert to the monthly payment plan.
- Instances of NSF checks or funds not available will be assessed a fee of $30 per occurrence.

Refunds

Enrollment at NDCL is for the full school year, and the school has staffed accordingly for all students. Any family who withdraws their child before September 1 will be eligible for a 90% refund. Any student who withdraws after September 1 but before January 1, will receive a 40% refund. If the child withdraws after 1/1, no refund will be given.

In the event NDCL dismisses a student during the 2026-2027 school year, the entire tuition must be paid in full, regardless of the date of dismissal, for official transcripts to be released. This enrollment contract is for one school year only and does not guarantee enrollment for any future school year.

Textbooks/Computers

Students are financially responsible for textbooks and computers should they damage or lose them.

Conclusion

The school administration has attempted to be complete in providing the information in this Handbook; however, it is not possible to foresee every eventuality. Therefore, in all matters, the judgment and decisions of the school administration will be final. The greatest opportunity for growth and maturity of NDCL students comes from cooperation among the school, parents, and students. Consistent with this philosophy, parents and students will participate in making any such decision as far as, in the judgment of school administration, it is practicable. A student's enrollment at NDCL constitutes acceptance by the parents and student of the terms set forth in this Handbook and in any subsequent updates or additions.

CALENDAR YEARS

2026

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2027

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"Success is how high you bounce when you hit bottom." – Gen. George S. Patton

JULY

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AUGUST

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July

MONDAY 20

Band Camp

July

TUESDAY 21

Band Camp

July

WEDNESDAY 22

Band Camp

ignoble adj. – of low character. Because Beth knew of the man's ignoble reputation, she didn't hire him as a security guard.

Band Camp

July -
23
THURSDAY

Band Camp

July -
24
FRIDAY

July -
25
SATURDAY

July -
26
SUNDAY

-dat- (to give) – data, mandate, date



"Life is what we make it, always has been, always will be." – Grandma Moses

JULY

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AUGUST

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July

MONDAY 27

July

TUESDAY 28

Band Camp

July

WEDNESDAY 29

Band Camp

sapient adj. – wise. Grandmother was often consulted for her sapient advice.

Band Camp

July -
30
THURSDAY

Band Camp
6:00 PM - 7:00 PM - Band
Preview Show, Stadium

July -
31
FRIDAY

August
1 -
SATURDAY

August
2 -
SUNDAY

de- (down, away) – debase, decant, depart, default



"Dream as if you'll live forever. Live as if you'll die today." – James Dean

AUGUST

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SEPTEMBER

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August

MONDAY 3

August

TUESDAY 4

9:00 AM - 10:30 AM - App Fest - College Essay Writing Workshop
10:30 AM - Grade 12 Locker Selection
1:00 PM - Grade 11 Locker Selection
2:00 PM - 10th Grade Locker Selection

August

WEDNESDAY 5

9:00 AM - 11:30 AM - App Fest Session #1
12:30 PM - 3:00 PM - App Fest Session #2
6:00 PM - New Student & Family Social

quash v. – crush; suppress. Her dreams of medical school were quashed when she failed her entrance exams.

August
6 -
THURSDAY

August
7 -
FRIDAY

August
8 -
SATURDAY

August
9 -
SUNDAY

deb-, -debit- (to owe) – debt, indebtedness, debenture



"We must use time creatively and forever realize that the time is always ripe to do right." – Nelson Mandela

AUGUST

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SEPTEMBER

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August

MONDAY 10

August

TUESDAY 11

4:00 PM - 7:00 PM - Virtus Training, LC 1

August

WEDNESDAY 12

8:00 AM - 2:00 PM - Freshman Orientation

explicate v. – explain in detail. The students explicated each step of their science project.

Blue Day
First Day of Classes

August
13
THURSDAY

Gold Day

August
14
FRIDAY

August
15
SATURDAY

August
16
SUNDAY

dec- (ten) – decade, deciliter, decimal, decagon, decathlon



"No bird soars too high if he soars with his own wings." – William Blake

AUGUST

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SEPTEMBER

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August
MONDAY 17

Blue Day

August
TUESDAY 18

Gold Day
4:00 PM - 7:00 PM - Virtus Training, LC 1

August
WEDNESDAY 19

Blue Day
Freshman Success Series, Lion Time

umbrage n. – resentment at a perceived slight or insult. He took umbrage at not landing the lead role.

Gold Day
6:00 PM - 8:30 PM - Meet the Teacher Night

August
20
THURSDAY

Blue Day

August
21
FRIDAY

August
22
SATURDAY

August
23
SUNDAY

-cad-, -cas- (to fall) – decadent, cadence, accident, cascade



"It is best to learn as we go, not go as we have learned." – Leslie Jeanne Sahler

AUGUST

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SEPTEMBER

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August

MONDAY 24

Gold Day

August

TUESDAY 25

Blue Day
School Picture Day

August

WEDNESDAY 26

Gold Day

quiescent adj. – quiet; tranquil. The quiescent seaside setting helped her relax.

Blue Day

August
27
THURSDAY

Freshman Community Retreat
Gold Day

August
28
FRIDAY

August
29
SATURDAY

August
30
SUNDAY

-cap-, -cip- (head) – decapitate, captain, capital



"Luck is a matter of preparation meeting opportunity." – Oprah Winfrey

SEPTEMBER

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OCTOBER

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August **31**

MONDAY

Blue Day
6:30 PM - 7:00 PM - Freshman Induction Ceremony

September **1**

TUESDAY

Gold Day

September **2**

WEDNESDAY

Blue Day
10:20 AM - Opening All-School Mass, McGarry Gym

abeyance n. – temporary suspension. Kara held her excitement in abeyance while waiting for the judge's score.

Gold Day
6:00 PM - College Kickoff Night for Parents, OBC

September 3 - THURSDAY

Blue Day

September 4 - FRIDAY

September 5 - SATURDAY

1:30 PM - 4:00 PM - Marching Band @ Geauga County Fair

September 6 - SUNDAY

-agog (leader) – demagogue, pedagogue, synagogue



SEPTEMBER						
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OCTOBER						
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"The thing always happens that you really believe in; and the belief in a thing makes it happen." – Frank Lloyd Wright

September

MONDAY 7

No Classes

September

TUESDAY 8

Gold Day

September

WEDNESDAY 9

Blue Day
Freshman Success Series, Lion Time

mollify v. – soothe; soften in feeling. He tried to mollify the wailing infant with a walk around the block.

Gold Day

September
10
THURSDAY

Blue Day

September
11
FRIDAY

September
12
SATURDAY

September
13
SUNDAY

-demos- (people) – democracy, demagogue, epidemic



"Whether you believe you can do a thing or not, you are right." – Henry Ford

SEPTEMBER

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OCTOBER

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September
MONDAY 14

Gold Day

September
TUESDAY 15

Blue Day
8:00 AM - Mid-Quarter 1 Grades due

September
WEDNESDAY 16

Gold Day
Senior Integrity Retreat

ribald adj. – crude; profane. His ribald stories offended the wedding guests.

Blue Day
Senior Integrity Retreat

September
17
THURSDAY

Gold Day
Senior Integrity Retreat

September
18
FRIDAY

ACT Testing

September
19
SATURDAY

September
20
SUNDAY

-cy (state of being) – democracy, obstinacy, accuracy



SEPTEMBER

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OCTOBER

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"If you don't like something, change it. If you can't change it, change your attitude. Don't complain." – Maya Angelou

September

MONDAY 21

Blue Day

September

TUESDAY 22

Gold Day

September

WEDNESDAY 23

Blue Day
Freshman Success Series, Lion Time
Kairos #44 Fall Retreat

bifurcate v. – divide into two. Once another employee is hired, the company will bifurcate the bookkeeper's duties.

Gold Day
Kairos #44 Fall Retreat

September
24 THURSDAY

Kairos #44 Fall Retreat
Teacher Day- No Classes

September
25 FRIDAY

Kairos #44 Fall Retreat

September
26 SATURDAY

Notre Dame Chicken BBQ

September
27 SUNDAY

-rid-, -ris- (to laugh) – derision, risibility, ridiculous



SEPTEMBER

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OCTOBER

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"Think it more satisfactory to live richly than die rich." – Sir Thomas Browne Sr.

September

MONDAY 28

Blue Day
9:40 AM - Late Start

September

TUESDAY 29

Gold Day

September

WEDNESDAY 30

Blue Day

mutable adj. – changeable. A folding screen creates a mutable partition in a large room.

Gold Day

October 1 - THURSDAY

Blue Day

October 2 - FRIDAY

7:00 PM - Aurora Band Show

October 3 - SATURDAY

October 4 - SUNDAY

-via- (way) – deviation, viaduct, trivial



"There are two ways of spreading light – to be the candle or the mirror that reflects it." – Edith Wharton

October

MONDAY 5

Gold Day

October

TUESDAY 6

Blue Day
6:00 PM - 8:00 PM - Family Open House

October

WEDNESDAY 7

Testing Day for Grades 9-11

canard n. – unfounded report; falsehood. Her ridiculous excuse was clearly a canard.

Gold Day
2:00 PM - Early Dismissal
3:00 PM - 8:00 PM - Parent/
Teacher Conferences

October
8 -
THURSDAY

No Classes

October
9 -
FRIDAY

October
10
SATURDAY

October
11
SUNDAY

-chron- (time) – chronometer, chronological, synchronize, chronic



"Be yourself. Who else is better qualified?" – Frank J. Giblin II

October

MONDAY 12

Blue Day

October

TUESDAY 13

End of Quarter 1
Gold Day

October

WEDNESDAY 14

Blue Day
Freshman Success Series, Lion Time
8:00 AM - Quarter 1 Grades due

knell n. – solemn sound of a bell. The funeral knell made the stormy day even grimmer.

Gold Day
10:20 AM - Homecoming All-School Mass

October
15
THURSDAY

Blue Day
1:20 PM - Homecoming Rally
6:30 PM - Homecoming Game

October
16
FRIDAY

ACT Testing
7:30 PM - Homecoming Dance

October
17
SATURDAY

October
18
SUNDAY

dia- (across) – diagonal, diameter, diagram



"I am not afraid of storms, for I am learning how to sail my ship." – Louisa May Alcott

OCTOBER

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NOVEMBER

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October
MONDAY 19

Gold Day
9:40 AM - Late Start

October
TUESDAY 20

Blue Day
4:00 PM - Virtus Training

October
WEDNESDAY 21

Gold Day
Junior Justice Retreat-Day One

halcyon adj. – idyllic; calm. Amidst the turmoil, she dreamily recalled her halcyon days on the beach.

Blue Day
Junior Justice Retreat- Day Two

October
22
THURSDAY

Gold Day

October
23
FRIDAY

October
24
SATURDAY

October
25
SUNDAY

-diurn- (day) – diary, diurnal, journey



"We make a living by what we get, but we make a life by what we give." – Winston Churchill

October

MONDAY 26

Blue Day

October

TUESDAY 27

Gold Day

October

WEDNESDAY 28

Blue Day
Freshman Success Series, Lion Time
6:00 PM - Family Open House

choleric adj. – irritable; short-tempered. The children's exuberant play rankled their choleric neighbor.

Gold Day

October
29
THURSDAY

Blue Day

October
30
FRIDAY

8:30 AM - 10:00 AM - 8th Grade Placement/Scholarship Testing
10:30 AM - 12:00 PM - 8th Grade Placement/Scholarship Testing
1:00 PM - 2:30 PM - 8th Grade Placement/Scholarship Testing

October
31
SATURDAY

November
1
SUNDAY

dis-, dif- (not) – discord, differ, distrust



"Learn to listen. Opportunity could be knocking at your door very softly." – Frank Tyger

NOVEMBER

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DECEMBER

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November

MONDAY 2

Gold Day
3:00 PM - 7:00 PM - Fall Play Tech Rehearsal, OBC

November

TUESDAY 3

Blue Day
3:00 PM - 7:00 PM - Fall Play Tech Rehearsal, OBC

November

WEDNESDAY 4

Gold Day
3:00 PM - 7:00 PM - Fall Play Tech Rehearsal, OBC
5:00 PM - 6:30 PM - 8th Grade Placement/Scholarship Testing

acumen n. – keenness of intellect. She has considerable financial acumen.

November
5 - **THURSDAY**

Blue Day
3:00 PM - 7:00 PM - Fall Play Dress Rehearsal, OBC

November
6 - **FRIDAY**

Teacher Work Day-No Classes
7:00 PM - Fall Play Performance, OBC

November
7 - **SATURDAY**

8:30 AM - 10:00 AM - 8th Grade Placement/Scholarship Testing
10:30 AM - 12:00 PM - 8th Grade Placement/Scholarship Testing
7:00 PM - Fall Play Performance, OBC

November
8 - **SUNDAY**

2:00 PM - 5:00 PM - Fall Play Performance, OBC
5:00 PM - 6:00 PM - Fall Play Strike-the-Set

-doc-, -doct- (to teach) – docile, document, doctor



NOVEMBER

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DECEMBER

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"Do not follow where the path may lead. Go instead where there is no path and leave a trail." – Ralph Waldo Emerson

November

MONDAY 9

Gold Day
3:00 PM - 6:00 PM - Musical Vocal Auditions, OBC

November

TUESDAY 10

Blue Day
3:00 PM - 6:00 PM - Musical Vocal Auditions, OBC

November

WEDNESDAY 11

Gold Day
3:00 PM - 6:00 PM - Musical Acting Auditions, OBC

coterie n. – often exclusive group of persons with a similar purpose. The coterie of authors liked to discuss their favorite books.

Blue Day
8:00 AM - Mid-Quarter 2 Grades Due
3:00 PM - 6:00 PM - Musical Acting Auditions, OBC

November
12 THURSDAY

Gold Day
3:00 PM - 6:00 PM - Musical Call Backs, OBC

November
13 FRIDAY

November
14 SATURDAY

November
15 SUNDAY

-domin- (to rule) – dominate, domain, dominant



"Talk about a dream; try to make it real." – Bruce Springsteen

NOVEMBER

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DECEMBER

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November

MONDAY 16

Blue Day

November

TUESDAY 17

Gold Day

November

WEDNESDAY 18

Blue Day
Freshman Success Series, Lion Time

diluvial adj. – pertaining to a flood. Saturday's rain brought yet another diluvial disaster to the region.

November
19
THURSDAY

Gold Day
6:00 PM - 7:00 PM - Sophomore Parent Night (Virtual)

November
20
FRIDAY

Blue Day

November
21
SATURDAY

November
22
SUNDAY

-dynam- (power, strength) – dynamic, dynamite, dynamo



"The lips know only shallow tunes. The heart is where great symphonies are born." – Calvin Miller

November

MONDAY 23

Gold Day

November

TUESDAY 24

Blue Day
10:20 AM - Thanksgiving All-School Mass

November

WEDNESDAY 25

Thanksgiving Break

ebullient adj. – exhilarated; enthusiastic. The contestant was in an ebullient mood after winning the grand prize.

Thanksgiving Break

November
26 THURSDAY

Thanksgiving Break

November
27 FRIDAY

November
28 SATURDAY

November
29 SUNDAY

-ess (female) – goddess, lioness, actress, priestess



"The most wasted of all days is one without laughter." – E.E. Cummings

DECEMBER

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JANUARY

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November

MONDAY 30

Gold Day
9:40 AM - Late Start

December

TUESDAY 1

Blue Day

December

WEDNESDAY 2

Gold Day

feckless adj. – ineffective; worthless. His girlfriend's father felt he was feckless, even though he tried to find a job.

Blue Day

December
3 -
THURSDAY

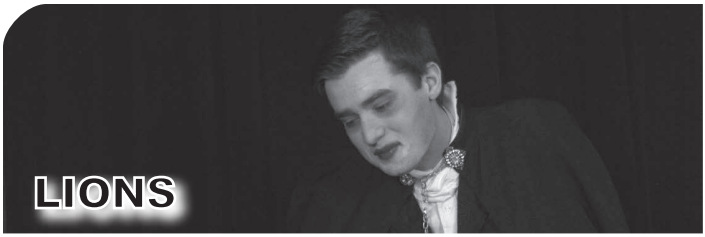
Gold Day

December
4 -
FRIDAY

December
5 -
SATURDAY

December
6 -
SUNDAY

ego- (I, self) – egoist, egotist, egocentric



"The way to get ahead is to start now." – William Feather

DECEMBER

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JANUARY

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December

MONDAY 7

Blue Day
3:00 PM - 5:00 PM - Freshmen-Polar Express for Academic Success

December

TUESDAY 8

Gold Day
10:20 AM - Immaculate Conception All-School Mass
7:00 PM - 8:00 PM - Christmas Concert - Band

December

WEDNESDAY 9

Blue Day
7:00 PM - 8:00 PM - Christmas Concert - Choir

apathy n. – lack of interest. Student apathy forced the club to dissolve.

December
10 THURSDAY

Gold Day
6:00 PM - 7:30 PM - Linking Leaders Scholarship Recognition Ceremony

December
11 FRIDAY

Blue Day

December
12 SATURDAY

ACT Testing

December
13 SUNDAY

-counter- (against) – counteract, counterspy, encounter



"If you hear a voice within you saying, 'You are not a painter,' then by all means paint, and that voice will be silenced." – Vincent van Gogh

DECEMBER

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JANUARY

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31						

December

MONDAY 14

Gold Day

December

TUESDAY 15

Semester 1 Exams

December

WEDNESDAY 16

Semester 1 Exams

foible n. – minor weakness. While the employee's resume is outstanding, his late arrival is a foible.

Semester 1 Exams

December
17
THURSDAY

End of Quarter 2
Semester 1 Exams

December
18
FRIDAY

December
19
SATURDAY

December
20
SUNDAY

-leg-, -lect- (to read, to choose) – legible, eligible, election, select



"Genius is 1% inspiration and 99% perspiration." – Thomas Edison

DECEMBER

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JANUARY

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December

MONDAY 21

Christmas Break
8:00 AM - Semester 2 Grades due

December

TUESDAY 22

Christmas Break

December

WEDNESDAY 23

Christmas Break

laudatory adj. – praiseworthy. The principal commended our laudatory work.

Christmas Break

December
24
THURSDAY

Christmas Break

December
25
FRIDAY

December
26
SATURDAY

December
27
SUNDAY

-luc- (light) – elucidate, lucid, translucent



"The point is not to pay back kindness
but to pass it on." – Julia Alvarez

DECEMBER

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JANUARY

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December

MONDAY 28

Christmas Break

December

TUESDAY 29

Christmas Break

December

WEDNESDAY 30

Christmas Break

penury n. – poverty. The decrepit buildings gave the area a mark of penury.

Christmas Break

December
31
THURSDAY

New Year's Day
Christmas Break

January
1
FRIDAY

January
2
SATURDAY

January
3
SUNDAY

-erg- (work) – energy, ergonomic, ergometer, metallurgy



JANUARY						
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FEBRUARY						
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28						

"In great attempts, it is glorious even to fail." – Vincent T. Lombardi

January

MONDAY 4

Teacher Work Day- No Classes

January

TUESDAY 5

Blue Day

January

WEDNESDAY 6

Gold Day

demagogue n. – leader who appeals to popular prejudices to gain power. The demagogue blamed immigrants for the lack of jobs.

Blue Day

January
7 -
THURSDAY

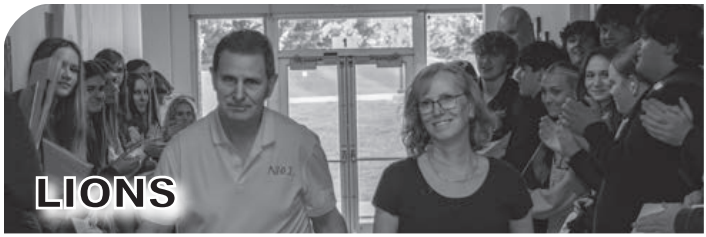
Gold Day

January
8 -
FRIDAY

January
9 -
SATURDAY

January
10
SUNDAY

ante- (before) – antecedent, antediluvian, antenuptial



"Everyone can be great because everyone can serve." – Martin Luther King Jr.

JANUARY

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FEBRUARY

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January

MONDAY 11

Blue Day

January

TUESDAY 12

Gold Day

January

WEDNESDAY 13

Blue Day
Freshman Success Series, Lion Time

kismet n. – destiny; fate. Jane believes the way they met was kismet.

Gold Day
6:00 PM - 7:30 PM - College Planning Night for Juniors & Parents (virtual)

January
14
THURSDAY

Blue Day

January
15
FRIDAY

January
16
SATURDAY

January
17
SUNDAY

-anthrop- (man) – anthropology, misanthrope, philanthropy



"I change myself, I change the world." – Gloria Anzaldúa

JANUARY

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FEBRUARY

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January

MONDAY 18

Martin Luther King Jr. Day
No School

January

TUESDAY 19

Gold Day

January

WEDNESDAY 20

Blue Day

gustatory adj. – relating to sense of taste. Sara's cooking was filled with gustatory delights.

Gold Day

January
21
THURSDAY

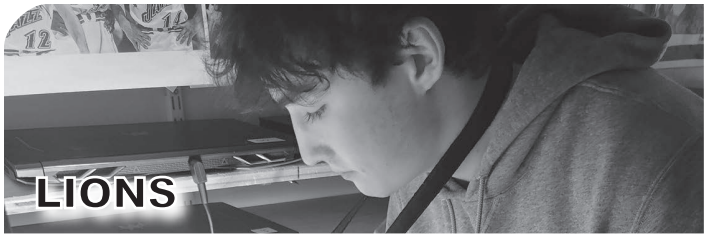
Blue Day

January
22
FRIDAY

January
23
SATURDAY

January
24
SUNDAY

aqua- (water) – aqueduct, aquatic, aquarium



"A strong, positive self-image is the best possible preparation for success." – Joyce Brothers

January

MONDAY 25

Gold Day
Spirit Week

January

TUESDAY 26

Blue Day
Spirit Week

January

WEDNESDAY 27

Gold Day
Spirit Week

retrogress v. – move backward. The project's failure forced the team to retrogress.

Blue Day
Spirit Week
10:20 AM - Spirit Week All-School Mass

January
28
THURSDAY

Gold Day
Spirit Week
1:20 PM - Spirit Rally

January
29
FRIDAY

January
30
SATURDAY

January
31
SUNDAY

-astr- (star) – astronomy, astrology, astronaut, astrophysics, astrolabe



"No one is useless in this world who lightens the burdens of another." – Charles Dickens

FEBRUARY

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MARCH

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February

MONDAY 1

Blue Day
9:40 AM - Late Start

February

TUESDAY 2

Gold Day
6:00 PM - 7:30 PM - CCP Information Night - Virtual

February

WEDNESDAY 3

Blue Day
Freshman Success Series, Lion Time
Kairos #45 Retreat-Winter

beatific adj. – having a blissful appearance. The woman's beatific smile made her look years younger.

Gold Day
Kairos #45 Retreat-Winter

February
4 - THURSDAY

Blue Day
Kairos #45 Retreat-Winter
8:00 AM - Mid-Quarter 3 Grades due

February
5 - FRIDAY

Kairos #45 Retreat-Winter

February
6 - SATURDAY

February
7 - SUNDAY

-aud-, -audit- (hear) – audible, auditorium, audience



"Never give up, for that is just the place and time that the tide will turn." – Harriet Beecher Stowe

FEBRUARY

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MARCH

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February

MONDAY 8

Gold Day

February

TUESDAY 9

Blue Day
4:00 PM - Virtus Training

February

WEDNESDAY 10

Ash Wednesday
Gold Day
10:20 AM - Ash Wednesday All-School Mass

belfry n. – bell tower. Several times a year, the church belfry needed to be cleaned of cobwebs.

Blue Day

February
11
THURSDAY

Teacher Work Day- No Classes

February
12
FRIDAY

February
13
SATURDAY

February
14
SUNDAY

auto- (self) – autocracy, automobile, autobiography



FEBRUARY

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MARCH

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"Leadership is action, not position." – Donald H. McGannon

February

MONDAY 15

Presidents' Day
No Classes

February

TUESDAY 16

Gold Day

February

WEDNESDAY 17

Blue Day

irascible adj. – easily angered. Her frequent outbursts show she's becoming more irascible with time.

Gold Day

February
18
THURSDAY

Blue Day

February
19
FRIDAY

February
20
SATURDAY

February
21
SUNDAY

-belli- (war) – bellicose, belligerent, rebellious



FEBRUARY						
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MARCH						
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"A wise man will make more opportunities than he finds." – Francis Bacon

February

MONDAY 22

Gold Day

February

TUESDAY 23

Blue Day

February

WEDNESDAY 24

Gold Day

hinterland n. – a region removed from urban areas. The family moved out of the city to the hinterland.

Blue Day

February
25
THURSDAY

Gold Day

February
26
FRIDAY

ACT Testing

February
27
SATURDAY

February
28
SUNDAY

bene-, bon- (well, good) – benefactor, benevolence, bonus



"Even if you are on the right track, you'll get run over if you just sit there." – Will Rogers

MARCH

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APRIL

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March

MONDAY 1

Blue Day
Course Registration Week

March

TUESDAY 2

Course Registration Week
Gold Day

March

WEDNESDAY 3

Blue Day
Course Registration Week

spurious adj. – false; not genuine. They made spurious claims of personal injury.

March
4 - THURSDAY

Course Registration Week
Gold Day

March
5 - FRIDAY

Blue Day
Course Registration Week

March
6 - SATURDAY

8:00 AM - 12:00 PM - Class of 2031 Freshman Registration

March
7 - SUNDAY

biblio- (book) – bibliography, bibliophile, Bible



MARCH

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APRIL

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"If you can imagine it, you can create it. If you can create it, you can become it." – William Arthur Ward

MONDAY March **8**

End of Quarter 3
Gold Day

TUESDAY March **9**

Sophomore Respect Retreat - Camp Burton
Testing Day
8:00 AM - Quarter 3 Grades Due

WEDNESDAY March **10**

Blue Day
Freshman Success Series, Lion Time

gourmand n. – lover of fine food. Jeff became a real gourmand after years of peanut butter sandwiches.

Gold Day

March
11
THURSDAY

Blue Day

March
12
FRIDAY

10:00 AM - 2:00 PM - Musical Tech Setup, OBC
6:00 PM - 10:00 PM - Mane Event

March
13
SATURDAY

12:00 PM - 7:30 PM - Musical Tech Sunday

March
14
SUNDAY

bi- (two) – bicameral, biennial, bicycle



"We can do anything we want as long as we stick to it long enough." – Helen Keller

MARCH

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APRIL

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March

MONDAY 15

9:40 Late Start
Gold Day
3:00 PM - 8:00 PM - Musical Tech Rehearsal, OBC

March

TUESDAY 16

Blue Day
3:00 PM - 7:00 PM - Parent/ Teacher Conferences
3:00 PM - 8:00 PM - Musical Tech Rehearsal, OBC

March

WEDNESDAY 17

St. Patrick's Day
No Classes

gregarious adj. – sociable. She was a gregarious, outgoing person even in new settings.

March
18 THURSDAY

Gold Day
3:00 PM - 8:00 PM - Musical Dress Rehearsal

March
19 FRIDAY

Blue Day
7:00 PM - 10:00 PM - Musical Performance, OBC

March
20 SATURDAY

2:00 PM - 5:00 PM - Musical Performance, OBC
7:00 PM - 10:00 PM - Musical Performance, OBC

March
21 SUNDAY

Palm Sunday
2:00 PM - 5:00 PM - Musical Performance, OBC
5:00 PM - 6:30 PM - Musical Strike-the-Set, OBC

bio- (life) – biology, biography, biochemist



MARCH						
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APRIL						
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"I have nothing to offer but blood, toil, tears, and sweat." – Winston Churchill

MONDAY March **22**

Gold Day
3:00 PM - 6:00 PM - WINGS Auditions, OBC

TUESDAY March **23**

Blue Day
3:00 PM - 6:00 PM - Wings Auditions, OBC

WEDNESDAY March **24**

Gold Day
WINGS Call Backs, OBC

adroit adj. – clever; skillful. The dancer was adroit enough to succeed in both tap and ballet.

March
25
THURSDAY

Easter Break

March
26
FRIDAY

Good Friday
Easter Break

March
27
SATURDAY

March
28
SUNDAY

Easter

-brev- (short) – brevity, abbreviate, breviary



MARCH						
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APRIL						
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"Life is a promise; fulfill it." – Mother Teresa

MONDAY March **29**

Easter Break

TUESDAY March **30**

Easter Break

WEDNESDAY March **31**

Easter Break

fortuitous adj. – happening by chance. The collapse of its competitors brought fortuitous gains to the company.

April 1 - THURSDAY

April 2 - FRIDAY

Easter Break

April 3 - SATURDAY

April 4 - SUNDAY

-ac, -ic (like, pertaining to) – cardiac, aquatic, dramatic, metallic



"The reward of a thing well done is to have done it." – Ralph Waldo Emerson

MONDAY

April **5**

Blue Day
9:40 AM - Late Start

TUESDAY

April **6**

Gold Day

WEDNESDAY

April **7**

Blue Day

largess n. – generosity. My grandpa showed great largess when he gave me his restored hot rod.

Gold Day

April 8 - THURSDAY

Blue Day

April 9 - FRIDAY

ACT Testing

April 10 SATURDAY

April 11 SUNDAY

cata- (down, break) – catastrophe, cataract, catapult



"It may be those who do most dream most." – Stephen Leacock

APRIL

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MAY

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April
MONDAY 12

Gold Day

April
TUESDAY 13

Blue Day

April
WEDNESDAY 14

Gold Day

quell v. – to thoroughly overwhelm and reduce to passivity. Police were called in to quell the restless crowd.

Blue Day
10:20 AM - Easter All-School Mass

April 15 THURSDAY

Teacher Work Day- No Classes

April 16 FRIDAY

April 17 SATURDAY

April 18 SUNDAY

cent- (one hundred) – century, centennial, centigrade



APRIL

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30	31					

"Other people may not have had high expectations for me ... but I had high expectations for myself." – Shannon Miller

April

MONDAY 19

Gold Day

April

TUESDAY 20

Blue Day
8:00 AM - Mid-Quarter 4 Grades due

April

WEDNESDAY 21

Freshman Success Series, Lion Time
Gold Day
Kairos #46 Retreat- Spring

jocular adj. – playful; given to joking. The students were jocular as they counted down the hours until spring break.

Blue Day
Kairos #46 Retreat- Spring

April ·
22
THURSDAY

Gold Day
Kairos #46 Retreat- Spring

April ·
23
FRIDAY

Kairos #46 Retreat- Spring

April ·
24
SATURDAY

1:00 PM - 5:00 PM - WINGS Tech Rehearsal, OBC

April ·
25
SUNDAY

-chronos- (time) – chronology, anachronism, chronicle



"I would rather fail in a cause that will ultimately triumph than to triumph in a cause that will ultimately fail." – Woodrow Wilson

APRIL

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MAY

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April **26**
MONDAY

Blue Day
3:00 PM - 7:00 PM - WINGS Tech Rehearsal, OBC

April **27**
TUESDAY

Gold Day
3:00 PM - 7:00 PM - WINGS Tech Rehearsal, OBC

April **28**
WEDNESDAY

Blue Day
3:00 PM - 7:00 PM - WINGS Tech Rehearsal, OBC
6:00 PM - 8:00 PM - Spring Family Open House

encomium n. – warmly enthusiastic praise. An encomium by the students ended the teacher's farewell dinner.

Gold Day
3:00 PM - 7:00 PM - WINGS
Dress Rehearsal, OBC

April
29
THURSDAY

Blue Day
7:00 PM - 9:00 PM - WINGS
Performance, OBC

April
30
FRIDAY

7:00 PM - 9:00 PM - WINGS
Performance, OBC
9:00 PM - 10:00 PM - WINGS
Strike-the-Set

May
1
SATURDAY

May
2
SUNDAY

circum- (around) – circumnavigate, circumspect, circumscribe



MAY						
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JUNE						
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"Success is never final." – Winston Churchill

MONDAY

May **3**

Gold Day
6:30 PM - 7:30 PM - Senior Honor Ceremony

TUESDAY

May **4**

Blue Day
7:00 PM - 8:00 PM - Spring Concert- Band

WEDNESDAY

May **5**

Gold Day
Senior Picnic
7:00 PM - 8:00 PM - Spring Concert - Choir

irreverent adj. – lacking respect. The television program takes an irreverent look at doctors.

Blue Day
Senior Exams

May 6 THURSDAY

Gold Day
Senior Exams

May 7 FRIDAY

May 8 SATURDAY

May 9 SUNDAY

civi- (citizen) – civilization, civilian, civil



"I haven't failed; I've found 10,000 ways that don't work." – Thomas Edison

MAY

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JUNE

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May
MONDAY 10

Blue Day
Senior Exams

May
TUESDAY 11

Gold Day

May
WEDNESDAY 12

Blue Day
10:00 AM - Baccalaureate Mass

lugubrious adj. – melancholy; sorrowful. His lugubrious attitude showed he was upset.

Gold Day

May -
13
THURSDAY

No Classes
7:00 PM - Prom/After Prom

May -
14
FRIDAY

May -
15
SATURDAY

May -
16
SUNDAY

-clam- (to cry out) – clamorous, declamation, acclamation



"You cannot shake hands with a clenched fist." – Indira Gandhi

MAY

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JUNE

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May

MONDAY 17

Semester 2 Exams

May

TUESDAY 18

Semester 2 Exams

May

WEDNESDAY 19

Semester 2 Exams

ameliorate v. – improve. Foreign aid is badly needed to ameliorate the effects of the drought.

May 20
THURSDAY

End of Quarter 4
Semester 2 Exams

May 21
FRIDAY

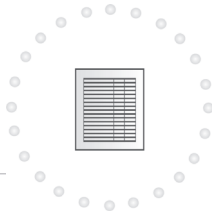
Teacher Work Day - No Classes
12:00 PM - Semester 2 Grades due
7:30 PM - Commencement

May 22
SATURDAY

May 23
SUNDAY

-claud-, -claus- (to close) – claustrophobia, enclose, conclude

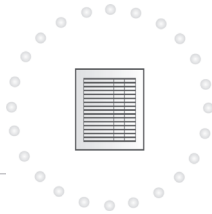
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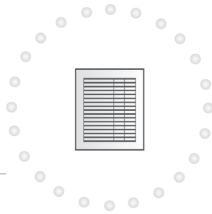
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