

**A Member of the Diocese of Syracuse System of Catholic Schools
Application Form for New Admission 2020-2021**

---Please Print---

(Circle One)

Applying for new admission to **Notre Dame Jr/Sr High School:**

Grade Entering: 7 8 9 10 11 12

Student Name _____ **DOB** _____ **Place of Birth** _____

Last

First

Middle

Address _____ **Male** _____ **Female** _____

City _____ State _____ Zip _____

Religion _____ Parish _____

Public School District in which the student resides _____ **Bus Transportation** _____ **Yes** _____ **No****Other Children Applying to this or other Catholic Schools 2020-2021:**

Name _____ School _____ Grade Entering _____ DOB _____

Name _____ School _____ Grade Entering _____ DOB _____

Name _____ School _____ Grade Entering _____ DOB _____

Student lives with: **Both Parents** _____ **Mother** _____ **Father** _____ **Other (please specify)** _____**Parental Information:**

Tuition Billing Address - mail to: _____

E-mail address _____

Note: Both parents have a right to school information regarding the student unless one parent presents a legal document that does not permit this.

Mother's Information: Mother/Guardian's Name _____ Religion _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Mother/Guardian's Occupation _____ Employer's Name _____

Father's Information: Father/Guardian's Name _____ Religion _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

Father/Guardian's Occupation _____ Employer's Name _____

Person Responsible for Payment of Tuition – must complete items 1-3 in order to register your child.

1) Name _____ Address _____ City _____ State _____ Zip _____

Home Phone _____ Employer's Name _____ Work Phone _____

Social Security # _____

2) Please enclose a **\$50 NON-REFUNDABLE BUILDING APPLICATION FEE** with all forms and return to Notre Dame Jr/Sr High School.

3) It is agreed that tuition will be paid as indicated on SMART Tuition Enrollment form.

Signature of person responsible for tuition: _____

Student's Name: _____

If Student is Catholic, please complete the following:

Baptism

First Penance

First Eucharist

Confirmation

Date

Church

Current School _____ Grade _____

Reason for Leaving _____

Custody: This school assumes that both parents have full parental and residential custody. If this is not the case, it is the responsibility of the parents to provide the school with that portion of the divorce decree or separation agreement that articulates parental and residential custody. Should any changes occur during the year, please inform the school.

_____ Please check here if the school should expect a custody document.

Ethnic background of student (optional) _____*This information is used to complete the New York State Basic Educational Data Systems report that all public and nonpublic schools are required to submit.***Academic Information:**_____ **Unofficial** copies of transcripts and reports have been requested or are attached for admission purposes. Acceptances are not final until records have been reviewed by the principal.

Does the student have a Behavioral Intervention Plan? ____ Yes ____ No. If yes, what are the terms of that plan? Please provide the school with a copy of that plan. Please specify below:

Does the student require any particular accommodations to facilitate his or her participation in the educational program offered by the school, other than what has been indicated in the question above? ____ Yes ____ No. If yes, what are those accommodations? Please specify below.

Has the student ever been tested for learning problems? ____ Yes ____ No.

Has testing for learning problems ever been suggested? ____ Yes ____ No.

Does the student have an IEP or IESP? ____ Yes ____ No.

Does the student have a 504 Accommodation Plan? ____ Yes ____ No.

Disciplinary Information:Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution? ____ Yes ____ No.

Have you ever been convicted of a misdemeanor, felony, or other crime? ____ Yes ____ No.

Medical Information:

Is the student currently taking medications? ____ Yes ____ No. If yes, please specify: _____

Does the medication need to be administered during the school day? ____ Yes ____ No. If yes, when? _____

I/We request the following information:

_____ Busing Application (Must be submitted to your public school district no later than April 1, 2020. Check with your district to determine if you qualify for transportation.

Student Name _____

Emergency Contacts

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Name _____ Relationship _____

Home Phone _____ Work Phone _____ Cell Phone _____

Financial Information:

GRADE	1 ST Student	2 ND Student	3 RD Student
7 - 8	\$5,715	\$5,085	\$4,576
9 - 12	\$6,715	\$6,044	\$5,439

NOTRE DAME JR/SR HIGH SCHOOL FEES:

\$50 Non-Refundable Building Application Fee

\$100 Senior Fee (\$40 Graduation / \$60 Yearbook)

2020-2021 TUITION PAYMENT POLICY:

The full tuition policy is attached on the following pages. Please acknowledge with your signature that you have received and read the policy and accept all terms and conditions.

I/We have read the tuition and payment policy of the school. I/We are responsible to make tuition and fee payments for the student whose name is on this application, less any financial aid granted for the 2020-2021 school year.

I/We understand that the school must be informed of any physical, mental or emotional limitation known by the parents that could affect appropriate placement. Providing inaccurate or incomplete information during the application process will result in non-acceptance or dismissal from the school. Classroom placement is determined by the school.

I understand that the *Student Handbook* contains the official policies and procedures of the school.

Mother/Guardian's Signature

Date

Father/Guardian's Signature

Date

Complete the section below only if someone other than a parent will be responsible for the student's tuition.

Name(s) of the person(s) responsible for tuition if *other* than a parent _____

Name _____ Home Phone _____

Address _____ Social Security # _____

Employer _____ Work Phone _____ Cell Phone _____

I have read the tuition and payment policy of the school. I am responsible to make tuition payments for the student whose name is on this application, less any financial aid granted, for the 2020-2021 school year according to the option selected above.

Signature of Person Responsible for Tuition Other than a Parent

Date

This school is fully committed to fostering an educational community that is free from discrimination based on race, national origin, skin color, disabilities, age or gender, except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions.

The Mission of Jesus Christ..."go therefore and make disciples of all nations...teaching them to observe all that I have commanded you."

WE ASK FOR YOUR GENEROUS SUPPORT OF AND PARTICIPATION IN OUR MISSION...The Notre Dame Schools of Utica carry out the mission of Jesus Christ bearing witness while proclaiming the Gospel message. Together with families and parishes, our schools provide an education rooted in the Gospel that is "living, conscious, and active" including values and ideas that are in accordance with the teachings of the Roman Catholic Church. We empower our students to live their faith with compassion, integrity, and respect for all life and the diversity of our world.

Our schools are faith-centered communities focused on promoting academic excellence while developing a strong moral conscience and embracing Catholic principles to enable students to meet lifelong challenges and demands in a rapidly changing world.

Your financial support will assist in offsetting the cost of educating students at Notre Dame Jr/Sr High School. Currently, the average per pupil cost is over \$10,150. As you can see from the tuition rate that is charged to our families, every student is subsidized by the school, the parish(es) and the Diocese. We depend on your prayerful support and appreciate your financial support. All contributions are 100% tax deductible.

_____ Yes, I wish to contribute \$_____ and will pray for the students and staff of Notre Dame Jr/Sr High School. My contribution will be added to my tuition statement.

_____ I will pray for the students and staff of Notre Dame Jr/Sr High School, however, I am unable to make a financial gift at this time.



Notre Dame Schools Tuition Policy

Effective August 2020

I. TUITION PAYMENTS

- I. Tuition rates for each year are published on the Notre Dame Schools web site
- II. Tuition payments to both Notre Dame Elementary School and Notre Dame Jr./Sr. High School may be made monthly, quarterly or annually. The choice of payment plan is made by the family at the time of registration.
- III. For families choosing to make monthly payments, payment plans run from July through May. Monthly payments can be made on the 1st, the 10th or the 20th of every month as selected by the family. Any variations of these terms need to be authorized by the School's Controller. Also, families choosing the monthly payment plan must enroll in the automatic payment plan.
- IV. For families re-enrolling students in Notre Dame Schools, registration must be completed by February 28th of the preceding year. A \$50 enrollment fee must accompany the registration. If re-enrollment is not completed by February 28th, a \$150 enrollment fee will be charged and must accompany the registration. New students enrolling at Notre Dame Schools will be charged a \$50 enrollment fee at the time of registration. Registration fees are non-refundable.

II. PAST DUE TUITION PAYMENTS

- I. Tuition is considered late if payment is not made by the date designated in your tuition payment plan. Should circumstances arise that may cause delay in payment, the School's Controller must be notified immediately so consideration for an alternate plan can be discussed. The Finance Office will work with your family to come up with a mutually agreeable arrangement.
- II. If your payment(s) remain past due for 30 days, the school will notify you that your payment is delinquent and needs to be made.
- III. If your payment(s) remain past due 60 days, the school will notify you that you have fallen behind. The school will make every effort to work with you to bring your payments back to the proper payment schedule.
- IV. If your payment(s) remain past due for 90 days, you will be given a final opportunity in writing to make arrangements to bring your account current. Failure to bring your account current will result in your child being removed from the school at the completion of the current marking period.
- V. A student will not be allowed to participate in extracurricular activities, including athletics, nor will the school honor transcript requests if an outstanding balance exists for 30 days.
- VI. If any part of the previously owed tuition is not paid by July 1st, the student will not be permitted attend school for the coming year. Registration forms and fees may be resubmitted after unpaid tuition is paid in full. All past due tuition, education fees, and athletic fees must be paid before the student will be allowed to attend school for the new school year. Personal checks will not be accepted for past due tuition during the month of June and again after August 15th.

- VII. In the event that tuition is left unpaid beyond 90 days, the school will refer your account to our collection attorney and you will be responsible for all collection related fees. In addition, once your account is submitted to our collection attorney, it is no longer in our hands to address.

III. UNPAID TUITION AND FEES

- I. Student's records, including report cards and transcripts, will not be released until all tuition and/or fees are current. Twelfth grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full or appropriate payment plans have been approved.
- II. We realize that circumstances can change which could affect tuition payments. The school must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan can be worked out. The school is committed to working with all families who are experiencing any difficulty. Registration forms and fees will be held for those families that are past due with their tuition. Registration forms and fees may be resubmitted once all tuition is current.

IV. TUITION REFUNDS

If a student leaves during the school year, the school will refund prepaid tuition on a prorated basis. For families eligible for a tuition refund the amount will be calculated based on semester. There is a minimum tuition for one semester (half the school year,) refunds will only be granted on a prorated basis. The refund amount will be calculated based on weekly enrollment starting with the second semester. A student enrolled for one day during the week is considered enrolled for the entire week. Discounts and financial aid previously taken/given for tuition paid in full and financial assistance will be deducted from any refund or prepaid tuition.

***This tuition policy does not apply to International Students.**



NOTRE DAME HIGH SCHOOL
ROY KANE, EXECUTIVE PRINCIPAL

Authorization for the Release of Records

Date

This document authorizes _____
Name of School or District

To release the following records of _____
Name of Student

DOB: _____ to Notre Dame Jr/Sr High School.

_____ Please release all records including the following, Academic Records, Testing Records, Psychological Records, Behavioral Records, Health Records, I.E.P., I.E.S.P., 504 Plan

_____ Other (specify) _____

Parent's Name: _____
< Print >

Address: _____ Phone: _____

City State Zip

Signature



NOTRE DAME HIGH SCHOOL
ROY KANE, EXECUTIVE PRINCIPAL

Transportation Request

Complete this form only if you are requesting transportation for the coming school year.

Family Name: _____

Address: _____ Phone: _____

City _____ State _____ Zip _____

Residing in: _____ Public School District _____

Attending: _____ School _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

This is to certify that I hereby appoint the principal of the above-mentioned school to act as my authorized representative to request transportation to and from school under the provision of the Speno Act for the students mentioned above.

This authorization shall remain in effect while I have my child(ren) in attendance at this school or until I expressly revoke it in writing.

Signature of Parent or Guardian

Date

Note: The school must present this request to the public school district by April 1. It is imperative that this signed form be returned to the school no later than Friday, March 27.



NOTRE DAME HIGH SCHOOL
ROY KANE, EXECUTIVE PRINCIPAL

Textbook Request

Family Name: _____

Address: _____ Phone: _____

City _____ State _____ Zip _____

Residing in: _____ Public School District

Attending _____ School

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

I, the undersigned, request that the above-mentioned school district loan to my child(ren) the textbooks required for his/her/their education and hereby authorize the principal of the school to act as my agent in the implementation of this request.

This authorization shall remain in effect while my child(ren) are attending this school, unless I expressly revoke it in writing.

I understand that all books loaned to my child(ren) are to be maintained in good condition, and that said child(ren) will be responsible for the loss or excessive damage to these books.

Signature of Parent or Guardian

Date



**NOTRE DAME JUNIOR/SENIOR HIGH SCHOOL
FAMILY EMERGENCY INFORMATION MEDICAL RELEASE**

Please list below the names and grade level of all your children who will be attending Notre Dame for the 2020-2021 school year.

STUDENT NAME (first and last name)

GRADE LEVEL

PLEASE COMPLETE THE FOLLOWING FOR EMERGENCY USE:

Please list two (2) relatives, neighbors, or friends who will assume temporary care of your child if the school is unable to contact you or someone who would know where to reach you on a normal day:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

PLEASE COMPLETE THE FOLLOWING FOR A MEDICAL EMERGENCY:

In the event of a medical emergency when Notre Dame Junior/Senior High School is unable to contact me, medical treatment can be given to any of the above named children by a doctor or hospital selected by the school.

Parent/Guardian Signature

Date

Preference for hospital: _____

Family Physician: _____ Phone: _____

Allergies, Physical Handicaps, Medical Conditions

Child's Name

Condition



THE CATHOLIC SCHOOLS OF THE DIOCESE OF SYRACUSE AND NOTRE DAME JR /SR HIGH SCHOOL

NOTRE DAME HANDBOOK/CODE OF CONDUCT AGREEMENT AND AGREEMENT FOR INTERNET ACCESS BY STUDENTS

HANDBOOK/CODE OF CONDUCT AGREEMENT

1. I have read the Document entitled "Notre Dame Jr./Sr. High School Handbook and Code of Conduct (hereafter, the Handbook/Code of Conduct) found in the student agenda/planner book.
2. I understand and agree to comply with the policies, rules, and procedures proscribed in the Handbook/Code of Conduct.
3. I further understand that my failure to comply with such policies, rules and procedures will result in penalties as described in the Handbook/Code of Conduct.

INTERNET AGREEMENT

1. I have read the section of the Handbook/Code of Conduct entitled "TERMS AND CONDITIONS FOR ACCEPTABLE USE OF THE INTERNET BY STUDENTS" (Hereafter the "TERMS AND CONDITIONS") found in the Handbook/Code of Conduct portion of the student agenda/planner book.
2. I understand and agree to abide by the TERMS AND CONDITIONS. I understand and accept that I will be held accountable for consequences of any violation of the TERMS AND CONDITIONS in accordance with the provisions stated in that document.
3. I understand that any access to the Internet, whether in school or through remote connections, is provided to me solely for educational purposes.
4. As a user of the Catholic School network, I agree to comply with all applicable rules of the Catholic Schools of the Diocese of Syracuse and with all state and federal laws and restrictions and to communicate over the network in a responsible manner.

1, Student's Name _____
(Please Print)
Student's Signature _____

2. Student's Name _____
(Please Print)
Student's Signature _____

3. Student's Name _____
(Please Print)
Student's Signature _____



As the parent/guardian of the student(s) listed on the reverse, I acknowledge that my child/children and I have read and understand the Notre Dame Jr./Sr. High School Handbook/Code of Conducts as found in the student agenda/planner book. I understand that my child/children are expected to comply with the rules, policies, and procedures contained in the Handbook/Code of Conduct and that failure to do so will result in penalties as proscribed by the Handbook/Code of Conduct.

In addition, as the parent/guardian of the above student(s), I grant permission for my daughter(s) and/or son(s) to access networked computer services such as electronic mail and the Internet. I understand that my child/children may be held liable for violations of the TERMS AND CONDITIONS and/or applicable laws. I also understand that some materials on the Internet may be objectionable, but I accept responsibility to provide guidance regarding Internet use and to set and convey standards for my daughter(s) and/or son(s) to follow when selecting, sharing, or exploring information and media. As parent/guardian, I agree to discuss the appropriate use of electronic media with my child/children and to insure that she/he or they understand(s) the TERMS AND CONDITIONS. I acknowledge that my child's/children's access to the Internet through facilities at the Catholic Schools of the Diocese of Syracuse may be summarily revoked in the event of a breach of the TERMS AND CONDITIONS. Finally, if my child/children is/are not sufficient age and maturity to sign above, I also certify that I have read the TERMS AND CONDITIONS to my child/children, and that my child/children understand them and agrees to abide by them.

Parent/Guardian: _____
(Please Print)

Parent/Guardian Signature: _____

Date: _____

FAMILY NAME: _____
(Please Print)

Address: _____

City, State, and Zip: _____

SCHOOL YEAR: 2020-2021



PHOTO RELEASE FORM

I hereby give my consent to Notre Dame Schools to photograph, film, videotape and then use, reproduce, and publish said images of me and/or my child/children.

(Please print name)

(Please print child's name)

I hereby release Notre Dame Schools the right to:

- Share images of me and/or my child/children on the organization's website, social media pages, or printed material
- Distribute images of me and/or my child/children to media outlets

Signature

Date

Signature for minor child

Organization

Address

Internal Use Only
Date Filed _____
Initials _____