

**NOTRE DAME
SCHOOL**



**HIGH
BELMONT**

PARENT/STUDENT HANDBOOK

2018-2019

NOTRE DAME HIGH SCHOOL

1540 Ralston Avenue
Belmont, CA 94002
Telephone (650) 595-1913
Fax (650) 595-2116
tigers@ndhsb.org

School hours: 7:00 a.m. – 6:00 p.m.



SCHOOL MASCOT

Tiger

SCHOOL COLORS

Gold/White/Blue

SCHOOL MOTTO

Ora et Labora

NOTRE DAME HIGH SCHOOL

DECLARATION OF INTEGRITY

Together we will work to ensure the best years of our lives.

We will treat each other with fairness and respect.

We will be aware of each other's needs; we will also be respectful of each other's aspirations and beliefs.

We will practice self-control around each other's belongings.

We will not give or receive aid in examinations; we will not give or receive prohibited aid in class work, in the preparation of reports, or in any other work that is to be used by the instructor as the basis of grading because as a community we believe that honesty is not an option; it is a must.

We realize that our actions affect everyone in our community, and for that reason we must do our share to keep NDB a positive community.

SCHOOL PRAYER

Good and gracious God,
Just as the sunflower turns toward the sun,
Transform our hearts to be dedicated to You.
Empower us to become a community of faith, service, and leadership,
confident that we can inspire unity.
Encourage us to be life-long learners,
Mirroring the example of St. Julie.
Joined with the tradition of Notre Dame,
may we embody the goodness of God each and every day.
St. Julie.
Pray for us.

ALMA MATER

Alma Mater, Mother dear,
Thy name we all revere.
May we keep it thus always
Stainless as it is today.
Notre Dame! Notre Dame!
We'll be true to thee!
Notre Dame! Notre Dame!
May we faithful be.
Work and pray every day
Motto we acclaim.
Ora et labora,
Hail, Notre Dame!

SISTERS OF NOTRE DAME DE NAMUR
THE HALLMARKS OF A NOTRE DAME DE NAMUR LEARNING COMMUNITY

HALLMARK ONE

We proclaim by our lives even more than by our words that God is good.

HALLMARK TWO

We honor the dignity and sacredness of each person.

HALLMARK THREE

We educate for and act on behalf of justice and peace in the world.

HALLMARK FOUR

We commit ourselves to community service.

HALLMARK FIVE

We embrace the gift of diversity.

HALLMARK SIX

We create community among those with whom we work and with those we serve.

HALLMARK SEVEN

We develop holistic learning communities which educate for life.

“The Catholic Schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at Notre Dame High School. The Catholic Schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex, or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.”

Notre Dame High School or the principal retains the right to amend this handbook for just cause, and parents and students will be given prompt notification if changes are made.

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SECTION I
THE COMMITMENT TO
EXCELLENCE

**CODE OF CHRISTIAN CONDUCT
COVERING STUDENTS AND PARENTS/GUARDIANS FOR SCHOOLS OF THE
ARCHDIOCESE OF SAN FRANCISCO**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. **These principles include, but are not limited to, any policies, principles, or procedures set forth in any Student/Parent handbook of the school.**

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any Student/Parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Parents/guardians are expected to make an appointment before arriving at school to meet with a teacher.
3. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
4. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., fundraisers, athletics, field trips, etc.)
5. **Concerns expressed through anonymous communication may be ignored and discarded.**

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

HISTORY

"The future is built on the past; what ceases to grow or improve begins to die."

St. Julie Billiart, SND

Notre Dame High School is sponsored by the Sisters of Notre Dame de Namur, a Congregation of Religious Women founded in 1804 by Saint Julie Billiart. The Congregation was founded in Amiens, France, and the seat of government was transferred in 1809 to Namur, Belgium. Although the Generalate of the Congregation is now located in Rome, the Namur Convent is still regarded as the Mother House.

On August 4, 1851, Notre Dame Academy was established by the Sisters of Notre Dame de Namur in San Jose. The Academy, one of the earliest secondary schools to be accredited by the State of California, included elementary and high school classes for local students and was a separate entity from the College of Notre Dame which served high school and college resident students at the same location. Because of increased enrollment in both the resident and day student population, a new building was erected in 1853, and the first Mass was celebrated in the chapel on January 1, 1854. The curriculum was rigorous and included Latin, English, French, German, Spanish, mathematics, science, astronomy, botany, music, art, drama, physical education, secretarial studies, homemaking, and sewing.

By 1920, the commercial development in the San Jose area precluded further expansion of the Academy and College. Thus, a decision was made by the Board of Trustees in 1921 to transfer the schools and to sell the property. On January 3, 1922, the Sisters purchased the Ralston-Sharon Estate and an additional 25-acre tract. This property became the nucleus of Notre Dame, Belmont which was eventually to include a four year liberal arts college with several graduate programs, a college preparatory high school, an elementary school, and an Early Learning Center. Classes on the Belmont campus commenced on September 17, 1923. The high school classes were held in St. Joseph's Hall. The first Belmont graduation was held in 1924 with 13 graduates.

The present high school building, designed for a large resident population, was completed in the fall of 1928. The first graduation from the new high school building was held in 1930 with 31 graduates. During the next three decades, Notre Dame's day and resident student population continued to grow. In 1968, the Stanford School of Educational Research conducted a general study of the high school facility. As a result, the science area was renovated to provide increased laboratory space. The introduction of flexible scheduling followed and enabled greater utilization of the high school building. An additional classroom enlarged the art department, and former resident rooms were converted into seminar rooms and resource centers. In 1972, the boarding school was discontinued.

During the 1970s, in response to the resurgence of interest in the interaction of the levels of learning from pre-school through college, a Single Campus Plan was developed. Elements of the plan included the enrollment of high school students in college courses at nominal cost, enrollment of Notre Dame Elementary School students in high school classes, a master calendar of events, acceleration plans (Project ASPIRE) which allowed high school students to earn AA degrees with their high school diplomas, and free tuition privileges to full time faculty members. While the Single Campus Plan no longer exists in its original intent, there is renewed enthusiasm and openness to a variety of collaborative endeavors between the high school and the college.

Today, Notre Dame High School appears to be quite different from Notre Dame Academy and the College of Notre Dame in San Jose; yet, in many ways it is the same. The school continues to provide an educational foundation which emphasizes academic excellence, spiritual growth, critical thinking, creative expression, physical well-being, social awareness, and self-confidence. Reflecting the vision of St. Julie Billiart and her pioneer Sisters, Notre Dame High School will continue to be a special place for students to learn, grow, and prepare for life.

BELIEF STATEMENT

Notre Dame High School develops responsible young women of active faith, strong intellect, and Christian Leadership.

MISSION STATEMENT

Notre Dame High School, Belmont, is an independent Catholic college preparatory school dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. We are a caring and compassionate community committed to promoting justice and peace while developing responsible young women of active faith, strong intellect, and Christian leadership. We develop the gifts and talents of each student and foster Gospel values in an environment of academic excellence and mutual respect.

VISION STATEMENT

Notre Dame High School Belmont is the premier choice for a single gender, faith-based education. We develop young women of great character and intellect who are prepared to lead a life of purpose and impact.



SCHOOL CREST

The official seal of Notre Dame High School is the coat of arms of the Sisters of Notre Dame de Namur. The SHIELD symbolizes protection and faith. The THREE STARS symbolize the Blessed Trinity. The CROSS expresses the love of God as revealed in the life, death, and resurrection of Jesus Christ. The LETTERS N.D. stand for Notre Dame. The CROWN surmounting the shield symbolizes sovereignty, loyalty, and victory. It is the crown of eternal life. The ROSE expresses hope and love. The LILY expresses purity and innocence.

PHILOSOPHY STATEMENT

As a school sponsored by the Sisters of Notre Dame de Namur, we embrace the Charism of St. Julie Billiart which focuses on the steadfast reality of the goodness of God. We teach our students to see and honor God's goodness in themselves, in others, and in the world.

We welcome to our community students of diverse cultures, ethnicity, race, socio-economic circumstances, and faith traditions who desire a Catholic college preparatory education for young women in the tradition of the Sisters of Notre Dame de Namur and as articulated in The Hallmarks of a Notre Dame de Namur Learning Community. We develop curricular, co-curricular, extracurricular, and spiritual life programs which expand our students' knowledge and understanding of the diversity in our world community and teach them to become global citizens. We initiate strategies and provide support services which respect diverse learning styles and which build the self-esteem of each student.

We are a learning community that educates the whole person and actively supports the intellectual, emotional, spiritual, psychological, and social growth of our students. In our programs and teaching, we promote Gospel values, intellectual excellence, and commitment to service. Through our college preparatory curriculum and all activities, we educate our students to master the skills needed to become self-directed learners, critical thinkers, and confident leaders who have discovered and developed their gifts and talents.

NOTRE DAME HIGH SCHOOL, BELMONT
SCHOOL-WIDE STUDENT LEARNING OUTCOMES

Guided by our mission to develop responsible women of active faith, strong intellect, and Christian Leadership, Notre Dame High School is committed to the foundational principles inspired by St. Julie Billiart, Foundress of the Sisters of Notre Dame de Namur. Educational institutions sponsored by the Sisters of Notre Dame de Namur, California Province are entrusted with a magnificent legacy that is expressed in four core values from which are derived the college preparatory programs and services provided at Notre Dame High School. The core values include faith in the good God, respect for the dignity and potential of every person, living and working for peace and justice, and service to others. To this end, Notre Dame Graduates are:

Women of Faith, Compassion, and Integrity who

1. Live the Gospel values.
2. Respect and act with compassion toward all persons.
3. Speak and act with honesty and integrity.

Women of Intellectual Strength and Courage who

4. Communicate effectively in speaking and in writing.
5. Demonstrate critical, logical, and creative thinking skills.
6. Establish goals, set priorities, and pursue a plan of action.
7. Recognize and model the characteristics of emotional and physical health.

Confident Leaders who

8. Solve problems and reach decisions based on their ability to access and manage information from multiple sources.
9. Actively participate in the pursuit of a humane society.
10. Demonstrate emotional and social maturity in their responses to life's challenges.

Global Citizens who

11. Recognize and celebrate the talents and abilities that they and all individuals bring to the world.
12. Show respect for all life and embrace diversity.
13. Challenge injustice and actively promote social justice.
14. Engage in actions that foster cooperation in the pursuit of the common good.

SECTION II

GENERAL INFORMATION

ADMINISTRATION

Head of School
Associate Head of School for Academics
Associate Head of School for Student Affairs

Ms. Maryann Osmond
Ms. Anne Schaefer-Salinas
Mrs. Carolyn Hutchins

FINANCIAL INFORMATION

Terms: Expenses are payable for each semester in advance. **The 2018-2019 Tuition is \$23,090.**

Fees for the Advanced Placement Examinations are established by the College Board and will be assumed by the student. Parents of Advanced Placement students will be billed for these examination costs by the Business Office. There is also an Athletic Participation Fee for each sport played. Parents will be billed by the Business Office. The school does not accept credit cards for tuition payments and fees.

In order to register for school for the fall or spring semester, all tuition must be current. Students whose tuition is not paid will not be allowed to proceed with first or second semester classes or to take final examinations. **Junior and Senior students whose tuition is not current will not be able to attend the prom. Senior students whose tuition is not current may not take spring semester examinations or participate in all graduation activities with the exception of the Baccalaureate Mass.** If a student has two or more parties who pay her tuition, all parties' tuition payments must be current.

Parents are also expected to participate annually in the Annual Fund which supports our mission.

Given the cost of education today, every effort is made to assist as many students as possible. Financial aid awards are based on need as determined by the Board Finance Committee and the TADS. Financial Aid application for the upcoming year will be available online in the fall at https://www.ndhsb.org/apps/pages/index.jsp?uREC_ID=678069&type=d&pREC_ID=1121931.

Any student involved in a serious disciplinary incident or who demonstrates a continued disregard for school rules will forfeit her grant. In addition www.ndhsb.org/admissions/tuition-and-es/n, financial aid recipients must maintain a minimum 2.0 GPA, with no semester D's or F's in any subject. Students who do not comply with these minimum grade requirements will become ineligible to receive financial aid.

Parents must reapply annually for financial aid, and must submit the application prior to the due date in order to qualify.

Terms:

- I. A **\$650.00 registration fee payable** to Notre Dame High School is required upon registration.
- II. A \$1400 fee for all-in lunch.
- III. A **\$400 book rental fee** is required to be paid at the time of registration
- IV. Tuition is payable via a single payment plan, a two-payment plan, or ten (10-monthly payment plan) through the FACTS Tuition Management Program. A FACTS Management Company Automatic Tuition Payment Agreement must be signed for each Monthly payment plan that is established. There are no exceptions to this policy.
- V. An annual service charge for the monthly plan of **\$80** will be assessed to each monthly account, a charge of **\$30** for the semester plan.
- VI. A \$30.00 FACTS Missed Payment Fee will be assessed for each missed payment.
- VII. No checks will be accepted for tuition payments during the last two weeks of each semester (Cashiers Checks, cash, Money Orders only).
- VIII. If more than one party is responsible for payment of tuition, Notre Dame High School Reserves the right to inform the other responsible party if the account becomes more than 30 days delinquent.

- XI. If the student withdraws from the school, the tuition will be prorated based on the monthly calculation for reimbursement. Tuition is assessed for the month regardless of the days in attendance for the month.

Conditions:

In the event that a family falls behind in its monthly payments for two consecutive periods and has not contacted the Business Office with a specific agreed upon plan to bring the account current, the student will be placed on financial suspension.

It is emphasized that contact with the Business Office and an agreed upon plan to bring the account current will determine the availability and continuation of this monthly payment plan.

In the event that the terms and conditions of this agreement are not met, the school reserves the right to deny the family the monthly payment plan for the next school semester and/or the duration of the student's enrollment.

Notre Dame High School Giving & Fundraising Expectations

Notre Dame Fund (Annual Fund)

NDB families participate in the Annual Fund which benefits all students by helping close the gap between tuition and the cost to educate every student. Gifts to the Annual Fund support all programs, providing the latest technology and hardware, the best teaching tools and classroom equipment, athletics and arts, safety and security for the campus, financial assistance, as well as retaining excellent faculty and staff. Contributions are 100% tax deductible and assure that every student receives the best educational experience possible. Our goal is 100% participation from all families. Every donation makes a difference in our young women's lives and every student benefits.

Advancement Events

The Advancement Team, in collaboration with NDB's parents, produces events throughout the year that help support NDB's mission and build community. Events include NDB's Annual Auction, our inaugural Scholarship Luncheon, Christmas at Notre Dame, Crab Cioppino and more. We look forward to seeing our families, faculty and staff, alumnae and friends at these fun and worthwhile events. If you have questions or want to help, please contact Advancement at [650-595-9507](tel:650-595-9507).

Student Fundraiser

Each year NDB students participate in an annual fundraiser which supports the school. The fundraiser is a joint activity between Advancement and Student Activities, with students providing important leadership and enthusiasm. The annual goal of \$80,000 is very achievable because of student participation and support.

WHOM TO CALL FOR INFORMATION/ASSISTANCE

Please note that information for **phone extensions** will be sent to parents and students in the fall of 2019.

Whom to contact for information regarding:

- Academic Concerns: 1)Teacher, 2)Counselor, 3)Dept. Chair, 4)Associate Head of School for Academics.
- Absences and Accidents (to report) – Student Services Office
- Activities- **Director of Student Life** and Wellness Office
- Advanced Placement Examinations – College and Career Counselor
- Advancement - Director of Advancement
- Change of Address or Telephone Number – Registrar's Office
- Clubs (how to join) – Director of Student Life and Wellness
- College Information - College and Career Counselor
- Curriculum – Course Catalog, Counselor, Associate Head of School for Academics
- Financial Aid - Business Office
- First Aid – Student Services Office
- Good Driver Discount – Registrar
- Graduation Ceremony – Associate Head of School for Student Affairs
- Graduation Requirements – Counselor, Associate Head of School for Academics
- Grades (omissions or changes) – Teacher
- Illness (during school day) – Student Services Office
- Incoming Calls/Messages – Student Services Office
- Information (general) – Daily Bulletin
- Insurance (accident) – Business Office
- International Students – Director of International Students
- Locker (assignment & repairs) –Student Services Office
- Lost and Found – Student Services Office (**NDB is not responsible for lost/stolen items**)
- Dad's Club/Mom's Club - Advancement
- Posters (permission for display) - Student Life and Wellness Office
- Report Cards – Teacher, Counselor, Associate Head of School for Academics
- Student Body Cards – Student Services Office
- Student Wellness - Student Life and Wellness Office
- Testing Information – Counselor
- Textbooks – Registrar
- Transcripts – Registrar
- Transfer Applications - Admissions Office
- Tuition and Fees/Payments – Business Office
- Vehicle Registration – Associate Head of School for Student Affairs
- Work Permits – Front Office

FACILITIES

Bulletin Boards

1. All notices are to be posted on bulletin boards, interior windows, above drinking fountains, or classroom doors. Scotch tape may be used on glass surfaces. **There should be no posting on walls or painted surfaces without permission from the Director of Student Life and Wellness.**
2. Flyers may be posted only after approval by the Activities Office.

Classrooms

1. Students are to treat classrooms with respect.
2. Classroom boards may be used for study purposes. They are to be cleaned for the next class.
3. Eating or drinking (except water) is **not permitted** during class.
4. Chewing gum is not permitted in classrooms or anywhere else in the building.
5. Students will be charged for any damage or vandalism to student desks.

Dining Room

1. The Dining Room is open to **all members of the school community** during lunch and breaks.
2. Food service will be available to students from 7:30 a.m. to 1:45 p.m.
3. Students are encouraged to recycle and compost in the designated collection barrels and to clean up after themselves.
4. The Dining Room may be used as a study area by juniors and seniors during non-lunch periods.

Halls

Classes will be in session from **8:30 a.m. to 2:55 p.m.**, Monday through Friday.

Lawn Areas

These areas are provided for students during lunch, break, and unscheduled time. Students are responsible for keeping the lawns free of litter. Out of dress code clothing may not be worn on the lawns. Sunbathing is not permitted.

Library

1. Rules applying to classrooms (above) also apply to the Library. Please request permission from Librarian before posting notices inside the Library or on Library doors..
2. The Library is a place for silent, independent study during study hall and when classes are in session. During lunch, the library may be used for gathering, playing games, but it is not a place to eat your lunch. Snacks are permitted in the library. Students are expected to clean up after themselves.
3. Students involved with group study are expected to use the dining room or an empty classroom with teacher supervision. Any staff or faculty member on duty has the right to tell students to be quiet; students who are talking or are disruptive will be asked to leave.
4. Students will be charged for any damage or vandalism to Library furniture, equipment, or materials.
5. The Library will be closed when no one is available to provide supervision. Students should not leave personal items unattended in the Library without checking with staff or faculty members.
6. Fines will be assessed on overdue materials as outlined on the Library website. Any student with outstanding materials and/or fines will not be allowed to take her Semester Finals.
7. Inappropriate use of computers will not be tolerated. (See + 1 Policy)

8. Cellular phones are never allowed to be used in the library. Students may use their phone **only** to text or access the internet after school.

Lockers/Locker Rooms

1. Lockers are the property of Notre Dame High School.
2. **Students are required to have a school lock and to keep lockers locked. Unfastened lockers will be locked and the student will be issued a detention. Non-issued locks will be removed.**
3. All athletes will be assigned a locker in the Moore Pavilion during their season. Notre Dame will not be responsible for any item not placed in a locker.
4. Students will be charged for any damage or vandalism to the lockers.
5. Access without notice or consent to search lockers is a right reserved by the Administration.
6. Locker combinations are confidential. For the students' protection, they should not share their combinations with other students.
7. Students may not congregate or loiter in locker rooms.
8. Items left out of lockers in hallways will be confiscated and taken to the front office. Students will be given a detention for leaving items outside of lockers.

Moore Athletic Pavilion and Swimming Pool

1. The pool is not to be used during school days except at designated times.
2. Eating or drinking is not permitted in these areas.
3. No eating or sitting on Moore Athletic Pavilion Monument.
4. No swimming is permitted without a qualified Red Cross Lifeguard and a faculty supervisor.
5. Appropriate athletic shoes must be worn at all times in the gym.

Student Parking / Auto Safety

1. **Only juniors and seniors may drive to school.** "Driving to school" is defined as the student driving a vehicle to get herself to school. **All juniors and seniors who drive to school must park on campus. Students may not park on neighborhood or adjoining streets even if they "know" the people who live on that street.**
2. Students must register cars and secure a parking permit (\$25).
3. Parking on campus or other designated areas are permitted by registration and permit only. All parking permits must be displayed as advised at all times.
4. Parking citations will be issued for the following:
 - Unregistered vehicle
 - Parking permit not displayed
 - Parking in a fire lane
 - Parking by a fire hydrant
 - Parking in a red zone
 - Parking in reserved spaces
 - Parking in a handicapped zone
 - Parking in an area not designated for parking
 - Parking on neighborhood streets
 - Driving the wrong way on the school property
 - Replacement Parking Permit is \$5
 - Entering the property by the back gate

Fines will vary between \$10 and \$25, depending on the infraction.

5. **All student cars must be parked on campus.**
6. Loitering in or around cars is prohibited. Students may not access cars during the school day unless they have permission from the front office.
7. Temporary permits are available from the Associate Head of School for Student Affairs.

8. The school is not responsible for cars parked on campus. Students park at their own risk.
9. No parking on lower road at NDNU campus.
10. No parking against NDNU theatre.
11. Students may not back into parking spaces.
12. Speed limit is 5 MPH. There should be no reckless driving.
13. Students and Parents are expected to comply with the parking attendant's directions.
14. The Associate Head of School for Student Affairs reserves the right to revoke a student's parking privileges for inappropriate or reckless driving, illegal parking, or lack of compliance with any of the above conditions.
15. Notre Dame High School **does not allow student parking on surrounding streets.** NDB needs to be respectful of our neighbors who work in partnership with us to maintain the safety of this neighborhood.
16. Students who drive speed or drive recklessly through the neighborhood will not be allowed to drive to school.
17. We expect that parents will work in partnership with us regarding all driving and parking regulations and will respect our request that only juniors and seniors drive to school.

Train Shuttle

Morning shuttle service will be provided at the Walgreen's Parking Lot in Belmont. Students needing this service should contact the Associate Head of School for Student Affairs.

Tiger Cage

The Tiger Cage is open daily during lunch and by appointment Monday – Friday.

APPEALS PROCESS

If a student wishes to question a situation or contest a decision:

<p>To contest a grade:</p>	<ol style="list-style-type: none"> 1. Speak with the teacher directly 2. If the issue is not resolved, speak with the appropriate Department Chair 3. If the issue is still not resolved, speak with the Associate Head of School for Academics <p>Please note: all individuals will be consulted by the Associate Head of School for Academics before a final decision is made.</p> <p>Fall semester grades may be appealed only within one week following the date report cards are mailed home. Spring semester grades are to be appealed within one week of final grades being posted in PowerSchool.</p>
<p>To discuss a classroom concern:</p>	<ol style="list-style-type: none"> 1. Speak with the teacher directly 2. If this is not feasible or does not produce a resolution, speak with your counselor 3. If the behavior persists, speak with the appropriate Department Chair 4. If the concern has still not been resolved, speak with the Associate Head of School for Curriculum <p>Please note that all individuals will be consulted by the Associate Head of School for Curriculum before a final decision is made. When appropriate, the Associate Head of School will involve the Head of School</p>
<p>To discuss a disciplinary decision:</p>	<ol style="list-style-type: none"> 1. Contact the Associate Head of School for Student Services

SECTION III

ACADEMIC INFORMATION AND POLICIES

HOMEROOM AND COLLABORATION

Homeroom meets on B Days for school and class business. **Teacher Office Hours which are scheduled on B days is a time for students to meet with individual teachers** work on group or club projects, or meet with a teacher at his/her request.

Daily school wide prayer and announcements will occur at the beginning of block 2 (on A Days) and block 6 (on B Days).

Homeroom Moderators

Homeroom moderators are teachers who meet with their students during the homeroom period. The homeroom moderator reinforces information contained in the student handbook including school regulations and administrative directives. Homeroom moderators also participate in class activities.

CURRICULAR AND CO-CURRICULAR POLICIES

A college preparatory program of studies is offered. The required courses are supplemented by a program of electives. These are published annually in the course catalog.

Students must take a minimum of 60 credits per year (the equivalent of six classes per semester). Teacher Assistantship does not complete this minimum requirement in either semester.

Subject to approval by the Associate Head of School for Academics and Department Chair, eligible 11th and 12th grade students may take courses at local community colleges.

All core courses must be completed through the Notre Dame High School Curriculum. College courses beyond the Notre Dame High School curriculum may be taken in the junior or senior year with written permission from the Associate Head of School for Academics and the appropriate Department Chair.

Field Trips

Field Trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements. Parents also have the right to refuse to allow their daughter to participate in a field trip.

Honors/AP Courses

Notre Dame High School offers Honors courses in and Advanced Placement (AP) courses in English, Mathematics, Science, Social Sciences, Visual and Performing Arts, and World Languages All of these courses have prerequisites and minimum requirements for remaining in these classes. Specific criteria are listed in the course catalog and in the course syllabi. **Students may take no more than 3 AP and/or Honors courses per academic year.**

Honor Societies

The National Honor Society (NHS) is the nation's premier organization established in 1921 to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. NHS is composed of qualified sophomores, juniors, and seniors who are selected by a Faculty Council for exhibiting a high level of leadership, character, and service. Students need a 3.5 cumulative GPA for

admission, and they must maintain a 3.0 cumulative GPA in order to remain a member. (see [Appendix F](#) for detailed explanation).

The California Scholarship Federation (CSF) is a state honor society whose members are second semester sophomores, juniors, and seniors.

Second semester freshmen and first semester sophomores may be associate members. In order to qualify for membership, a student must earn ten points in a maximum of five classes. Classes in excess of five are not counted. Students must apply each semester for membership in CSF.

Life membership in CSF is given at graduation to those members who have maintained membership for four out of the six eligible high school semesters, including the first semester of their Senior year.

The Tri-M Music Honor Society is a program of the National Association for Music Education and Music Advocacy. Tri-M students encompass the following: high performance and musicianship skills, academic achievement, community service, and being a person of good character. Each student, selected by the faculty sponsor, must have been enrolled in a school-sponsored music ensemble and/or class for at least one semester and/or studies privately outside of Notre Dame. Students maintain at least a A average in music courses and at least a B grade average in other academic subjects.

Missed Work Policy

When a student is absent she is required to make up any missed assignments to include, but not limited to, in class presentations, required rehearsals/performances, homework and chapter/unit assessments. By the day the student returns to school, she must contact her teacher(s) to arrange a time to make-up missed work. For all absences, (major illness excepted), students must make up missed assignments within three class meetings of the day she returns to school. Any exceptions to the above can be made at the discretion of the individual teacher but may not exceed ten school days. If, after the maximum period of ten school days the student still has not made up her assignments, she will receive a zero grade for the missing work.

Parent – Teacher Conferences

Parents are advised to consult the classroom teacher or counselor, if necessary. Appointments may be made by email or by telephoning the school and using the voicemail system. Teachers will return parent telephone calls within one school day.

“R” Rated Film Policy

Before showing a film that is “R” rated, it is the responsibility of the Classroom Teacher to inform parents in writing that such material will be used for instructional purposes in a classroom setting. It is the responsibility of the parent to return the permission slip to the teacher. The curriculum at Notre Dame High School which may include showing an “R” rated film reflects approved course goals and objectives that support and encourage appropriate intellectual pursuits, high moral standards, and spiritual integrity that are in keeping with our mission and Catholic philosophy.

Requests for Homework

Students who will be absent for more than two days should contact their teachers via email and are expected to check the class Schoology page for assignments. Please see Part IV, (p.50) for the Notre Dame planned absence policy.

Valedictorian

The Valedictorian is the senior with the highest cumulative GPA during the spring semester of senior year. This award is based on a weighted, internal GPA which takes into account any honors and advanced placement classes that have been taken. The student needs to have completed at least 6 of her 8 semesters of core classes at Notre Dame and may not have grades below a C- during any grading period.

Salutatorian

The Notre Dame Salutatorian is selected during the spring semester from the Senior class. This selection is based on the following factors:

- A weighted, internal GPA which takes into account any honors and advanced placement classes that have been taken
- Community service hours, and
- Leadership positions held during her time at NDB

In addition, the student selected as Salutatorian embodies the core values of a Notre Dame student: Faith in the good God; Respect for the dignity and potential of each person; Living and working for peace and justice; and Service to others.

Semester Honor Roll

Platinum and Gold Honors are determined at the end of each semester.

PLATINUM HONORS: Students with a 3.8 and above with no "D," "F," or "Incomplete" grades.

GOLD HONORS: Students with a 3.5 to 3.7999 with no "D," "F," or "Incomplete" grades.

Students involved in a second breach of academic dishonesty will be eliminated from the honor roll in the semester in which the offense occurred.

Study Hall

Students in Grades 9-11 who have an unscheduled block will be scheduled into a Study Hall. Freshmen and Sophomores are required to sign in to study hall in the Student Leadership Office. Juniors and Seniors will sign in at the Student Services Office. The Dining Room and library are the only places that students may use during study hall. Students **may not** use the Counseling Center. If **Seniors** have a first block that is unscheduled, they will also have the privilege of arriving on campus at the end of the first block unless the student's current report card has a grade of "D" or "F". In this case, the student will be scheduled into a supervised Study Hall*. **Juniors and Seniors** who have unscheduled time at Block 4 may leave campus with parent permission. Parent sign off for the *Parent/Student Handbook* grants the student permission. If a student's current report card has a grade of "D" or "F", the early dismissal privilege will be revoked. Juniors and Seniors who violate the behavioral expectations outlined in the *Parent/Student Handbook* will have their early dismissal privileges revoked.

*** The student must remain in Study Hall the entire marking period even if her grade improves. At the end of the marking period, her progress will be re-evaluated. If her grade has improved to a C or above, she will no longer be required to attend the supervised Study Hall.**

Student Driven Internships

In consultation with their counselor and the Associate Head of School for Academics, students can utilize a study hall period to pursue an off-campus internship for credit. Students who do not have a study hall may pursue the internship as an extra class.

TESTING POLICY

School policy states that **no student is required to take more than three tests or submit major projects/assignments in one day.** A quiz is not considered a test.

STUDENT SCHEDULING

Scheduling of students for the subsequent academic year occurs during the second semester. With parent permission, students may alter course selections any time prior to the established deadline. During this process, sufficient discussion, time, and reflection have occurred between parent/guardian, student, and counselor to ensure that the student is serious about her decision to commit to the agreed upon schedule of classes for the following academic year. It is the responsibility of the parent/guardian and student to check second semester grades against course requirements as published in the **Course Catalog and to make arrangements for summer school.**

Eligibility for the following year's courses is based upon a student's first semester grades. Students must maintain prerequisite grades through the end of the second semester. At the beginning of the 4th grading period, teachers will complete Course Placement Forms for each student in their classes, which inform the students of their eligibility in that subject for the following year.

At the end of the 2nd semester, Department Chairs, will move students out of courses for which they no longer meet the qualifications. Teachers will be responsible for notifying students/parents of these changes within the week after the end of the 6th grading period. Counselors will notify students and parents of their summer/remediation options and any steps that need to be taken to keep students on track for graduation and college admissions as well as to ensure eligibility to return to Notre Dame the following year.

It is the responsibility of the parent/guardian and student to check second semester grades against course requirements as published in the Course Catalog, and to make arrangements for summer school.

If a student attends Summer School for credit recovery or any other reason, it is the responsibility of the parent/guardian and student to provide a copy of the transcript to the counselor prior to the opening of school. Students are also required to request that an official transcript of the summer course work be forwarded to the school Registrar immediately after the completion of summer school.

Students will have their course work monitored by their counselor during the first semester. If a scheduled change needs to be made in order to assure student success, this will be accomplished in consultation with the student, parent, teacher, counselor, and department chair. Such changes will be considered on a case-by-case basis.

The Associate Head of School for Academics retains the ultimate authority in this process.

INTERSESSION

Philosophy

The purpose of Intersession is to provide students with educational experiences not usually found in a classroom setting. It is also an opportunity for faculty and students to share and/or explore mutual interests on or off campus.

Guidelines

1. Intersession will include on and off campus learning experiences.
2. Attendance will be mandatory. Report cards will reflect attendance.
3. Intersession will be held **every other year (no intersession 2018-2019)**
4. Parents are welcome to offer/participate in Intersession activities in cooperation with teachers.
5. Students who do not participate in Intersession will receive unexcused absences (refer to attendance policy) and the transcript will reflect N/M (no mark).

GRADUATION

The Notre Dame High School Diploma

It is the belief of Notre Dame High School that its Diploma signifies:

- that students have satisfactorily completed the course of studies prescribed for secondary schools within the Archdiocese of San Francisco;
- that students have actively engaged in setting high academic, spiritual, emotional, physical, and social standards whereby their goals and objectives over a four year period have been successfully accomplished;
- that students, strengthened by the Notre Dame Hallmarks, have worked to develop themselves as responsible young women of active faith, strong intellect, and Christian leadership.
- that their personal achievements mean that they are prepared for college and beyond and are ready to meet the challenges endemic to their individual life situations.

Senior Holiday

Students who have D's or F's at the time of the holiday, may not participate in the senior holiday. Any student on disciplinary probation at the time of the holiday may also not participate.

Graduation Policy for Seniors with "F's"

Students may not begin their senior year with an unresolved "F".

Seniors who begin their second semester on academic probation may not receive any grade below a "D-" nor have a cumulative GPA below a 2.0 at the conclusion of the second semester in order to graduate.

If a senior has an unresolved "F" grade, the student may participate in Class Day, the Baccalaureate Mass, and Graduation but will not receive a diploma until the coursework is completed, and the student receives a satisfactory grade. The student will have one year to complete the work.

If a senior has 2 or more unresolved "F" grades, the student may not participate in Graduation; however, she may participate in Class Day and the Baccalaureate Mass. She will be given a diploma when the coursework is completed. The student will have one year to complete the work.

The administration retains the ultimate authority in all cases regarding graduation.

Graduation Requirements

240 credits are required for graduation. All core courses required for graduation must be taken at Notre Dame High School. **80 hours of service must be fulfilled in order to receive a diploma.** (see p. 34)

30 credits is the minimum course load per semester for all grade levels.

Computer Education:	Elective courses available
English:	40 credits (ten credits per year at grade level)
Mathematics:	30 credits (ten credits per year including Algebra I, Geometry, and Algebra I)
Physical Education:	10 credits (By the end of a student's sophomore year, if she has not met her P.E. requirement; she will automatically be enrolled in P.E. I in order to satisfy the graduation requirement)
Spiritual Life:	40 credits (ten credits per year at each grade level)
Science:	30 credits (ten credits per year including Physics 9-10, Biology, and Chemistry)
Social Sciences:	30 credits (World History, U.S. History, U.S. Government, and Economics)
Visual & Performing Arts:	10 credits (see Course Catalog)
World Languages	20 credits (ten credits per year in either ASL, French, German, Mandarin, Spanish)
Electives:	30 credits
Transfer Students:	The current high school transcript of transfer students will be reviewed and an appropriate graduation plan will be devised.

Waiver of Subject Requirement

Under special circumstances, the Associate Head of School for Academics may waive a subject requirement for a student. The waiver does not exempt the student from meeting the total units required for graduation.

Transcripts

Electronic and printed transcripts for college applications are complementary. The first three printed transcripts for scholarships, insurance verification, work, etc. will be complementary. Any additional printed transcripts will be provided for a charge of \$3.00 each.

All students who attend summer school at either the high school or college level are to request that a copy of the transcript be sent to the Registrar at Notre Dame High School, Belmont. The transcript will reflect this summer course(s) in the first semester of the current school year.

POLICIES ON ACADEMIC GRADE REPORTING

The common purpose of assessment is to determine for students what they know, understand, and can demonstrate by their effective use of critical and creative thinking, problem solving, writing, and speaking skills in all academic subjects taken at Notre Dame High School. A grading system is a tool by which students can rate their progress and take the necessary steps to continue to achieve according to their potential.

- Each department will present to the students the course objectives, requirements, and evaluation methods used for each course at the beginning of each semester. Numerical values may be given for certain components of a course, and these may vary from department to department but not from course to course within a given department;
- It is the prerogative of the teacher to determine a fair assessment for late work;

Extra Credit Policy

The teacher acknowledges that extra credit work is never a substitute for authentic achievement with the context of the prescribed course outcomes; extra credit work may supplement basic knowledge but can never fully satisfy the requirement for passing a course.

- Completing extra credit work may never qualify a student for an Honors or AP course.
- **Extra credit is only given for academic assignments**, i.e., reading an additional novel and submitting a follow-up assignment; visiting a museum related to a topic under study; attending an approved venue to listen to a guest speaker, answering bonus questions on tests, participating in academic essay contests that extend or expand the curriculum being studied; additional math problems or vocabulary work, etc.
- **A full grade increase will not be given for extra credit work.**

PowerSchool

Notre Dame High School uses the PowerSchool Student Information System. Parents and students have online access to many student records including schedules, attendance, individual progress reports, and grades. Grades will be available as teachers begin to enter them after school begins and throughout the school year.

Confidential Usernames and Passwords are issued to all new students and their parents/guardians.

PLEASE KEEP YOUR PASSWORDS FOR REFERENCES AS THEY WILL NOT BE MAILED OUT AGAIN.

1. When teachers update their grades in PowerGrade during the current grading period, the most recently updated grades will show in real time as you view your student's grades. Teachers will insure their grade books are updated with completed grades at a minimum three-week interval.
2. Teachers use either "Total Points" or "Categories" in determining grades. In the "Total Points" system, major assessments are worth more points than minor ones. In the "Categories" method, different types of assessments (test, papers, presentations, performances, etc.) carry different weights in determining the total grade. This is noteworthy because a student may score numerous A's on many minor assessments, but a C on a few major ones, and the grade will be lower than a quick scan of the marks might indicate. Therefore, please look carefully. Each class syllabus clearly outlines the grading method.

NOTRE DAME HIGH SCHOOL STANDARD GRADING POLICY

Notre Dame High School has a standard grading policy. All departments present grading period and semester grades in accordance with this standard grading policy.

The listed grades are based upon the principle that all students are required to present written and oral work in standard English. The listed grades are defined as follows:

A – Superior – GPA = 4.0

The student has achieved a superior mastery of the course objectives.
The student has demonstrated an ability to analyze, synthesize, and apply the concepts and principles presented.
The student has demonstrated an ability to work independently and creatively in the academic area studied.
The student has met all the requirements of the course regarding homework, projects, attendance, and participation.

B – Above Average – GPA = 3.0

The student has achieved an above average mastery of the course objectives.
The student is able to analyze the concepts and principles presented.
The student demonstrates an ability to understand and apply concepts independently.
The student has met all the requirements of the course regarding homework, projects, attendance, and participation.

C – Average – GPA = 2.0

The student has achieved an average mastery of the course objectives.
The student has demonstrated an understanding of the concepts and principles presented.
The student has met the requirements of the course regarding homework, projects, attendance, participation.

D – Poor – GPA = 1.0 (This grade is not college recommending and may also not meet departmental requirements for advancement. Students are encouraged to retake any course in which a “D” is received.)

The student has not yet achieved mastery of course objectives.
The student has not fully demonstrated understanding of the concepts and principles presented.
The student has not met requirements of the course regarding homework, projects, attendance, and participation.

F – Failure – GPA = 0.0

The student has not achieved the objectives of the course.
The student has been unable to demonstrate an understanding of the concepts and principles presented.
The student has not met requirements of the course regarding homework, projects, attendance, participation.

I – Incomplete – GPA = Not Apply

The student, who for serious reasons has not been able to complete the course, has been given an extension of two weeks from the date the grading period ends. This "Incomplete" will be converted to an "F" if the student does not complete her work within those two weeks. Any exceptions are those made by the Associate Head of School for Academics. At the discretion of the teacher, a student may receive an "Incomplete" if a semester grade of "D" or "F" results from failure to satisfactorily complete major work/projects. The missing work will be completed within two weeks from the end of finals or the "Incomplete" will revert to the "D" or "F" grade.

NM – No Mark – GPA = Not Apply

The nature of the course determines that No Mark be recorded at this time.

W – Withdraw – GPA = 0.0

This is equivalent to an "F" but may be given when a student withdraws from a course after the permitted date.
This grade carries the academic penalty of a zero GPA value.

P – Pass – GPA = Not Apply

The nature of the course determines that the student has met the requirements of the course and has earned full credit.

This grade may be given only for those courses not included in the GPA.

Cumulative Grade Point Averages are computed at the end of each semester.

The grading scale to be used in calculating letter grades from percentages is as follows:

A	94 – 100	C	73 - 76
A-	90 – 93	C-	70 - 72
B+	87 – 89	D+	67 - 69
B	83 – 86	D	63 - 66
B-	80 – 82	D-	60 - 62
C+	77 – 79	F	59 and below

Weighted Grade Point Average/Class Rank

Notre Dame High School weights a student’s grade point average and class rank in order to acknowledge and report the efforts of students in Honors and Advanced Placement Courses. Grades in all Honors and Advanced Placement Courses taken in Grades 9-12 will receive one honor point in the grade point calculation. **Please note that this is for internal calculations only. Colleges and Universities have their own systems for calculating student GPAs when evaluating applications for admissions.**

It is important to remember that a number such as class rank or grade point average is just one part of a student’s college application. Many other factors are taken into consideration including courses taken, SAT/ACT scores, recommendations, creative endeavors, service profile, personal interview, alumni connection, and geographic distribution.

S.A.T.

School Code The school code number for S.A.T. is 050275.

Test Dates The dates of the S.A.T. I and II, application, and additional information are available in the **College and Career Center.**

Advanced Placement Examinations

Students who are enrolled in an Advanced Placement course must take the Advanced Placement Examination. Fees for the Advanced Placement Examinations are established by the College Board and will be assumed by the student. Parents of Advanced Placement students will be billed for these examination costs by the Business Office. Students taking Advanced Placement Examinations should not be expected to take any other tests on the day the Advanced Placement Examination is given. However, students are responsible to complete all work, quizzes, assignments, and tests during AP Exams. In this regard, a student is required to contact her teachers ahead of time to make certain that she makes up any missed quizzes or tests, and that she submits all her class work missed during AP Exams.

Appeals

In cases where students/parents are in serious doubt regarding a grade received, the order of appeal to be followed is **teacher, Department Chairperson, and Associate Head of School for Academics.** Persons on the initial levels are included in the final consultation with the Associate Head of School for Academics. Fall semester grades may be appealed only within one week following the date report cards are mailed home. Spring semester grades are to be appealed the following fall.

Errors

All errors in grades should be reported by the student to the teacher no later than one week after report cards have been distributed. Errors reported after this time period will be changed but not recorded in writing until the following grading period.

GRADES

Homework Policy

At the beginning of each year or semester, each teacher distributes to all students a course overview that explains the expectations of the course including the grading policy and other class procedures. The outline also includes the kinds of regular homework, collaborative projects and papers, and tests and quizzes that students can expect during the semester.

Students enrolled in an Advanced Placement course assume a homework load consistent with a college-level course.

Report Cards

Progress grades are available after each grading period. "Grades in progress" are intended to inform the student and parent of the academic work assessed and graded to date. Uncorrected and ungraded student work may be carried over to the next grading period up to the end of the semester. Only the semester grade will be entered on the transcript and become part of the permanent record of the student. Honor Roll status is published each semester.

Paper Progress Reports will be mailed home to all students on academic probation and for students receiving at least one grade of "C-" or less at the end of each progress period. Official Report Cards will be mailed to all students at the end of each semester.

Grades Determining AP/Honors Courses

First semester grades will be used to approve a student's advancement to the next level in a given subject as well as to determine eligibility for Honors and Advanced Placement courses. Grades earned at the fifth grading period and grades earned on final exams will be used to confirm the decision reached at the end of the first semester.

General D/F Policy

To encourage our students to assume responsibility for their own learning and their academic future, Notre Dame High School has established the following policy:

Students are required to retake within one year any course in which an "F" grade is received. Because a grade of "D" in a course is not a college-recommending grade and may also not meet departmental requirements, students are encouraged to retake any course in which a "D" is received also within the one-year limit. **With written permission from the department chair, a different elective may substitute;** however, a different grade will reflect performance in a different elective. If a required course needs to be made up, it can only be made up with credits from the same course.

The GPA will be recalculated to include the higher grade after the course has been satisfactorily repeated. The "D" or "F" grade will continue to be listed on the transcript but will not be included in the GPA. An asterisk on the transcript will indicate the repeated course. Students who intend to repeat a course at

another institution must have written permission by the subject Department Chairperson and the Associate Head of School for Academics before enrolling in any course.

Placement of students in a repeated course will be determined by class enrollment and space availability. Therefore, students may have to repeat the course at another institution.

A student who has a D grade at the time of Academic Awards is ineligible for an award.

ACADEMIC PROBATION

Notre Dame High School is first and foremost a Catholic college preparatory institution. Because a grade of "D" is not a college-recommending grade, a student is placed on academic probation in any one of the following ways:

- if she earns a cumulative grade point average below 2.0 at the end of a semester
- if she receives one "F" in any course on her semester report card
- if she receives two "D's" in any of her courses on her semester report card

A student who is on academic probation or whose semester GPA is below a 2.0 may not try out for or participate as a member of a team, cheerleading, dramatic production, or musical production/musical ensemble. She is also not eligible to hold an elected position or participate in any overnight club or school-sponsored activity. A student who is on academic probation or whose semester GPA is below a 2.0 must withdraw from any of the above-mentioned activities in which she is participating or office she is holding.

A student who is on academic probation for two consecutive semesters will be reviewed by the administration in consultation with teachers and counselors to determine her future academic status.

A junior or senior on academic probation will be scheduled into a mandatory study hall during any free period.

The student remains on academic probation as long as her cumulative grade point average remains below 2.0 or her semester report contains one "F" or two "D's". In order to be removed from academic probation, she must receive a cumulative GPA of 2.0 or above the following semester with no more than one "D" grade and no "F" grade on her report card. If a "D" or "F" grade is replaced by satisfactory completion of the course/s during summer session, the student's academic status will be reviewed prior to her reinstatement to good academic standing.

Students on academic probation whose cumulative GPA remains below 2.0 but whose most recent semester GPA reflects a 2.0 or above, with no "D's" or "F's" may, at the discretion of the Associate Head of School for Academics, be temporarily reinstated to good academic standing.

- If reinstated to good academic standing, that status will be reviewed each subsequent semester until the student's cumulative GPA reaches a 2.0.
- Should the student receive a "D" or "F" grade on her semester report card, the student's academic standing will immediately revert to academic probation. A student on temporary reinstatement to good academic standing will be eligible to participate in school activities as prescribed by individual programs.

Seniors who begin their second semester on academic probation may not receive any grade below a “D-” nor have a cumulative GPA below a 2.0 at the conclusion of the second semester in order to graduate.

Any student with a D is not eligible for academic awards during the year the D is earned.

COMMUNITY SERVICE

The NDB community service program exists to instill in students a love of service for others, living out the Hallmarks of Notre Dame and the Gospel values of social justice, compassion, and respect for the dignity of all persons. The Spiritual Life Department assists students in becoming involved in community service activities through the graduation requirements, service retreats, monthly service events and immersion trips.

The Spiritual Life Department offers many resources to students to assist in locating non-profit agencies (hospitals, schools and senior centers excepted) that need volunteer assistance. The Community Service Coordinator visits the classrooms twice a year to explain the service hour requirements and check in with students regarding their hours. Individual appointments can be made as well. Students are expected to contact the agencies they will volunteer with and enter their hours into the service hour database (www.x2vol.com) as soon as possible following their service. Parents are responsible for monitoring the safety of the volunteer experience and for arranging transportation to and from service sites.

Students are required to complete eighty (80) community service hours over four years as a prerequisite to graduation. The Classes of 2019 & 2020 and the Classes of 2021 and 2022 have different category requirements, which are listed below. Seniors must complete required graduation hours by December 2018. **Students are not allowed to participate in the Senior Holiday and diplomas are withheld for students who do not complete the community service graduation requirement.** Service hours must be verified by an adult supervisor at the non-profit organization (not a parent or family member). Misrepresenting community service hours in any way will result in disciplinary action. If the service hours are part of the Christian Service Project for the Classes of 2018-2020 or the hours are done for spiritual life class in the Classes of 2021-22, the case will also be heard as a breach of Academic Integrity before the Academic Integrity Review Board (AIRB).

[Transfer students](#) in the Classes of 2019-2020 are required to complete the CORE (30 hours). The other categories are prorated by year.

Class of 2019-2020 Graduation Requirements:

Class of 2021-2022 Graduation Requirements:

15 minimum (30 max) NDB hours throughout high school

- NDB hours include volunteering to help teachers, athletics, admissions or participating in any NDB sponsored service events.

20 Christian Service Project hours (DIRECT SERVICE)

- Completed for Spiritual Life classes starting the 2nd semester of freshman year to the end of junior year. 4 hours per semester with a topic. Freshmen: Education and Wisdom, Sophomores: Healing, Juniors: Helping Women and Children in-need. Reflection in Spiritual Life class at the end of the semester

30 CORE hours (DIRECT SERVICE) throughout high school

- Choosing one non-profit organization to volunteer with consistently for 30 hours. This needs to be direct service (face-to-face) serving an in-need population. Students will present about their CORE service during senior year

15 Free choice/General hours throughout high school

- Any extra hours that don't fit into the categories. Can be indirect service.

80 hours total

*Class of 2019 and 2020: Hours from the summer before 9th grade count toward hour graduation requirement!

*All hours need to be verified by an adult at the service organization

Freshman year:

- 2nd semester: 10 hours serving with family members or a small group at a non-profit organization. Hours can be completed from beginning of Winter Break - May of that school year. Reflection in Spiritual Life class at the end of the semester
- Throughout the school year: 5 NDB hours. NDB hours include volunteering to help teachers, athletics, admissions or participating in any NDB sponsored service events.

Sophomore year:

- 1st semester: 10 hours serving at a local church (of any denomination) or non-profit organization. Hours can be completed from start of Summer Break - December of that school year. Reflection in Spiritual Life class at the end of the semester.
- 2nd semester: 10 Vocational hours- volunteering at a non-profit organization, working directly with people in-need and exploring one's passion and vocation. Hours can be completed from start of Winter Break - May of that school year. Reflection in Spiritual Life class at the end of the semester.
- Throughout the school year: 5 NDB hours. NDB hours include volunteering to help teachers, athletics, admissions or participating in any NDB sponsored service events.

Junior year:

- 1st semester: 10 Vocational hours- volunteering at a non-profit organization, working directly with people in need and exploring one's

passion and vocation. Hours can be completed from start of Summer Break - December of that school year. Reflection in Spiritual Life class at the end of the semester.

- 2nd semester: 10 Vocational hours- volunteering at a non-profit organization, working directly with people in need and exploring one's passion and vocation. Hours can be completed from start of Winter Break - May of that school year. Reflection in Spiritual Life class at the end of the semester.
- Throughout the school year: 5 NDB hours. NDB hours include volunteering to help teachers, athletics, admissions or participating in any NDB sponsored service events.

Senior year:

- 1st semester: 10 Vocational hours- volunteering at a non-profit organization, working directly with people in need and exploring one's passion and vocation. Hours can be completed from start of Summer Break - December of that school year. Reflection in Spiritual Life class at the end of the semester.
- 2nd semester: Culminating presentation on community service hours throughout high school
- Throughout the school year: 5 NDB hours. NDB hours include volunteering to help teachers, athletics, admissions or participating in any NDB sponsored service events.

80 Hours Total

***All hours need to be verified by an adult at the service organization**

	*Hours starting from the summer before freshman year and any hours that don't fit into the categories can be entered into the miscellaneous category
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SEMESTER EXAMINATIONS

Review Days

Teachers will determine which period(s) they will review course work during Review Days. No recordable tests, quizzes, new assignments, or new material may be given on or after these review periods. AP courses are exempt from the Review Days Policy to comply with the UC requirements for the number of minutes of instruction and the breadth of content that must be covered over the course of the year. However, AP teachers must conduct minimally one review period (more if needed) prior to final exams for the semester.

Note: This is not dead week! Dead week is a schedule where normal classes, programs, and school activities do not occur. **At NDB, instruction continues during review days in order to maximize the total number of instructional periods over the course of a semester.**

Semester Examinations

Semester Examination schedules will be posted prior to semester examinations. Students are required to take examinations at the assigned times. Any conflict will be presented in writing by the student to the Associate Head of School for Academics who will determine resolution of each conflict. A student may not make up final examinations missed because of illness unless she has a signed written excuse from her parent and approval by the Associate Head of School for Academics before being admitted to the next examination. If a student misses an examination for reasons other than illness or an emergency, her grade for the course will be her current average lowered one grade.

Students owing tuition, parking fines, library fines or who have not returned sports uniforms will not be allowed to take final examinations until tuition/fines have been paid and uniforms have been returned.

Family trips are not an acceptable reason to change final examination times. Students must remain on campus until their examinations for the day are completed.

Tardy

A student who is tardy may not be admitted to the examination room. Any make-up examination will have to be approved by the teacher and Associate Head of School for Academics. If the examination is not made up, the student will receive a zero on the final exam. The Associate Head of School for Academics is to be informed of all such situations.

CONTROVERSIAL ISSUES

There is a place for controversial issues in the curriculum of a college preparatory program. Such issues are discussed within the philosophy of Notre Dame High School, Belmont and with concern for the students. The following general principles are considered in dealing with controversial issues:

1. The school teaches according to its established Catholic philosophy and mission.
2. Students have the right to study controversial issues which arise from their regular program.
3. Students have the right to free access to all relevant materials.
4. Students have the right to form and express their opinions.
5. Parents share in the responsibility to assist the students in their pursuit of learning in which differing points of view are treated with sensitivity to persons and respect for difference.

ACADEMIC INTEGRITY

ACADEMIC INTEGRITY POLICY

I. Preface: Practice/Culture of a Lived Academic Declaration of Integrity

Some of the most stressful, challenging, and emotionally charged moments shared among teachers, students, and parents occur when there is a breach of academic integrity. A Lived Academic Integrity School Community Culture reflects a commitment to holding each other to the highest standards of integrity possible with allowances for learning, growing, and building character when mistakes are made along the way. Our goal is to create a supportive environment where students and teachers can hold each other to an excellent standard of academic integrity.

If trust has been broken through cheating or plagiarism, the Academic Integrity Policy creates an opportunity for the student who made a mistake, to restore what is broken. The first step is helping her understand what the action of cheating or plagiarism was, why it harmed herself, her peers, her teacher and the entire NDB learning community. Then the student will participate in forming a plan to repair damaged relationships, rebuild trust, and restore our community integrity.

The Academic Integrity Policy:

1. Requires the student to make restoration.
2. Helps the student to move forward and learn from her mistakes.
3. Encourages the student to make positive moral decisions of integrity in her future studies.
4. Expects a whole, healthy community of integrity.

Restorative justice is about reconciliation, healing our community if a wrong occurs, and empowering our students to learn this important life skill.

II. Philosophy

“It is the belief universally shared by Catholic high school principals and specifically by the faculty and staff of Notre Dame High School that our students be held to a high standard, a standard that reflects the values of the Gospel, which are inherent in the school’s mission. This standard of excellence should hold for all we do in studies, on the performing stage, on the athletic courts and fields, in student government, in the workplace, and in all our relationships. To this end, then, and after careful deliberation, the following policy has been formulated:”

“Notre Dame Belmont students are expected to exhibit honor and integrity in both the academic and personal aspects of their school life. In the academic area, inside and outside of the classroom, a student is expected to complete and submit assignments with honesty and integrity.” (quoted with permission from St. Joseph Notre Dame High School, Alameda)

III. Examples of breaches of academic integrity

Plagiarism is the use of materials from any source, print or electronic without proper MLA citation.

(<https://owl.english.purdue.edu/owl/>). NDB students will not:

- Plagiarize.
- Submit the work of another person as their own.

- Allow another student to copy a homework assignment.
- Submit work copied from on line translations in World Languages classes.

Cheating is using unauthorized aid on any test or assignment. NDB students will not:

- Use or have available notes in any form on a closed book/closed note test.
- Write out responses in advance and submit them as work done in class.
- Talk to another student during a test.
- Look at another student's paper during a test.
- Allow other students to copy a test for make-up work.
- Give or receive information regarding a test or a quiz.
- Use any electronic device inappropriately.
- Steal copies of a test (see policy on Stealing, p. 66)
- Misrepresent information on any official document presented to the school, i.e. parent/guardian signature on permission slip, misreporting service hours.
- Misrepresenting Community Service hours (see page 34 and *54) (*forgery)

IV. Academic Integrity Review Board – Mission

The Academic Integrity Review Board (AIRB) will work to heal what has been broken in our community. Its role is to create a supportive environment that upholds the highest standards of academic excellence. Working to restore justice, the Board will function in a positive, decisive manner to involve students in the repair of relationships with teachers and peers.

V. Board Composition and Procedures

The Academic Integrity Review Board is composed of teachers, Associate Head of School for Academics, and a member of the Guidance and Counseling Department.

- The Board, not the teacher, makes the ultimate decision on the offense and determines the consequences, including the method of restorative justice the student will follow.
- The decision of the Academic Integrity Review Board is communicated by Associate Head of School for Academics to student and parent within one week of receiving the Disposition Statement from the AIRB Chair.
- The Academic Integrity Review Board represents our community and is supported by the Administration.

VI. Procedures and Consequences

First Breach of Academic Integrity

1. Teacher first notifies the Associate Head of School for Academics, Department Chair and AIRB Chair in writing, in that order, within 24 hours of discovery of breach.
2. Teacher notifies student within 24 hours of the discovery of the breach, (unless it falls on a weekend, then by the end of the next school day) and advises student on procedure and restorative justice model.
3. Student is asked by the teacher to inform her parents prior to contact from Associate Head of School for Academics.
4. Associate Head of School for Academics notifies parents of date of meeting of AIRB and describes the AIRB process to them.
5. AIRB convenes.
6. Parent/Guardian may attend for first offense; their presence is optional.
7. Student may ask an NDB adult teacher or coach advocate to be present.
8. Associate Head of School for Academics meets with the student to convey the results of the disposition.
9. Student, parents/guardians, AIRB Chair and Associate Head of School for Academics sign the consequences/board's disposition.

Consequences for First Breach

- a. The student receives 50% of the total points earned, which is equivalent to the grade of “F” on the assignment in question.
- b. Breach of Academic Integrity Report and the Disposition Statement are filed by AIRB with Administration.
- c. The student will participate actively to create a plan of restorative justice arrived at with consultation with AIRB. The student is asked to problem solve and suggest steps toward the restoration of the trust that was broken.
- d. The AIRB can initiate further academic consequences for just cause, such as removal from leadership or honorary roles, removal from an athletic team, from attendance at Academic Awards Celebration, or impose a disciplinary consequence, i.e., disciplinary probation for a term determined by the AIRB, etc.
- e. Associate Head of School for Academics notifies parent with result of AIRB decision and the possible consequences of a further breach on the part of the student.
- * The Athletic department may require additional community service component as part of the restorative justice process for athletes who have committed a breach.
- * The above consequences may be altered for just cause as determined by the Administration in consultation with the AIRB.

Second Breach of Academic Integrity

1. All procedures (1 – 5) in First Breach apply. In addition, the following conditions apply:
2. Parent/Guardian **required** to attend AIRB meeting.
3. Student may ask an NDB adult faculty or coach advocate to be present.
4. Associate Head of School for Academics notifies parent with result of AIRB decision and the possible consequences of a further breach on the part of the student.
5. Student, parents/guardians, AIRB and Associated Head of School sign the consequences/board’s disposition.

Consequences for Second Breach

- a. Student receives a “0” for the total points earned on the work in question.
- b. Student is suspended from school for one day. (not in-house)
- c. The AIRB will initiate further academic consequences for just cause, such as removal from leadership or honorary roles, removal from an athletic team, or from attendance at Academic Awards Celebration, (student may not receive internal academic awards or academic honors that year), or disciplinary consequences, i.e., disciplinary probation for a term determined by the AIRB, etc.
- d. The AIRB will impose automatic disciplinary probation for a term equivalent to a semester (90 days from the date of the AIRB’s decision.)
- e. The student cannot hold or apply for any leadership or honorary position for the semester.
- f. The student is removed from the honor roll for the semester in the current academic year.
- g. The student will participate actively in creating a plan of restorative justice arrived in consultation with the AIRB. The student is asked to problem solve and suggest steps toward the restoration of the trust that was broken.
- h. The Associate Head of School for Academics will inform parents in writing of the serious nature of the student’s academic status and will cite the student’s automatic dismissal if a third incident should occur.
- * The Athletic department may require additional community service component as part of the restorative justice process for athletes who have committed a breach.
- * The above consequences may be altered for just cause as determined by the Administration in consultation with the AIRB.

Third Breach of Academic Integrity

1. All procedures (1–5) in First Breach apply. In addition the following conditions apply:
2. Parent/Guardian is required to attend the AIRB meeting.
3. Student may ask an NDB adult faculty or coach advocate to attend.

4. Associate Head of School for Academics calls parent with result of AIRB decision.
5. Student, parents/guardians, AIRB and Associate Head of School for Academics sign the consequences/board's disposition.

Consequences for Third Breach

- a. Student receives a "0" for the total points earned on the work in question.
 - b. The student is dismissed from Notre Dame High School.
 - c. The Associate Head of School for Academics notifies the Parents/guardians of the student's automatic dismissal.
- * The above consequences may be altered for just cause as determined by the Administration in consultation with the AIRB.

Forms of Academic Dishonesty

There are several other kinds of actions that are also considered offences against the standards of academic honesty. Among these are cheating, impersonation, aiding and abetting, collusion and falsification and fabrication, defined as follows:

Cheating

Cheating is the **attempt to gain an improper advantage in an academic evaluation**. Some forms of cheating include getting a copy of an exam or finding out an exam question before it is officially available; copying another person's answer to an exam question; consulting an unauthorized source during an exam; submitting the work one has done for one class or project in a second class; submitting work prepared in collaboration with other members of a class without authorization from the instructor; submitting work prepared in whole or in part by another person and representing that work as your own.

Impersonation

It is a breach of academic honesty to **have someone impersonate one's self** in class, in a test or examination, or in connection with any other type of assignment in a course. Both the impersonator and the individual impersonated may be charged.

Aiding and Abetting

It is academic misconduct to **encourage, enable or cause others to commit a breach of academic honesty**. Anyone who helps or enables another in cheating, impersonation, plagiarism, or any other breach of academic honesty will be subject to penalties. The giver need not be aware of the fact that the receiver will misuse the academic work. Simply providing it enables the receiver to misuse it and thus maybe considered aiding and abetting. Examples of aiding and abetting include sharing a lab report/formula/assignment/old exam/computer with another student in person or electronically. Both the owner of the lab report/formula/assignment/computer and the person who copied may be charged.

Collusion

There is significant difference between collaboration and collusion. Collaboration is working jointly with others and is often encouraged by course instructors. Collusion is working jointly with others when **it is not permissible or when the instructor does not authorize working in a group**.

Permissible Collaboration includes:

- Group work that clearly follows the course director's instructions
- Sharing research findings or discussing course materials with other students when these contributions are fully acknowledged in one's individual work

In contrast, collusion includes:

- Working with another student on an assignment when working in groups has not been approved by the instructor.
- Dividing sections of an assignment or project among a group and then presenting it as work having been completed individually.
- Splitting the tasks for group assignments unevenly where some students do most of the work while others do very little.

Fabrication and Falsification

It is a breach of academic honesty to fabricate (make-up) research or results. This includes: statistics, experimental results or data, research methodology, facts, quotations, references or bibliographic material and research, and the ideas of others.

It is also **a violation of academic honesty to falsify information.** This includes:

- "Massaging" or dishonest reporting of research, lab results or data¹
- Starting from expected results and working backwards²
- Misrepresenting the research and ideas of others³
- "Falsely reporting having met the responsibilities for a course, practicum or internship".⁴
- Falsifying one's attendance in a course or fieldwork⁵
- Falsifying letters of support or letters of reference
- Falsifying academic records and transcripts
- Misrepresenting the amount of work one has contributed to group assignments and activities⁶
- Falsifying doctors' notes or other documentation related to petitions or missed work
- Modifying graded, returned material then submitting it for regrading

Source: "Forms of Academic Dishonesty." New York University, 26 Aug. 2012, Web. 11 Apr. 2013.
http://www.yorku.ca/tutorial/academic_integrity/acaddishforms.html

ACADEMIC PROBATION

Eligibility Policy and Procedure for Student Participation in Athletics, Cheerleading, and Tri-School Musicals

Central Coast Section rules dictate that any student who has a grade point average of below 2.0 at the end of any grading period is ineligible to participate in athletics until the next grading period.

Notre Dame High School requires that ATHLETES, CHEERLEADERS, and TRI-SCHOOL PRODUCTIONS PARTICIPANTS not only have a GPA of 2.0 or above, but also may not have a report card/progress report that contains "Incomplete grades", 2 or more "D's" or one or more "F's". **Students may not tryout for athletics, cheerleading, or tri-school productions if she has 2 or more "D's" or one or more "F" on a report card/progress report.**

Athletic Probation

If a student-athlete does not meet the minimal grade expectations on her report card at the end of any grading period, she is on athletic probation for the period of one week (M-F). If at the end of that week, the student-athlete has brought her grade(s) up to acceptable stated levels, she will again be eligible to participate. This probation continues on a week-to-week basis until the student-athlete has improved her grade to the required level. This policy remains effective even if the student-athlete drops the class. In order to remain eligible, student-athletes may not have:

- Incomplete grades
- Two or more “D’s”
- One or more “F’s”
- A GPA below 2.0

During the probationary period, if a student-athlete improves her grades in question to the required level, but allows other grades not in question to not meet the minimal grade expectations, the student-athlete will remain on athletic probation and repeat the process outlined above. Once a student-athlete meets the requirement for participation, grades will not be checked until the next grading period.

Interim Grace Period (Athletes and Cheerleaders Only)

There is a grace period (student-athlete may continue to practice and play) at the end of the first and fourth grading periods for the student-athlete who has earned an "Incomplete grade", two or more “D’s” or one or more “F’s” on her report card. She will be placed on athletic probation at mid-second and/or mid-fifth grading period (3 weeks after the date grades are submitted) if her grade/grades continue to fall below the following unacceptable stated levels:

- Incomplete grades
- Two or more “D’s”
- One or more “F’s”
- GPA below 2.0

If the grade(s) remain at or below these levels, the student-athlete is on probation for one week on a week-to-week basis. This procedure continues until the student-athlete has improved her grade to the required level. This policy remains effective even if the student-athlete drops the class.

Student-athletes will not be allowed to participate in athletic competition (practice or games) at the start of the new semester if they finish the prior semester with two or more “D’s”, one or more “F’s” and/or GPA below 2.0. If the student-athlete finishes with incomplete grades at the end of a semester, the student-athlete must complete all course work (tests, homework, term papers and projects) and a passing grade must be recorded with the Registrar’s Office. Only then will the student-athlete will become eligible again. The policy will be included in the contract each student and parent is required to sign and will also be monitored by the Athletic Director, Aquacades Coordinator and the Tri-School Musical Directors.

Tri-School Production participants have a grace period of one week to raise their grade to an acceptable level. Students who fail to raise their grades after one week will be removed from their participation in the Tri-School Production.

The Associate Head of School for Academics reserves the right to review each case individually.

COLLEGE AND CAREER COUNSELING PROGRAM

The College and Career Counseling Program is an integral part of the entire school program which assists students and families in college and career counseling and works in conjunction with the academic counselors to establish best goals for each student.

The College and Career Counselors work with students as they plan for their future by coordinating a comprehensive four-year program for students and their parents on the college selection process. All students are assisted in the assessment of their abilities, test scores, and performance in school as they select appropriate colleges to visit, apply to, and ultimately attend. The College and Career Center is open to all students. The Center contains materials and software related to college and career choices as well as current information on available scholarships.

ACADEMIC COUNSELING

The **Academic Counseling Program** at Notre Dame High School supports the intellectual, social, and emotional growth of students. Counselors assist students in the identification of their interests and talents and in the development of strategies for problem solving and goal attainment. The program assists students with academic and personal counseling.

Counselors help students as they select their courses and plan programs that reflect balance among academics, activities, and sports. Throughout the year, they meet with students to review their report cards, help them recognize and value their accomplishments, and plan strategies for improvement when needed.

Confidentiality – Counselor to Pupil

School counselors are trained to help students with educational planning, career decisions, understanding test scores, and personal concerns. Certain information of a personal nature that students share with the counselor is confidential. Exceptions that a counselor must report are (1) child abuse; (2) child neglect; (3) sexual molestation; (4) planned, attempted, or perpetrated criminal activity; or (5) situations involving a clear and present danger to the student. In addition, the counselor will have to testify or give information when ordered to do so by a court or when ordered to testify in any judicial or administrative hearing. Also, if the counselor makes a referral to a health care provider (psychiatrist, physician, psychologist, and the like), some information will be given.

Naviance: Internet Based College Planning Program

Naviance is a program to assist students and parents with college search, planning, resume building, GPA tracking, and scholarships for colleges. It is required that all student at Notre Dame High School register and utilize Naviance throughout their years at NDB. This is an excellent program that can help students manage time, focus their academic interests, and help demystify the college planning process. It also has features that allow teachers and counselors to submit transcripts, teacher recommendations, and Counselor reports electronically to most colleges and universities. Students will be introduced to Naviance in the spring of their freshman year.

Off Campus Coursework

Notre Dame High School, as a WASC/WCEA accredited educational institution, limits extracurricular coursework credit only for courses that are taken through equally accredited institutions. Students who complete coursework outside this guideline may request to have this course/s added to her transcript as evidence of an extracurricular elective. The course will not impact her GPA calculation, nor be used to complete graduation requirements. **Verification of completion of extracurricular elective coursework must accompany the request to be placed on a student's transcript.**

National Testing Program at NDB

Grade 10	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)
Grade 11	PSAT/NMSQT

STUDENT RECORDS

Family Educational Rights and Privacy Act of 1974 (FERPA):

"An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless that agency or institution has been provided with evidence that there is a legally binding instrument or a state law or court order granting such matters as divorce, separation, or custody, which provides to the contrary."

Notre Dame High School abides by the provisions of the Family Educational Rights and Privacy Act of 1974 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Notre Dame High School will provide the non-custodial parent with access to the academic records and to other school-related information regarding his/her daughter. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a parent wishes to view his/her daughter's official folder, a request must be made in writing to the attention of the Associate Head of School for Academics. Upon receipt of the written request, the Associate Head of School for Academics will make the student's official folder available within twenty-four hours.

Health Records

Entering students are required to have completed health inventories, current medical examination forms, and immunization records on file. **State law dictates that this information be on file before admission to classes.**

Emergency Card

These forms are to be updated annually. The emergency card must be signed by a parent/guardian. These forms are due by orientation and registration day.

SECTION IV

STUDENT BEHAVIORAL POLICIES AND EXPECTATIONS

STUDENT BEHAVIORAL EXPECTATIONS

Students of Notre Dame High School are expected to conform their lives to Christian principles at all times, whether at school, at home, or in the community. It is expected that Notre Dame High School students will model high values at all times and in all situations. Notre Dame High School prohibits conduct, **whether inside or outside school**, that is detrimental to the school.

A positive learning environment is essential to quality education. Guidelines exist in order to create an atmosphere in which students with different personalities and talents can come together harmoniously while working toward personal and common goals.

THE HEAD OF SCHOOL RESERVES THE RIGHT TO REVISE, ADJUST, OR AMEND ANY AND ALL POLICIES AND CONSEQUENCES IN THIS HANDBOOK.

School Hours 7:00 a.m. – 6:00 p.m. daily

The Staff of Notre Dame High School, Belmont believes

1. The student's presence and participation in classroom instruction are an integral part of the educational process.
2. The student has a responsibility to attend the classes for which she has registered.
3. Activities scheduled within the school day are an essential part of the school day. Attendance at all school activities is mandatory.
4. It is expected that the family will cooperate with the school in these attendance policies and will not schedule vacations, trips, and appointments during school time. The school does not concede to parents the right to alter the school calendar for the purpose of a family trip.

General School Policies

1. Students may not be in the building or pool area without adult supervision.
2. Homeroom is required of all students. Official attendance is taken in every class. Parents are called when the Student Services Officer is unable to account for the student.
3. All visitors to the campus must clear their visit with by reporting to Room 100.
4. In the case of illness, disciplinary problems, or other emergency, parents are expected to come to the school when notified by the Head of School, Associate Head of School for Academics, or the Associate Head of School for Student Affairs.

School Building

1. Students are to maintain an academic atmosphere.
2. There should be no running in the halls; this can be a source of injury to self and others.
3. Students show respect for self and others when maintaining order and cleanliness on the campus.
4. Shouting is disruptive to the educational process. Students are asked to respect each other's academic need for quiet.
5. Tampering with health and safety equipment on campus will result in suspension or expulsion.

ATTENDANCE POLICIES AND PROCEDURES

Attendance is mandatory at homeroom, classes, class meetings, student body assemblies, school-wide liturgies, and other designated activities. All students are to be on time whenever attendance is required. Tardiness is considered a serious matter and, if chronic, will be dealt with as an unexcused absence. Students who are tardy for any class or activity will serve detention. Students may not leave campus during the day without permission from the Associate Head of School for Student Affairs and parents.

Students may not visit other schools without permission from the Associate Head of School for Student Affairs.

If a student leaves the home of the custodial parent/guardian, the Associate Head of School for Student Affairs will confer with the custodial parent/guardian and student regarding the student's continued enrollment at Notre Dame High School.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Head of School's office. The school will not be held responsible for failing to honor arrangements that have not been made known. While the school appreciates that family issues may sometimes be complex, the school cannot get involved in the family dynamics.

Students who turn 18 before graduation are still bound by the same rules and regulations as outlined in this handbook.

In the event of teacher absence from class, students are to contact the Associate Head of School for Academics' Office (Room 106) or the Associate Head of School for Student Affairs' Office (Room 105) immediately unless other instructions are given. Students will remain in their seats when an adult is not present in a classroom.

Excused Absences

Excused absences include the following:

- 1. Personal illness: after four consecutive days of absence, a physician's note is required for readmittance to school. The student is expected to make up the work missed. Teachers will assist the student as well as permit her to make up tests and turn in late assignments as outlined in course syllabi.**
- 2. Emergency medical appointments: the student must have a note from both her parent/guardian and the doctor confirming the emergency appointment.**
- 3. Funeral services of immediate family, close family relatives, or friends.**
- 4. Observance of a religious holiday or ceremony (2 weeks advance notice to school).**
- 5. Personal court appearance (requires verification).**
- 6. Personal problems excused by the Associate Head of School for Student Affairs in consultation with the counselor and parent.**

A pattern of excused class absences will result in disciplinary probation, suspension, requested withdrawal, or any other action deemed appropriate.

RE-ADMISSION FOLLOWING ANY ABSENCE

The student, upon return to school after an absence, late arrival, or early dismissal, will, **before reporting to her first class:**

- 1. Bring to the Student Services Assistant in Rm. 103 a note of explanation signed by her parent to be kept on file;**

2. Receive an admission slip;
3. Retain the slip and obtain assignments and teacher's signatures for all classes missed; and
4. Return admission slip to the Attendance Office.

Late Arrival/Early Dismissal

A student who misses any part of a day due to late arrival or early dismissal is counted as one-half day absent. The following procedures are used for Late Arrival and Early Dismissal:

A parent calls the school between 7:30 a.m. and 7:55 a.m. stating the legitimate reason with a request for either early dismissal or late arrival, or the parent may call the night before and leave a voicemail message. Upon arriving at school, the student is to report with a note to the Student Services Office **before going to class.**

Medical/Dental Appointments

Medical/dental appointments must be verified by a note from the doctor's office.

Off Campus and/or Early Dismissal Permits

1. The student will bring a note signed by her parent to the Student Services Assistant before her first class. Such requests must include reason for leaving campus, hour of departure, and approximate time of return.
2. The student will have the early dismissal/off campus permit signed by her last teacher and will then return it to the Attendance Office.
3. Because Notre Dame High School, Belmont is a closed campus, students are required to be present unless prior written permission to leave the grounds has been obtained.
4. Once students have arrived on campus for the morning, they may not leave the school grounds. Students leaving campus without permission will face disciplinary consequences **(3 hours detention and/or suspension)**.
5. Students may not loiter in the parking lot or sit in cars. No student may enter the parking lot during the school day unless she obtains permission from the Associate Head of School for Student Affairs or Student Services Office.

THE SCHOOL DOES NOT CONCEDE TO PARENTS THE RIGHT TO ALTER ANY SCHOOL POLICY FOR PERSONAL FAMILY REQUEST.

ABSENCE

In the event of absence through illness or necessity, the student's parent is responsible for notifying the Student Services Office before the student's first class at 8:30 a.m. The switchboard is open at 7:30 a.m. Prior to that time, messages may be left on the school's voice mail system.

Upon return to school after an absence, the student must present to the attendance clerk a note from the parent explaining the reason for the absence and must obtain an admit slip in order to return to classes. This must be done BEFORE the school day begins.

A pattern of class absences may result in further action involving the classroom teachers, academic counselor and Associate Head of School for Academics. (p.48 &51)

Student Responsibility After Absence

1. Unexcused (including suspension): The student is not excused from any previously planned or announced assignments or tests upon her return to school. This includes quizzes, tests, and projects.

2. Excused: All make-up work and tests must be made up in a timely manner to be determined by the teacher in consultation with the student.
3. Performance-Based Classes: (e.g., Chorus, Band, P.E.). Students enrolled in performance-based classes may be asked to withdraw from the class due to prolonged illness/absence. Another class will be assigned.

Planned Absences

Any student who requests release from school for family trips or extended absences must submit a request in writing from the parent to the Associate Head of School for Academics (not to the teachers). All other absences are handled by the Associate Head of School for Student Affairs through the Attendance Office.

One planned family trip, not to exceed one week of school, is allowed per semester with the following stipulations:

- Notice must be provided to the office of the Associate Head of School for Academics at least two weeks in advance of the planned trip
- The student must work with her teachers to ensure that any work or assessments due during the absence are completed prior to leaving on the trip (unless the teacher informs the student otherwise) to ensure that the student can fully participate in the family trip as well as not fall behind in her course work
- Upon return to school, the student is to share a summary of the trip along with 2-3 keys take-aways and some images with the Associate Head of School for Academics. This can be in the form of a blog post, a movie, a journal, or any other format the student is comfortable with
- There will be no planned absences approved or supported by the school the final two weeks of a semester.

Students have two days release time per year, which they may use for college visitation or school sanctioned club activities. These days may be consecutive or individually requested and are to be considered separately from total allowed absences per semester.

Students may only participate in one overnight trip per semester (2-5 academic class days). Such school sponsored overnight trips include, but are not limited to:

- **KAIROS**
- **Close Up**
- **Immersion Trips**
- **Church Sponsored Trips**
- **Club Sports**
- **Leadership Conferences**
- **Spiritual Life Trips**
- **Any non-Intersession Trips**
- **Mission Trips**
- **8th Grade Retreats**
- **College Visits and/or interviews**

The school does not sanction any trips after graduation. No one may use the school's name without permission from the Head of School.

Unexcused Absences

Unexcused absences are all other absences not defined under excused absences.

1. A student who has missed more than eight (8) days per class in a semester will receive a “No Credit” for the course unless the student has received an excepted absence through the Associate Head of School for Student Affairs’ office. An excepted (i.e., not reflected as one of the 8 allowable) absence includes:
 - illness for which a student has been advised by a physician to remain at home
 - family emergency
2. Any student who returns to school without a note from her parent which excuses her absences will be given an unexcused absence and will automatically receive a detention.
3. The student will receive an “F” grade for the missed class. The teacher has no obligation to provide assistance to the student for missed work (unexcused absences may affect student grade).
4. The student may not make up tests or quizzes given on the day of the unexcused absence nor may she make up for FULL CREDIT assignments due or given on that day. The teacher may add an assignment to make up for the class time missed.
5. Students may not seek permission from parents to leave school because of forgotten items, etc. The school reserves the right to deny student’s dismissal from school for non-legitimate reasons.
6. **A pattern of unexcused class absences** will result in disciplinary probation, suspension, requested withdrawal, or any other action deemed appropriate.
7. Students must be in attendance at least half a day before they can participate in after-school or evening extracurricular activities (i.e., sports, dances, club activities, etc.).

Prohibited Areas for Student Gatherings

Students are prohibited from gathering in Belmont businesses between the hours of 8:00 a.m. and 3:00 p.m. Mondays through Fridays. Prohibited areas include Carlmont Shopping Center and other local retail venues.

Tardies

All students who arrive to school or any class after the second bell must report to the office for a tardy slip. Students may be allowed 3 excused tardies per semester at the discretion of the attendance clerk in consultation with the Associate Head of School for Student Affairs. A note must be provided. All tardies beyond the 3 will be unexcused, unless a doctor’s note is provided. Students who arrive tardy because of a medical or dental appointment must provide a doctor’s excuse verifying the appointment or must serve a detention. Tardiness is not excused for students who remain home to finish an assignment. A student will be placed on in-house suspension on the ninth tardy. (See policy re: Suspension). **On late arrival days, students who arrive tardy, will be unexcused and given detention.**

Attendance at Afternoon and Evening School Events

It is expected that a student will attend all classes on the day of mixer, sports or club activity, dance, etc. (See policy on [Dances and Mixers](#).) Any exception to this policy will be decided by the Associate Head of School for Student Affairs.

Truancy

A student who absents herself from a class without following school attendance procedures is subject to the following action:

1. She may be suspended for one day;
2. She will not be allowed to make up work or tests missed on the day of truancy; and
3. She will be placed on Disciplinary Probation.

Work Permits

A permit to employ issued by Notre Dame High School is a privilege and not a right. The work permit will be revoked when Notre Dame High School determines that the employment is impairing the health or education of the minor. (See Federal Labor Standards). Students needing a work permit should report to Rm. 100 with their request.

Procedures for Withdrawing from School

A student who is considering transferring from Notre Dame is encouraged to discuss her options with her counselor or an adult on campus. A student choosing to withdraw must, in conjunction with her parents, schedule an appointment with the Director of Admissions and Head of School. The Director of Admissions will give the student a Withdrawal Form upon completion of the exit interview.

A student who withdraws from school must complete a withdrawal form and obtain the required signatures. When the withdrawal form is completed, it is returned to the Registrar's Office, and a transcript is forwarded upon request.

DISCIPLINE POLICIES & PROCEDURES

Detention

Unless otherwise arranged, detention is an after school supervised activity. A detention may be given by any faculty member who observes a student out of dress code, tardy to class, drinking or eating in the halls, disrupting a class, being disrespectful, or engaging in behavior the teacher deems inappropriate.

The following is the school's detention policy:

- Detention will meet 2 times per week (Tuesday and Thursday)
- Student earns detention one day and serves it the next time detention meets
- No show = additional hour to be completed
N.B. If the student has an excused absence on the day the detention is due, she will not be penalized but must serve the detention on the next assigned detention day.
- The **only excuses accepted** for rescheduling without penalty are a written doctor's/dentist's note or verification of court appearance. **(Sports and work commitments are not acceptable excuses for not serving detention as assigned).**

Multiple Detentions

The Associate Head of School for Student Affairs will contact parents of students with multiple detentions and will initiate further action as needed.

Disciplinary Probation

A student who is involved in one serious disciplinary incident or who demonstrates repeated infractions of school policy and/or procedures and/or whose behavior consistently shows poor attitude or lack of cooperation may be placed on disciplinary probation. The decision to place a student on disciplinary probation will be made by the Associate Head of School for Student Affairs.

The probationary period will be clearly specified as to length of time, conditions, and improvements that must be made. Failure to comply with the terms of the disciplinary probation may result in suspension, requested withdrawal from Notre Dame High School, and/or any other measure deemed appropriate.

A student on disciplinary probation is not permitted to participate in nor attend any extracurricular activities during the time of her probation. If she holds an ASB office, a class or club office, or plays on any sports team or is a cheerleader, she will be removed from the office or team. Seniors on disciplinary probation may not participate in the Senior Holiday.

Discipline Review Board

The Discipline Review Board meets at the request of the Associate Head of School for Student Affairs to review significant behavioral problems and serious disciplinary issues which may warrant suspension or expulsion. The Board is comprised of the Associate Head of School for Student Affairs (Chair), the Associate Head of School for Academics, appointed faculty members, and the student's counselor. The Board will meet to determine appropriate consequences for the student and will make a recommendation to the Head of School who makes the final decision regarding the consequences for the student. The parents and student may request a hearing for an appeal. The Head of School or the Associate Head of School for Student Affairs will inform her parents of the decision of the Board. Members of the Discipline Review Board keep in confidence anything discussed at disciplinary hearings.

Suspension

Students may be suspended for a serious infraction. If an assignment is due during period of suspension, it is the responsibility of the student to turn the assignment in on time regardless of her suspension (i.e. e-mail, fax, etc.). It is the student's responsibility to request work from the teachers during the period of suspension. A student who has been suspended must turn in all missed work on the day she returns from her suspension. Students who miss taking a test during the period of suspension must take the test on the day she returns. Suspension may be in-house or out of school.

Students who have been suspended may not run for class, club, or ASB office. Any student who is suspended will be placed on disciplinary probation. (See details regarding Disciplinary Probation). The length of probation will be determined by the seriousness of the incident.

Expulsion

A student may be expelled for conduct either inside or outside of school which is detrimental to the reputation of the school and/or the general welfare of the student body. When it becomes necessary to consider the expulsion of a student from school, the final decision will be made by the Head of School.

Final Recourse

The Head of School is the **final recourse** on all disciplinary matters and may waive any and all regulations for just cause at her discretion.

Forgery

Forgery is considered a serious offense. Students can be suspended as a consequence and will be disciplined accordingly.

Home Study

A student may be put on a "home study" program if she casts discredit on the school or if, in the opinion of the Head of School, it is in the best interest of the school. A student arrested for a serious wrongdoing will be put on home study until the matter has been resolved. Students who must remain at home for disciplinary reasons will be placed on home study and must adhere to the following conditions:

- Teachers will give assignments.
- Students are required to turn in all homework.
- If she is an ASB or class officer, she must relinquish her position.
- Credit for assignments, projects, etc. will be determined by the Associate Head of School for Academics and individual teachers.
- Arrangements for tests will be made with the student's parents.
- Students placed on home study may be readmitted pending review of the situation by the Associate Head of School for Academics and Associate Head of School for Student Affairs.

Social Networking

Students who attend Notre Dame High School are expected to behave according to high standards. Therefore, the school does not tolerate any type of inappropriate, harassing, or blasphemous **social networking** either while in or out of school. **Students who choose to behave in this manner will face serious disciplinary consequences.**

MISCELLANEOUS POLICIES AND PROCEDURES

Student Conduct at Out-of-School Events

While attending events at other schools, Notre Dame High School students are considered to be representatives of the school. Therefore, the rules governing conduct at school functions will apply to behavior off campus. Violations of Notre Dame High School rules or those of other schools or organizations will result in a parent conference and any other disciplinary action deemed necessary depending upon the specific action and circumstances. Students who violate school rules while on a school-sponsored day or overnight trip will be sent home at parents' expense.

Student conduct should reflect a sense of responsibility as well as respect for others.

Money

1. Students should not bring large amounts of cash or valuables to school. If absolutely necessary to bring a large sum, please turn it into the front office for the day.
2. Students may ask the Associate Head of School for Student Affairs to hold money/valuables for a day.

NDB IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS

Visitors

The only visitors who are allowed are those who are "shadowing" another student as part of the application process. Any exception to this policy must be approved in advance by the Associate Head of School for Student Affairs.

DANCE POLICY

Dances and mixers should provide an opportunity for students to socialize in a supervised and safe environment.

Dance Regulations

1. All mixers on campus are held from 7:00 – 10:00 p.m. No one is allowed to enter after 7:30 p.m. Notre Dame High School students may not leave before 9:30 p.m. Students not in attendance at school (Friday for both Friday and Saturday night dances) may not attend. Any exceptions to this policy will be decided by the Associate Head of School for Student Affairs.
2. The Associate Head of School for Student Affairs will refuse admission to anyone whose behavior and attire are not appropriate. A maximum of 600 students are admitted. The NDB student is responsible for her guest's behavior.
3. Students will not be admitted into any school-sponsored dance without a student ID or other valid photo identification.
4. All bags, purses, jackets, or other hand-carried items may be subject to inspection.
5. Student attire for dances must be clean, neat, and follow the school's standards of modesty and appropriateness. The school reserves the right to determine the appropriateness of any attendee's dress. (See below).
6. Glow sticks or any glow items are not allowed at dances.
7. There is no smoking or vaping on campus. Notre Dame High School students found smoking or vaping will not be admitted to the dance and will face disciplinary consequences. Guests found smoking will not be admitted to the dance and an administrator at their home school will be notified.
8. Each dance is contingent upon the behavior exhibited at the previous dance. Students are responsible for any damage. An evaluation follows each mixer.
9. Tickets are pre-sold only
10. Any student under the influence of controlled substances will be sent home in the company of a parent. Further disciplinary measures are described in the section on Drugs and Alcohol (p. 61). The drug and alcohol policies of the host school will be enforced at all times.
11. Students who would like to attend the Winter Formal or prom without a date may purchase single tickets. The Winter Formal is open to all Notre Dame students and their guests. The Prom is open to all Notre Dame juniors and seniors and their guests.
12. Students who do not comply with rules and expectations will be sent home by the Associate Head of School for Student Affairs or personnel in charge after the parent/guardian has been notified.
13. Students and their guests must engage in acceptable and appropriate forms of dancing for a Catholic high school dance. The school reserves the right to determine the appropriateness of any attendee's form of dance. (see below)

Dance Attire

All students and their guest **MAY NOT** wear the following:

1. hats, bandanas, or other head coverings
2. sweats
3. ripped or torn clothing

4. rubber beach thongs, backless sandals, or slippers
5. clothing that promotes alcohol, drugs, profanity, tobacco, or anything deemed inappropriate by the school

In addition, the following items **MAY NOT** be worn:

- **Males only:** sleeveless shirts or tank tops
- **Females:**
 1. halter, tube tops, tank tops, spaghetti straps, tops that reveal the midriff or bare back, off the shoulder tops
 2. short skirts
 3. shorts
 4. spandex pants or tights
 5. dresses or skirts with slits above the mid-thigh

Closed shoes must be worn at all times by both males and females. Males are required to wear shirts with sleeves. Shirts may not be worn open (i.e.; unbuttoned). Schools may modify the dress requirement for a theme dance or formal.

Types of Dancing

Students and their guests **MAY NOT** engage in the following types of dancing:

- slamming
- break dancing
- “freak” dancing
- moshing
- twerking
- sexually explicit, suggestive, or otherwise inappropriate or dangerous dancing

Students in violation of any of these rules will face the following consequences:

- parents of students will be contacted to pick up their child
- guests will be asked to leave the dance
- student’s and guest’s ID’s will be confiscated
- student will face disciplinary procedures as deemed appropriate by the school

Belief Statement on Student Behavior Related to Prom

Each student attending the junior/senior prom and her parents are required to sign a prom contract that outlines appropriate pre and post prom behavior.

Assemblies

Students are expected to behave in a manner appropriate to the occasion.

Food

1. Eating is confined to the dining room, soda fountain, and outside areas.
2. No eating allowed in the following areas:
 - Hallways**
 - Innovation Lab**
 - Locker Rooms**
 - Computer Labs**
 - Classrooms (unless accompanied by a teacher)**
 - Moore Athletic Pavilion & Monument**
 - Art Lobby**
 - Library**

3. Students should be considerate of others by disposing of papers, wrappers, and food in receptacles provided. Tables should be left clean.
4. Students are encouraged to recycle and compost using the receptacles in the Dining Room and on the school grounds.

DRESS CODE

Notre Dame High School maintains a dress code in order to free the student from the distraction of clothes competition and to promote an academic school climate. Dress code attire should always be clean, neat, and appropriately sized. Students are expected to be in their uniforms going **to and from school**. Dress code extends to campus, classrooms, and halls and applies during the entire school day, i.e., from **8:30 a.m. – 6:00 p.m.** General appearance should be appropriate to the business of school. Students should enter and leave campus dressed in uniforms unless they have received special permission from the Associate Head of School for Student Affairs. Pants that "sag" below waist level are not appropriate for school. Uniforms should be in good condition (no frayed hems). Shoes are to be worn at all times. Jewelry should be minimal. No more than four earrings per ear are allowed even on modified dress days. Visible body piercing outside of clothing is not allowed. This includes tongue and nose rings. "Visible piercing" includes those covered up by Band-Aids or flesh-colored tape. All tattoos shall be covered while on campus whether in uniform or modified dress. Students who violate the dress code may be detained in the Associate Head of School for Student Affairs Office or sent home. Hairstyles are to be neat, clean, and reflect the business of school. A student with an unnatural hair color will be required to dye her hair an acceptable color. No more than two natural hair colors will be allowed. No "hair designs" are allowed. A student may not have her hair visibly shaved above the bottom lobes of her ears.

Hair should be brushed, combed, or styled to comply with this regulation. Nails should be worn at a length appropriate for the business of school.

The student who does not conform to these rules will be required to stay at home until she is in compliance.

Students enrolled in PE or dance classes should only wear attire that is required by the instructor.

Formal Uniform attire is to be worn at all school liturgies, and announced school functions, when students represent Notre Dame High School, and at other times determined by the Associate Head of School for Student Affairs

Formal Uniform

- Navy blue Mills skirt (M150)
- Navy blue Mills skirt (M150) **with logo** (grade 12 only)
- Black or navy blue biker shorts
- White polo
- Navy blue V-neck sweater with ND logo (sweaters may be removed after the assembly)
- Black, blue, or **dark brown leather** closed shoes (no canvas or tennis type shoes allowed: no more than 2" heels; no platforms). Mary Janes are allowed
- White uniform ND logo socks only

Everyday Uniform

- Navy blue Mills skirt **with logo** (grade 12)
- Navy blue or khaki Mills skirt (M150) (grades 9-12)
- Black or navy blue biker shorts *
- White or navy polo shirt with ND logo
- Navy blue or grey fleece vest with ND logo (optional)

- Any NDB sweatshirt
- Any type of **tennis shoe** in blue, white, black, brown, or gray. (Tom's, Sperry's, or Vans are allowed). **No other footwear may be worn** (i.e., Birkenstocks, sandals, moccasins, Uggs, etc.)
- Blue, black, brown, or white socks or tennis socks (logos allowed), or white, black, navy blue tights are allowed. No striped socks. No fishnet or patterned tights.
- Black/Navy Leggings
- Any Notre Dame shirt may be worn under the polo tops. **Polo Shirts must be worn under sweatshirts.**
- Every Friday is modified dress following the modified dress guidelines

*** IT IS REQUIRED THAT STUDENTS WEAR NAVY BLUE OR BLACK BIKER SHORTS UNDER THEIR SKIRTS**

Heavy Outerwear

Jackets and coats may **not** be worn in the building or during the school day. Jackets and coats must be put in lockers.

Light Outerwear

Students may wear any Notre Dame High School, Belmont sweatshirt, fleece jacket, or vest, and the Notre Dame High School letterman jacket is also acceptable. No plaid flannel shirts or other sweatshirts are allowed. Hoods are not to be worn in class.

Skirt Length

The dress code is the navy blue or khaki Mills (M150) pleated skirt. Students may not roll their skirts at any time. Parents and students should ensure that skirt lengths are worn at a modest length for the business of school. Biker shorts should always be worn under the skirt. The Associate Head of School for Student Affairs reserves the right to send students home for skirts worn at an inappropriate length. Parents should monitor their daughter's skirt length throughout the year.

Tops

The polo shirt must be worn everyday and may be worn outside of the skirt. Any Notre Dame shirt may be worn under polo tops. Undershirts may not show below blouses or polo shirts. Students may wear the white 3/4 length sleeved Mills blouse as an option at any time.

The school expects that parents will monitor their daughter's uniform and not allow her to wear skirts that are inappropriately short.

Modified Dress Day Guidelines

Students should dress "for the business of school".

Casual

On **modified dress** days, clothing should be neat and clean, not conflict with the stated guidelines, and be appropriate for the "business of school." Students may not wear out of dress code items (see below). Students in violation of the **modified dress** code will be detained in the Student Services Office or sent home. **No open back shoes allowed.**

OUT OF DRESS CODE

Students **MAY NOT** wear the following items at any time:

- short/halter tops (i.e. no skin should show if hands held above head)
- tank tops with straps that do not cover bra strap
- tube tops
- off the shoulder tops
- sweat pants (except NDB sweatpants)
- short skirts (inappropriate length for the business of school)
- long johns
- shorts under their skirts (boxer shorts or athletic shorts) which hang below the skirt hem or show through the skirt
- shorts (including athletic shorts)
- mini skirts
- unhemmed, patched or “holey” clothing of any type
- rubber beach thongs or soccer sandals
- hats
- platform shoes
- backless sandals
- flip-flops
- any type of slippers
- no high top shoes of any kind is allowed
- pajama pants
- fishnet or patterned tights
- Yoga Pants (**note that yoga pants are not allowed**)

Athletic Attire:

Athletes should wear team T-shirts and socks on GAME DAYS ONLY. Athletes may change into team uniforms during lunchtime on game days.

Fridays: All Fridays are modified dress Days

INTERNET SAFETY

Inappropriate internet activity is prohibited by the school. **Parents are expected to monitor their daughter’s internet use at home, particularly social networking sites.** The safety of each student is paramount. Students cannot expect “privacy” when posting or using the internet. Students who post any type of inappropriate or defamatory statements or engage in harassment or bullying on the internet (via social media, blogs, etc.) about other students, teachers, staff members, etc., will face **serious disciplinary consequences.** Deliberate defamation of others is not consistent with Christian values and students will be held accountable for intentional harm they cause others. Misuse of any Internet site (i.e., defamation of family, school, others) is prohibited and students may face disciplinary consequences. **If a student opens any Internet Account under a teacher’s name or another student’s name, she will be expelled.**

Notre Dame High School Systems may not be used to transmit, retrieve, or store any type of communication, messages, image, or material

- that is discriminatory, defamatory, or harassing;
- that contains derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes, or any other condition or status protected by Federal, State, or local law;
- that is obscene or X-rated;
- that contains abusive, profane, or offensive language;

- that involves “spam” or other means or forms of communication which abuse the privilege of communications or use the system irresponsibly;
- that violates any policy of Notre Dame High School, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the School.

Cellular Phones

Cellular phones must be turned off and kept out of sight in the student’s locker or backpack.

1. Students who need to use their cell phone for an emergency or personal reason may come to the front office or to Student Services office and ask for permission to use their cell phone.
2. Any parent who needs to contact his/her daughter during the school hours should call the Student Services Office. Parents may not contact students by cell phone during the school day.

Unless otherwise directed by a teacher for class purposes, the following applies to cell phones during the school day:

- Phones must be kept in the **OFF** position from 8:00 a.m. to 3:00 p.m.
- Phones seen or used during the school day will be confiscated and retained in the Associate Head of School for Student Affairs’ office.
- In addition, those who violate any of the rules regarding cell phones may also forfeit their privileges of bringing them to school and will be issued a detention.
- No cell phones may be used for picture taking without consent of the subject
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling, or making purchases of any kind.
- Pagers, (beepers) **are not to be brought to school under any circumstances.**
- Students who need to use their cell phone for an emergency or personal reason may come to the Student Services Office and ask for permission to use their cell phone.

(Education Code Section 48901.5) (a) The governing board of each school district, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, paging and signaling equipment, by pupils of the school district while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school district employees. (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and use of which is limited to purposes related to the health of the pupil.

Classroom Phones

Phones are provided in the classrooms for teacher communication to and from the front office and between classrooms. Students may not use these phones unless directed by the teacher in the classroom.

Student Use of Personal Laptop Computers

Students must bring their own laptop computers to school in accordance with the Notre Dame 1+1 Policy and adhere to the school’s +1 AUP guidelines. Individual teachers will determine specific guidelines for use within their classrooms. **Notre Dame High School is not responsible for theft, loss, or damage of personal items including all electronics/digital devices (i.e. cellular phones, laptops, iPods, iPads, etc.).**

Portable CD Players, I-Pods, MP3 Players, Walkmans

These devices may be used with headphones only during free periods and lunch times. These may not be used during class unless specifically approved by the teacher. **Notre Dame High School is not responsible for theft, loss, or damage of personal items including all electronics/digital devices (i.e. cellular phones, laptops, MP3 players, tablets, etc.).**

SKATEBOARDS, ROLLER BLADES, OR ROLLER SKATES

Skateboards, rollerblades, or roller skates may not be brought to school or school related activities.

Transportation to Extracurricular Activities

Ordinarily, students will be transported in a rented bus or in the school van driven by certified drivers. For some extracurricular activities, students, with parents' permission and the approval of the Head of School, may travel to the event in private automobiles.

Overnight Trips/Chaperones

Overnight trips sponsored by Notre Dame High School must include one female chaperone per eight students unless there is a sponsoring organization, which provides adult female chaperones (e.g., Washington, D.C. Close Up). One of these chaperones must be a faculty member. If more than one chaperone is needed, a parent or non-faculty member in addition to the faculty member may chaperone. Any exceptions to this policy will be decided by the Administration of Notre Dame High School. All non-faculty or staff chaperones will be inserviced by the Associate Head of School for Student Affairs.

HEALTH AND SAFETY

Possession or Use of Drugs, Alcohol, or Related Paraphernalia

1. Any student who has used or is in possession of drugs, alcohol, or related paraphernalia at school or at school related activities will be sent home immediately in the company of her parent or guardian.
2. For a first offense, a conference with the student and the parents will be held. The student will be suspended for a minimum of 3 days and placed on disciplinary probation. The police may be involved. The student and her parents must agree to a drug evaluation including a mandatory drug test by a school-approved professional. A hearing by the Discipline Review Board will occur when appropriate or upon request of the administration or parent. The student must comply with deadlines set by the Discipline Review Board.
3. For a second offense, the student may be liable for immediate expulsion.
4. Just "being there" constitutes a violation of the Education Code which states that any student who knowingly remains on premises where any alcoholic beverage or intoxicant is being illegally used, sold, or possessed is in violation of Education Code 48900 and the school's discipline policy.
5. Any exceptions to this policy will be decided by the Associate Head of School for Student Affairs, the Head of School, and the Disciplinary Review Board. Students who have been suspended may not run for class, club, or ASB office.

II. Selling Controlled Substances or Possession of Controlled Substances for Sale

Any student who is found dealing in or selling drugs on campus or on school-sponsored trips or activities will be expelled and the police will be involved.

BULLYING

Definition of Bullying

The following information will help us understand bullying:

1. Bullying can be direct or indirect, blatant or subtle. It involves an imbalance of power and repeated and intentional actions.
2. Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, harassment of any kind, including, but not limited to, sexual harassment, or racial/ethnic/gender/sexual orientation harassment.
3. Bullying is cutting someone off from essential relationships.
4. Bullying includes isolating a target by making the person feel rejected by his or her community.
5. Bullying is malicious gossip and rumor spreading.

Bullying often occurs outside of the physical school grounds, yet these actions impact the safety, security and peace of mind of our students as though they occur on school grounds, and is therefore equally prohibited outside of the physical school grounds. Any bullying behavior demonstrated at school or outside of school that affects our school community will be addressed by the school. Examples of bullying outside the school could be but are not limited to the following:

- Electronic communications that include physical or other threats and/or malicious gossip and slander.
- Hit list or polls via email or other methods of communication naming specific students and/or teachers.
- Sending humiliating photographs of others.
- Stealing passwords and misrepresenting oneself.
- Changing any other person's personal profile.
- Hazing, or any ritual that degrades, humiliates, threatens, or physically hurts another person as a pretext for joining an athletic team or other formal or informal group.
- Any type of physical or other threatening behavior.

Expectations of Parent and Community

As a community of parents and educators, we can work together to help our children/students understand the values of respect, compassion, forgiveness and generosity. As adults in the community, we can model appropriate behavior by treating others with dignity and respect. We can remind our children/students to be inclusive when planning parties and weekend events and discourage the inappropriate use of social networking sites. We can agree to communicate with one another when there is a concern. Parents can call one another and talk about ways in which they can help their children negotiate differences, hurt feelings and conflicts on their own. Parents can remain neutral when talking about other people's children and can always stress the value of forgiveness over retaliation. Parents can stress the importance of building relationships with all people and can provide guidance in how to nurture relationships with people whom they perceive as "different". Parents can teach children to speak up against injustice rather than being silent bystanders. Parents and educators can work together to teach and model a team approach to life and to instill the same desire in our children/students to take initiatives to lead responsibly.

NDB Bullying Policy

As a school, we will take any report of bullying seriously. All of our students should feel included, valued, and respected. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or activity restriction, depending on the frequency and/or severity of the behavior. Any student who is suspended will not be permitted to return to school without a reentry meeting with an administrator.

Some situations, including less severe first offenses, may be handled by the school through student conferences, mediation, or other interventions without a phone call home. If more serious bullying behavior occurs, possible consequences could be suspension or expulsion from participation on a sports team or in other school activities. No matter how important your child is to the success of the team, play or other school activity, her performance is a privilege, not a right, which privilege will be given or continued on as long as your child contributes to the good of the whole. Subsequent consequences could include school suspension or expulsion from the school. If any of these consequences should become likely, parents/guardians will be notified by phone or in writing.

HARASSMENT

Introduction

In 1992, the Archbishop of San Francisco promulgated a comprehensive set of policies and procedures covering all forms of unlawful harassment, with particular emphasis on sexual misconduct in the workplace and in ministerial relationships, as well as highlighting the unique respect and responsibility which is owed by adults to children. This supplement to the Archdiocesan Comprehensive Guidelines is designed to serve as a more detailed policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did. This policy does not replace the 1992 policies and procedures. It is meant to be read and applied in conjunction with that document. Therefore, many of the government and Archdiocesan reporting laws and procedures are not repeated herein. Rather, the focus here is on education.

A complete copy of the Comprehensive Policy Against Harassment, including the detailed policies on child abuse and student-to-student harassment is available in the Head of School's Office.

Student to Student Harassment

Introduction

This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

As indicated below, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

Harassment in General

Catholic teaching and practice affirm the Christian dignity of every person. Harassment is unacceptable conduct that is severe, pervasive, and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive, or intimidating because of the individual's race, religion, creed, color, age, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of a student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets.

Written Harassment: Suggestive or obscene letters, notes, or invitations.

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement.

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters.

Disciplinary Action

This policy prohibits student-to-student harassment whenever it is related to school activity or attendance, and occurs at any time including, but not limited to, any of the following:

- while on school grounds;
- while going to or coming from school;
- during the lunch period whether on or off campus;
- during, or while going to, or coming from, a school-sponsored activity.

Any student who engages in the harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline, as students of schools in the Archdiocese are expected to conform their lives to Christian principles at all times.

Student's Responsibility

It is the student's responsibility to conduct herself in a manner which contributes to a positive school environment. Students will not commit acts which tend to injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

Administration's Responsibility

To promote an environment free of harassment, the Head of School shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment seriously and will review and investigate such allegations of harassment in a prompt, professional, and thorough manner.

Student Harassment Administrative Procedures

In order to ensure that all students and employees have knowledge of this policy and administrative procedures, a copy of the policy:

1. shall be provided to all faculty members, administrative staff, and support staff at the beginning of each school year or at the time that a new employee is hired; and
2. a summary of the policy shall appear in the parent and student handbooks at each local site.

Complaint Procedure

- Students who feel aggrieved because of conduct that may constitute harassment may, depending on the severity of the conduct, directly inform the person engaging in such conduct that such conduct is offensive and must stop. In many circumstances, it may be better to directly contact an adult, such as those listed below.
- If students do not feel comfortable doing this or are unable to do so, they shall direct their verbal complaint to their parents or to a School Counselor, Head of School or Associate Head of School for Student Affairs. If a claim of sexual harassment is involved and students are uncomfortable speaking to administrators who are of the opposite sex, then they may request that a same-sex teacher also be present. These persons have been designated to assist in resolving harassment complaints and are bound by the highest degree of sensitivity, concern, and professionalism.
- The designee receiving the complaint will follow the school's disciplinary plan and will act in a prompt and timely manner to ensure that the matter is investigated and responded to in accordance with legal and Archdiocesan requirements. Any investigation will be conducted in as confidential manner as is consistent with these requirements and a thorough investigation of the complaint.

STUDENT SAFETY

Illness and Injury During the School Day

Students who become ill or are injured during the school day will report to the Student Services Office.

1. No injured student will be moved until she has been seen by a responsible person.
2. Students are not to notify parents of accident or injury without first notifying the Associate Head of School for Student Affairs, Associate Head of School for Academics, or Head of School and are not permitted to leave campus without first obtaining the approval of parents or the person designated on the Emergency Card. Students who leave campus without the school's permission are subject to disciplinary consequences.
3. Parents are required to keep emergency information updated.
4. Immunizations required by the State of California must be kept up to date. Students with incomplete health files will not be allowed to proceed with registration.

Loss or Damage of Personal Items

Notre Dame High School is not responsible for theft, loss, or damage of personal items including all electronics/digital devices (i.e. cellular phones, laptops, iPods, iPads, etc.).

Medication

School personnel are not permitted to give medication of any description, even Tylenol, to students without proper authorization. In order for a student to receive medication, including Tylenol, the student is required to have permission on file on the back of the Emergency Form.

Physical Altercations

Physical assaults and verbal altercations between students are met with severe penalties which may include one or more of the following: three days suspension, disciplinary probation, removal from office or sport, and/or expulsion. In almost every instance, each participant involved in the altercation will receive the same penalty.

Pregnancy

In compliance with the school's policy, which requires approval based on the joint decision made by the student, her parents, her physician, and the Administration, a pregnant student enrolled at Notre Dame High School, Belmont, will be allowed to remain at school. The student's continued enrollment will be subject to a periodic review based on circumstances and counseling particular to the situation

Smoking and Vaping

The law prohibits any person under 18 from possessing tobacco or tobacco products. Students found **smoking or vaping** on campus or off campus while in uniform or while attending school-sponsored activities will be suspended for a minimum of one day. Parents will be notified.

Stealing

Students who steal are liable to suspension and/or expulsion. Included in this area are:

- stealing another student's or faculty member's personal property
- tampering with another student's or faculty member's personal property
- stealing from the cafeteria
- taking of library materials (i.e. item has not been properly checked out or special permission was not obtained)
- failing to return lost property
- theft of any school property

Weapons and Dangerous Instruments; Fireworks

Students are not allowed to possess, handle, or transmit any object that can reasonably be considered a weapon: a) on the school grounds at any time; b) off the school grounds at any school function or event; c) or while enroute between home and school. Students violating this rule are subject to expulsion.

Vandalism

Students who deface or damage school property shall be liable to disciplinary action including suspension or expulsion and restitution.

AIDS

1. The school community will be provided with current, accurate information regarding the causes, effects, and prevention of HIV infection, AIDS, or other related conditions.
2. In all aspects, as the school responds to AIDS and its victims, it assumes the responsibility to combat fear and misinformation and to stress the apparent nonexistent risk of transmitting AIDS through casual contact.
3. The Administration will ensure that all rights to confidentiality of the student or staff member are strictly observed in accordance with the law and policies governing the confidentiality of student and staff records.

Fire Safety

It is the responsibility of the Administration, faculty, and students at Notre Dame High School to develop a serious attitude toward fire safety. A false fire alarm shows a disregard for fellow students by disrupting the school day and, more seriously, by exposing the entire school to a potentially dangerous situation. Because of the nature of the action the consequences must be serious. Therefore:

1. The individual responsible for a false fire alarm is subject to severe disciplinary action including suspension or expulsion.
2. Other students who demonstrate support for such irresponsible behavior by refusing to take action will share in the consequences. These consequences will be decided by the Associate Head of School for Student Affairs.

Fire Drills/Emergency Evacuation Procedures: Notre Dame High School follows the Big-Five Direct Responses:

Dismissal in Case of School Emergency

In the rare instance in which school must be dismissed for the day due to an emergency, the following procedure will be followed:

1. School will be dismissed and students will be sent home by their usual means of transportation.
2. Major radio stations will be notified and asked to announce the dismissal of school for the day.
3. Students who have special problems, e.g., illness, public transportation shut down, excessive distance to walk in inclement weather, will be retained, and a reasonable effort will be made to contact the parent by telephone.

PUBLIC DISASTER PROGRAM
(See [BIG FIVE PROTOCOL](#) in Appendix H)

Administrative and Faculty Responsibilities

1. Instruction
 - a. Regular disaster drills are conducted.
 - b. Prevention information is provided.
2. Supervision
 - a. Faculty supervise students at all times.
 - b. Some staff are trained in CPR and First Aid.
3. Referral
 - a. Red Cross
 - b. Belmont Police and Fire Departments
 - c. Communication of Disaster Procedures to parents

Disaster Procedures

1. Donnelly Field and the Moore Pavilion will be used as shelter areas during self-contained disasters.
2. If necessary, students will be moved to the nearest disaster shelter, the Notre Dame de Namur University (NDNU).
3. Faculty members will supervise students in the disaster areas.
4. Students will remain in the shelter until parents arrive. Students will not be released to anyone not listed on the emergency form.
5. Parents are to come directly to the shelter areas.
6. Hospitals will be designated by Public Safety Officers.

Recommendation for Parents from Public Safety Agencies

1. Proceed to school for current information regarding students.
2. Because regular routes to school may be closed, find alternate routes.
3. Because all private telephone lines may be down, arrange for a family telephone contact person outside the disaster area.

SECTION V

STUDENT ACTIVITIES

SCHOOL CALENDAR

The Notre Dame High School Activities Calendar will only be available on line. Updates will be entered on a regular basis. Please note that the web calendar takes precedence over the School Planner.

SPIRITUAL LIFE PROGRAM

The focus of the Spiritual Life Program is for the holistic and spiritual development of the school community and the heightening social awareness in our students. The Spiritual Life Program includes regular celebrations of liturgy, a required retreat program, community service, immersion trips, and reflection opportunities for students, faculty and parents. In addition, Spiritual Life Team Members are a resource for students who need assistance with concerns or problems **(for more clarification regarding community service and graduation requirements, please (see pg. 34)).**

Liturgies

The entire school community gathers throughout the year for liturgies and prayer services in celebration of special occasions. Spiritual Life offers opportunities for student participation through planning and liturgical ministry roles such as altar servers, lectors, Eucharistic ministers, greeters, ushers, and music ministers. Training for these roles will be available at least once a year. All students are expected to attend these gatherings. Parents are always welcome to attend.

RETREATS

Mandatory Retreat Policy

As part of spiritual development, the school provides each student an annual retreat experience. All students are required to attend a minimum of one mandatory school retreat each year. Students are excused from classes on the day of the retreat, but are responsible to make arrangements with their teachers to make up schoolwork. Students who miss a mandatory retreat due to illness or family emergency may be excused (illness may be excused only with a doctor's note). Students who miss a mandatory retreat due to an unexcused absence may need to complete a make up experience, which will be given on a case-by-case basis. Students who miss a retreat must speak with their spiritual life teacher to determine if making up the retreat is needed.

Optional Retreat Policy

Other retreats are available for spiritual development such as Kairos. If a student chooses to attend these retreats, she is responsible to make arrangements with her teachers to make up missed schoolwork.

If a student is an athlete or a member of a Tri-School production, it is the student's responsibility to check in with her coach, the Director of Athletics or Director of the Tri-School production to make sure the dates she will be away for retreat does not conflict with her commitment to her team or the production. If a student does not speak to necessary people prior to signing up for an optional retreat, her spot may be revoked and she may not be able to participate in the retreat.

If a student signs up for a retreat, but has to withdraw her participation due to anything other than illness or a family emergency, The Spiritual Life Program reserves the right to keep the deposit the student paid. This will help any cost that has already been paid in honor of the student signing up.

Students who choose to attend the Kairos Retreat may not participate in any other overnight experience sponsored by Notre Dame during the same semester (i.e., Close Up, Athletics, etc.).

Kairos Participation and School Work

Students who choose to participate on a Kairos Retreat understand that, while their participation is an excused absence, they are responsible for all work missed while they are away. The student is responsible for being caught up with all assignments in each class prior to leaving for the retreat. If student is missing work prior to Kairos, those assignments will not be accepted. Kairos participants will have one class day to make up any work, test or quiz for every class day they missed for the retreat. (e.g., A student misses Block 2 on Friday, then Block 2 meets on Tuesday and Thursday the next week; they are to be given until that Thursday class meeting to turn in make up work.)

If a test or quiz is scheduled in a class the first two days after a Kairos Retreat, the Kairos participant will be given an extra day to prepare for the test/quiz. (e.g., A test is scheduled in a student's English class the Tuesday after Kairos. The student will not have to take the test until the Thursday of the same week.)

In order to support students in making sure they keep up with their work, they are required to speak with all teachers, having them sign the Teacher Verification Form and turn in the form ONE WEEK prior to the Kairos Retreat start date.

Students who follow these requirements will be able to take advantage of the makeup timeline stated in the above paragraphs.

STUDENT BODY DUES/CARD

All students are members of the Notre Dame Student Body and participate in the Student Activities program. Student body dues funding student activities are included in the tuition amount. An official student body card with photo is issued to each student at the beginning of the school year. A \$10.00 replacement fee will be charged if Identification Card is lost.

STUDENT COUNCIL

Student Council consists of Associate Student Body Officers, Class Officers, and Homeroom Presidents. Student activities, funds, and areas of student concern are discussed in the Student Council. Any member of the school community is welcome to participate in the meetings.

STUDENT ELECTION PROCEDURES

1. Elected positions at Notre Dame are positions of responsibility as well as honor. A student running for office must meet the following qualifications:
 - a. A student may hold a specific Class Officer position for no more than two years
 - b. A student running unopposed MUST receive $\frac{3}{4}$ of the class vote in order to be elected
 - c. Attended a General Leadership Info Meeting (will be announced by March 2019)
 - d. Completed the 2019 Common Application for Leadership (will be available by March 2019)
 - e. Attended required activities for student council applicants (will be posted by March 2019)
 - f. Is able to attend the NDB Leadership Event and Student Council retreats and events (dates will be announced by March 2019)
 - g. Has met the expectations of behavior set by the school
 - h. Has represented the school and her class in a positive way and is a positive contributing member of her homeroom. *Homeroom Moderator and faculty/staff will be asked to evaluate participation in the life of the school and in homeroom.*

- i. Has not received more than three detentions during the current semester
- j. Has maintained a cumulative 2.8 GPA (3.0 for ASB officer candidate) and is not on academic probation, and has no current D or F grades.
- k. Has not been suspended for any reason during the present school year (August – April)
- l. Has not been removed from any elected position for any reason during the past school year
- m. Has fulfilled the required number of service hours set for her current grade
- n. LOVES Notre Dame and her class!

Candidates for ALL student council positions must follow all election guidelines in applying to run, meet all deadlines, and turn in a complete application.

The Administration reserves the right to judge the eligibility of each applicant in meeting requirements.

- 2. If elected to Student Council, candidate agrees to exercise responsible leadership by:
 - a. Performing her elected duties to the best of her ability;
 - b. Representing the school and her class in a positive way;
 - c. Cooperating with the expectations of behavior set up by the school (e.g. rules, dress code, politeness, and respect for all persons in the school, etc.);
 - d. Cooperating with other officers in the class and student body; and
 - e. Attending Student Council retreats, and events
 - f. Attending all Student Council/Class Council meetings. If any Student Council member misses up to two meetings, then her third absence would provide reason for removal

REQUIREMENTS FOR RUNNING FOR STUDENT COUNCIL

A student wishing to run for Student Body Office, Class Office, or Homeroom President will petition to have her name added to the ballot. She must complete the election application. There may be no campaigning during class time.

Students running for Student Body Office, Class Office, or Homeroom President must attend a Leadership Information Meeting **and** complete the Common Application for Leadership by the due date in order to attend an Election Information Meeting. (Dates of these meetings and the due date for the Common Application for Leadership will be announced no later than March 2019.)

A Homeroom President may be a member of a Leadership Board or hold a Club Office in addition to being on Student Council. Student Council Members may NOT be on Link Crew and vice versa. Any student currently in an elected office position who receives three detentions for serious infractions of school rules (i.e., cuts, off campus, insubordination, etc.) will be evaluated by the Director of Student Life & Wellness to determine whether she can remain in office. Any student placed on academic or disciplinary probation may be removed from office. This includes Student Body Officers, Class Officers, Homeroom Presidents, and Other Student Leaders. Those running for Student Council must follow all guidelines as outlined in the election packet and observe the deadlines that are posted prior to election.

A Student Council Member who has a GPA that falls below 2.8 (3.0 for ASB officers) will have one grading period to raise it or she will be removed from office.

All Student Council Members will sign a contract outlining the terms associated with Student Council. If a student would like to review the contract prior to applying to run for Student Council, it is available in the Student Life & Wellness Office.

REMOVAL FROM OFFICE

- An impeached class or club president will be replaced by the current vice-president of the class or club.
- In the event that a homeroom president is removed from office, her partner would take over. If there is no partner, the homeroom would hold re-elections for interested students who meet the qualifications to run.
- If any student council member forfeits or is removed from her office for any reason she will not be allowed to run or apply for any leadership position for the following year.

N.B.: The Election Committee is made up of the Associate Head of School for Student Affairs and Director of Student Life and Wellness.

OTHER MAJOR LEADERSHIP POSITIONS

Students who are interested in applying to be a Link Crew Leader, or a member of the Spiritual Life Board, California Scholarship Federation Board, National Honor Society Board, Ambassador Board, Ambassador Internship or Wellness Board must meet all qualifications of the leadership position they are interested in, attend a General Leadership Information Meeting **and** complete the Common Application for Leadership by the due date in order to be considered for their area of leadership interest. (Common Application for Leadership due date will be announced no later than March 2019.) Qualifications for leadership positions are available in the Student Life and Wellness Office.

Leaders may hold only one board position. Board Officers may also be a Student Council Homeroom President. Due to the intense leadership requirements and expectations, Student Council Members may **not** be on Link Crew and vice versa.

All Student Leaders agree to exercise responsible leadership by:

- a. Performing her duties to the best of her ability;
- b. Representing the school and her class in a positive way;
- c. Cooperating with the expectations of behavior set up by the school (e.g. rules, dress code, politeness, and respect for all persons in the school, etc.);
- d. Cooperating with other student leaders and adult moderators; and
- e. Attending meetings and other events/activities associated with her leadership position

All Student Leaders (organizations listed above) will sign a contract outlining the terms associated with the leadership position. If a student would like to review the contract prior to applying for a leadership position, it is available in the Student Life and Wellness Office.

If a Student Leader does not perform her duties or if she no longer meets the requirements for the position, she may be removed at the discretion of the moderator(s) for her leadership position in consultation with the Associate Head of School for Student Affairs and the Director of Student Life and Wellness. (See **“Removal from Office”** above)

STARTING A CLUB

Students interested in starting a new club or renewing an existing club will be invited to attend the NDB Club Renewal and Creation Meeting which will occur in September 2018. Applications and guidelines for starting and renewing clubs are available in Student Life, Leadership and Wellness. All clubs must have a Notre Dame faculty or staff member as a moderator.

ATHLETIC PROGRAM/SPORTS

All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director, in consultation with the Head of School, is final. Ordinarily, the Head of School will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

In keeping with our NDB philosophy, which seeks to encourage the development of the whole person, the NDB athletic sports program is offered. This program attempts:

1. To build physical ability, endurance, and mental alertness in an atmosphere that is respectful of all persons involved;
2. To teach that practice and teamwork are necessary for achievement;
3. To develop a capacity to deal with competition, to teach giving 100%, and to accept defeat with patience and victory with humility;
4. To encourage a sense of loyalty to and pride in the Notre Dame, Belmont community.

It is expected that parents and athletes will respect the policies and decisions made by the coaches. Any concerns regarding athletics should first be addressed with the coach and then the Athletic Director.

Eligibility

In addition to meeting the required academic standards, eligibility to try out for after-school sports at Notre Dame High School is based on completion of the following:

- Consent/Waiver form;
- Emergency card
- Physician's report of medical examination
- Steroid Contract
- Concussion Information Sheet
- Athletic Transportation Form

Deadline for returning these forms is July 15 of every new school/athletic school year for fall, winter, and spring sports. Failure to comply with these requirements and deadlines may result in ineligibility. The Athletic Director and/or Athletic Trainer will communicate further information regarding tryout procedures during the course of the year.

Moore Pavilion Lockers

All athletes are required to have an athletic locker in the Moore Pavilion during their season of play.

ATHLETIC REVIEW BOARD

The purpose of the Athletic Review Board is to review complaints from parents and students after all other efforts to resolve the conflict have been exhausted (i.e. final decision of coach and Athletic Director). The Athletic Review Board is a standing committee that sits for the year.

The Athletic Review Board is composed of the following members:

- Two Members of the Faculty/Staff (non coaches) appointed by the Administration
- Two Coaches appointed by the Administration. (If one of these coaches is the coach of the team under review, another coach will be appointed by the Administration)
- The Associate Head of School for Student Affairs
- The Head of School (non-voting member)

The Athletic Director will be responsible for setting up the meeting at the request of the family and/or athlete. After review of the issues at hand, the Athletic Review Board will vote and their decision will be final. The Athletic Director will inform the family and/or athlete in writing of the Board's decision.

STUDENT PUBLICATIONS

Literary Magazine

From *Pen to Paper* is published at the end of each year by students to highlight the creative efforts of the student body in the areas of poetry, prose, short story, and art work.

Yearbook

The Torch is published annually by students who handle content, advertising, photography, and layout in the yearbook class. The cost of the yearbook is included in the annual tuition.

APPENDIX

APPENDIX A

TEEN PROVISIONAL LICENSE INFORMATION

(PLEASE NOTE THAT NOTRE DAME HIGH SCHOOL FOLLOWS THE [PROVISIONAL LICENSE LAWS.](#))

License Restrictions

In January 2006, California increased driving restrictions for persons under the age of 18 who hold a provisional driver license. Effective January 1, 2006, teen drivers with a provisional license are prohibited from:

- transporting passengers under 20 years of age, AT ANY TIME, for the **first 12 months**.
- driver between 11 pm and 5 am for the **first 12 months**.

unless drivers with a provisional license are accompanied and supervised by a licensed parent, guardian, other licensed driver 25 years of age or older, or a licensed or certified driving instructor.

One noted exception is for immediate family members to be transported to and from school in certain situations by the provisional driver. **Students on a provisional license may transport siblings to and from school, however, a signed note by a parent or legal guardian must be kept in the student's possession.** There is no exception for friends, carpools or extracurricular activity.

https://www.dmv.ca.gov/portal/dmv/detail/teenweb/dl_btn2/first_year

NOTE: There are other restrictions and some exceptions that are described further on the State of California Department of Motor Vehicles website. Be aware a signed note must be kept in your possession for any of these exceptions. Please use the following link for additional information; http://www.dmv.ca.gov/dl/dl_info.htm#FIRSTYEAR.

Effective July 1, 2008, Drivers under the age of 18 may not use any type of wireless device such as a telephone (including "hands-free"), pager, laptop, or any other electronic communication or mobile service device to speak or text, while driving.

Exceptions: A cell phone may be used in an emergency situation to call police, fire or medical authorities (California Vehicle Code §23124).

(Excerpt taken from DMV website.)

A provisional license becomes a full license when you:

- Become 18 years old or one year from the date issued, whichever comes first.
- Have no outstanding DMV or court-ordered restrictions, suspensions or probation.

You do not need to return to the DMV to obtain your full license.

Drivers under 21 are still subject to a one-year license suspension if their blood alcohol concentration exceeds .01 percent when driving.

Suggested links:

[Parent Teen Training Guide:](#)

https://www.dmv.ca.gov/portal/dmv/detail/pubs/dl603/teen_hm/gettingstarted

APPENDIX B

POLICY REGARDING ALCOHOL AT SCHOOL EVENTS

It is the policy of NOTRE DAME HIGH SCHOOL to forbid the use of alcohol at any student related activity and under no circumstances may an adult serve or permit alcohol to be served to a minor at any event, or sponsored by NOTRE DAME HIGH SCHOOL even if the minor is with her parent or guardian.

However, alcohol may be served on campus or at school-sponsored events under certain circumstances according to the following guidelines:

1. An outside group renting a school facility may serve alcoholic beverages only after receiving written approval of the administration as part of the official contract or lease agreement.
2. Alcohol may be served at a school-sponsored, adult-related event upon the prior written approval of the administration.
3. Students are not allowed to be present at or to participate in any event on campus where alcohol is served unless they are accompanied by their parents/guardians or have the prior written permission of their parents/guardians and the administration.

**PERMISSION SLIP FOR STUDENT PARTICIPATION IN A
SCHOOL-SPONSORED EVENT WHERE ALCOHOL IS SERVED**

Since it is the policy of NOTRE DAME HIGH SCHOOL that “students are not allowed to be present at or participate in any event on campus where alcohol is served unless they are accompanied by their parents/guardians, or have the written permission of their parents/guardians and the written approval of the administration “ and since your daughter has been asked to participate in an on campus event where alcohol will be served, you are asked to provide your permission for her to participate in this event.

Event _____

Sponsor _____

Date _____ Time _____

Location _____

Name of Student _____

Approval of Parent/Guardian _____

APPROVAL OF ADMINISTRATION

Name _____ Date _____

APPENDIX C

GUIDELINES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

All those employed at Notre Dame High School should recognize that while on campus or at any school related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus.

- Faculty and staff are not to be connected to students on social media through their personal accounts. Any use of social media to connect with a club or team is to be done via a separate work related profile. Use of social media is for communication of school related events.
- A faculty or staff member may not associate or be present with students or be party to activities where civil law and/or school rules are violated.
- Students must be viewed as the “restricted individuals,” i.e., they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardians. They are not adults and are not permitted independent decisions. All involvements/interactions should be approached from this premise.
- Caution and professional attitudes are to be observed in all interactions with students.
- Students are never allowed to go to a faculty/staff member’s home unless it is a school-sponsored activity. Such activities would require the written permission of the parents or guardians, the presence of other adult chaperones, and the expressed and detailed knowledge/permission of the school administration. An exception is made for babysitters. It is acceptable for staff members to hire babysitters who are students to care for their children in the staff member’s home, per discussion with the Head of School.
- Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental/guardian permission slips that indicate that the transportation is by the faculty/staff member’s personal vehicle. The school administration must approve any use of personal vehicles to transport students.
- Student trips must have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
- Games or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.
- A faculty or staff member may not date a student. A breach of this code will result in immediate dismissal.
- Faculty and staff members must avoid assuming the role of a “father or mother figure,” which tends to create an excessive emotional attachment for all parties.
- Faculty and staff must never exploit their authority in their dealings with students.
- While in a room with a student/students present, the door is to remain open, or there must be clear visibility through door windows.

- Discussions of a sexual nature must always take place in an appropriate educational context.
 - Sexual jokes, slang or innuendo must be avoided when interacting with students.
- Topics or vocabulary, which could not comfortably be used in the presence of parents or the Administration, may not be employed with students.
- Alcohol may not be consumed in the presence of students, unless the Administration has authorized its use at a school-sponsored event, nor should it be used irresponsibly prior to attending school events.
- Faculty/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor are they to be touched in any way that could be construed as inappropriately affectionate.

APPENDIX D

+1 POLICY

With a fully charged laptop in their hands every day, students will...

+1 Power Up & Prepare for Learning!

School is a learning environment. Make the most of it!
Batteries charged and...ready to go!

+1 Act with Integrity

Give appropriate credit to others. Originality and sincerity are a MUST!

+1 Create a Positive Digital Footprint

Develop, manage, and curate your digital identity.

+1 Express Your Academic, Original and Creative Self

Create and communicate content to show who you are.

+1 Model Know How! Lead and Collaborate

Proactively learn, share, and cooperate.

Anything not on this list is UNacceptable use and will be subject to academic and/or disciplinary measures.

APPENDIX E

STUDENT EMAIL COMMUNICATIONS POLICY

A. Purpose of the Policy

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at NDHSB. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using Email rather than printed communication. Because of the increasing reliance and acceptance of electronic communication, Email is considered an official means for communication within NDHSB.

Implementation of this policy ensures that students have access to this critical form of communication. For some students, this will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, Email as the need arises. All Email Messages inbound from the Internet and addressed to the official Email address are scanned for viruses and other forms of malicious content.

B. Scope

This student Email policy is not inclusive of all aspects of Email. It provides guidelines regarding Email as an official means of communication:

- NDHSB use of Email
- Assignment of student Email addresses
- Student use of and responsibilities associated with assigned Email addresses
- Expectations of Email communication between faculty and student and staff and student

C. Policy

1. **NDHSB use of Email** Email is an official means of communication within NDHSB. Therefore, the School has the right to send communications to students via Email and the right to expect that those communications will be received and read in a timely fashion.
2. **Assignment of student Email addresses** The Technology Department will assign all students an official NDHSB Email address. It is to this official address that the School will send Email communications.
3. **Expectations regarding student use of Email** Students are expected to check their official Email address on a frequent and consistent basis in order to stay current with NDHSB communications. The campus recommends checking Email on a daily basis in recognition that certain communications may be time-critical.
4. **Appropriate use of student Email** In general, Email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.
 - All use of Email, including use for sensitive or confidential information, will be consistent with the NDHSB Parent and Student Handbook in general, and in particular, with the Student Technology Use Policy.
 - Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of Email, including use for sensitive or confidential information, will be consistent with FERPA.
 - Email shall not be the sole method for notification of any legal action or disciplinary action.

5. Inappropriate use of student Email

- a. Students will not use their NDHSB access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
- b. Students should not email, post to websites or blogs, images, photos or video of employees of NDHSB. This includes the creation of fan pages or groups on social networking sites.

APPENDIX F

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellent in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since the beginning in 1921.

Membership in Notre Dame's chapter is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Scholarship

- Current sophomore, junior or senior with a minimum of 3.5 cumulative (weighted) GPA
- If the AIRB (Academic Integrity Review Board) has found the student to have breached the Notre Dame's academic integrity policy twice, the student will not be eligible to apply for NHS.

Service

- Applicants must have a minimum of 30 (sophomore), 60 (junior), or 90 (senior) service hours on file with Campus Ministry.
- The community service program seeks to instill in students a love of service for others and aims to challenge and inspire students to live out the Gospel values through a commitment to social justice, compassion, and respect for the dignity of all persons.
- We look at the quality, consistency, and dedication to service.
- Descriptors:
 - o Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
 - o Works well with others and is willing to take on difficult responsibilities

Character

- A person of character demonstrates the following six qualities: trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- Descriptors
 - o Takes feedback and accepts recommendations willingly
 - o Upholds principles of morality and ethics
 - o Follows and exemplifies school rules
 - o Demonstrates the highest standards of honesty and reliability
 - o Regularly shows courtesy, concern, and respect for others

Leadership

- The leadership criterion is considered highly important for membership selection.
- Process of positive influence in which one person can enlist the aid and support of others in the accomplishment of a common goal.
- Active and consistent leadership position in a formal or informal capacity.
- Active involvement on our campus (this does not need to be a major leadership position).
- Descriptors:
 - o Demonstrates initiative in promoting school activities
 - o Is able to delegate responsibilities
 - o Successfully holds school offices or positions of responsibility
 - o Demonstrates reliability and dependability
 - o Is a leader in the classroom, at work, or in other school or community activities

APPENDIX G

STUDENT CLUB FUNDRAISING/DRIVE POLICY

APPLICATION PROCESS

- Associate Head of School for Student Affairs and The Director of Student Life and Leadership approve NDB Clubs annually. The Student Club application process happens at the beginning of each school year. Once clubs are approved, they prepare for a Club Fair, and the Club Fundraising Event (Individual students may NOT fundraise.)
- Any NDB approved student club in need of financial support to further its cause/passion is encouraged to participate in the NDB Club Fundraising Event organized through Student Life, Leadership and Wellness. Details of the NDB Club Fundraising Event will be shared at the mandatory Club Fundraising Event meeting scheduled in September, 2018. Any club interested in receiving financial support will have participated in the fundraising event and will be required to fill out a Request for Club Funds Form.

FUNDRAISER OR DRIVE PROCESS

- Homeroom Teachers may promote Notre Dame sponsored Fundraising drives, Sisterhood Trifecta events, NDB athletics, tri-school art and other Spirit Point related events events in Homeroom. Homeroom Teachers may not otherwise solicit student financial support of causes. Adults may promote non-NDB causes in the Mail Room only. Faculty may not assign or allow fundraising as a class project.
- Money raised must be turned into the Business Office, Student Life and Wellness or Spiritual Life (if it is a Spiritual Life fundraiser) each day. Money must be deposited within three days of the end of the fundraiser. Funds raised or goods collected must be conveyed to the benefited organization within five days of completion.
- Campus food service must be notified if food will be sold on campus.
- Clothing and other drives must be approved by Student Life and Wellness and Spiritual Life.

APPENDIX H

THE BIG FIVE

THE BIG FIVE
Community Packet

2016 - 2017

**SCHOOL EMERGENCY GUIDELINES
IMMEDIATE ACTION RESPONSE AND HAZARDS**

DISASTER SERVICE WORKER

California Government Code, Section 3100, Title 1, Division 4, Chapter 4 states that public employees are Disaster Service Workers subject to such disaster service activities as may be assigned by their superiors or emergency service commanders. The term “public employees” includes all persons employed by the state or any county, city, city and county, state agency or public district. The law applies in the following cases:

- When a local emergency is proclaimed
- When a state of emergency is proclaimed
- When a federal disaster declaration is made

WHAT DOES A DISASTER SERVICE WORKER DO?

- Public employees serving in the role of Disaster Service Workers may be asked to do jobs other than their usual duties for periods exceeding normal work hours
- Employees may be scheduled in shifts and asked to return to the work site at hours outside the normal work day
- Disaster Service Workers will be deployed within the Incident Command System and may perform a variety of duties including oversight of shelter care, communications, logistics, first aid and comfort, or community support and safety

When pressed into disaster service, employees' Workers' Compensation coverage becomes the responsibility of state government (OES), but the employer pays the overtime. These circumstances apply only when a local or state emergency is declared.

CALLING 911

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

WHEN REPORTING AN EMERGENCY

- ❑ Remain calm and speak slowly and clearly
- ❑ Be prepared to provide name, location of the incident, and caller's location, if different from the scene of the emergency
- ❑ Although caller ID information may transfer immediately to the 911 Dispatcher, it is **not** available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for EVERY call received
- ❑ Answer all questions asked by the 911 Dispatcher, even those that seem repetitious
- ❑ Do not hang up until the Dispatcher says to do so

CALLING 911 FROM A CELL PHONE

- ❑ 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match political boundaries
- ❑ Know your cell phone number and be prepared to give the dispatcher an exact address

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take **immediate** steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations.

Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must be taught what to do in the event that any of these response actions is implemented.

ACTION	DESCRIPTION
SHELTER IN PLACE	Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units
DROP, COVER & HOLD ON	Implement during an earthquake or explosion to protect building occupants from flying and falling debris
SECURE CAMPUS	Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned
LOCKDOWN / BARRICADE	Initiate for an immediate threat of danger to occupants of a campus or school building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement
EVACUATION	Implement when conditions outside the building or off-site are safer than inside or on-site. Requires moving or directing students and staff to move from school buildings to a pre-determined safe location

SHELTER IN PLACE

SHELTER IN PLACE is a short-term measure implemented to isolate students and staff from the outdoor environment and prevent exposure to airborne contaminants or threats posed by wildlife or other hazards. The procedures include closing and sealing doors, windows, and vents; shutting down the classroom/building heating, ventilation and air conditioning systems to prevent exposure to the outside air; and turning off pilot lights.

SHELTER IN PLACE is considered appropriate for, but is not limited to, the following types of emergencies:

- External Chemical Release
- Fire in the Community
- Hazardous Material Spills

SHELTER IN PLACE:

- Requires an understanding that all heating, air conditioning, and ventilation systems may be shut down immediately
- Requires an understanding that all pilot lights and sources of flame may need to be extinguished
- Requires an understanding that any gaps around doors and windows may need to be sealed
- Allows for free movement within classrooms or offices

DROP, COVER AND HOLD ON

DROP, COVER AND HOLD ON is the immediate action taken during an earthquake to protect students and staff from flying and falling debris. It is an appropriate action for, but is not limited to, the following types of emergencies

- Earthquake
- Explosion

DROP, COVER, AND HOLD ON:

- Must be practiced for immediate and automatic response
- Is the single most useful action to protect oneself in an earthquake
- In the event it is impossible to duck under sturdy furniture, continue to cover face and head with arms and hold onto something sturdy
- Requires an awareness that most injury in earthquakes is the result of
 - breaking glass or falling objects
- Requires an awareness that fire alarms and sprinkler systems may go off in buildings during an earthquake, even if there is no fire
- Requires alert attention to aftershocks
- Requires that staff and students assist those with special needs to ensure safe cover for all
- Evacuate only if there is damage to the building, the building is on fire,
 - or location is in a tsunami zone

SECURE CAMPUS

SECURE CAMPUS is implemented when the threat of violence or police action in the surrounding community requires precautionary measures to ensure the safety of staff and students. When a campus is in **SECURE CAMPUS** status, classroom instruction and/or activity may continue as long as all classroom and office doors are locked and all students and staff remain inside **through the duration of the event**. Outer gates and other entrance/exit points can be closed (**NOT LOCKED**) to deter a potential perpetrator from entering school grounds.

This response is considered appropriate for, but not limited to, the following types of emergencies:

- Potential threat of violence in the surrounding community
- Law enforcement activity in the surrounding community

A **SECURE CAMPUS** response may be elevated to **LOCKDOWN / BARRICADE** in which case instruction immediately ceases and students and staff follow **LOCKDOWN / BARRICADE** procedures.

SECURE CAMPUS:

- Is intended to prevent a potential community threat from entering campus
- Heightens school safety while honoring instructional time
- Requires that **all** exterior classroom / office doors are locked and remain locked
- Is intended to prevent intruders from entering occupied areas of the building
- Requires that students and staff remain in **SECURE CAMPUS** status until **ALL CLEAR** is issued by School Incident Commander

LOCKDOWN / BARRICADE

LOCKDOWN / BARRICADE is implemented when the imminent threat of violence or gunfire is identified on the campus or the school is directed by law enforcement. During **LOCKDOWN / BARRICADE**, students are to remain in designated classrooms or lockdown locations at all times. Do not evacuate until room is cleared by law enforcement or site administration. This response is considered appropriate for, but not limited to, the following types of emergencies:

- Gunfire
- Threat of extreme violence outside the classroom
- Immediate danger in the surrounding community

LOCKDOWN / BARRICADE:

- Is a response to an immediate danger; it is **not** preceded by any warning
- Demands quick action; an active shooter, for example, can fire one round per second
- Requires common sense thinking under duress; do what must be done to best ensure survival of both students and staff
- If it is possible to safely **get off campus** with students, take that action immediately (Run)
- If it is not possible to get off campus, **quickly lockdown** inside a safe room and **barricade** the entrance (Hide)
- Once a room is secured, no one is allowed to enter or exit under any circumstances
- In the extreme instance that a Violent Intruder is able to enter a room, occupants should be prepared to fight back (Fight)

LOCKDOWN / BARRICADE

“THINK ON YOUR FEET”

In the event of a Violent Intruder on campus, quick thinking is imperative for survival. Especially when an active threat of violence is present, an individual will have to think on his/her feet to quickly determine the best course of action. These choices may include getting off campus, hiding, implementing Lockdown/Barricade or even, in the most extreme of situations, fighting an assailant. Understanding and practicing these options can help an individual respond decisively and in so doing, best ensure the safety and survival of self, students, and other staff.

In the event of a Violent Intruder on campus, expect to hear noise from alarms, gunfire, explosions and shouting. It is not uncommon for people confronted with a threat to first deny the possible danger rather than respond. Quality training can help individuals think clearly in the midst of a chaotic scene. Proper training should include helping staff recognize the sounds of danger and teaching them to forcefully communicate and take necessary action. These actions would likely include:

Escape / Get Off Campus

- Only attempt this if you are confident the suspect(s) is not in the immediate vicinity
- Safely get off campus; find a position of cover or safe place for assembly
- Guide/instruct others you encounter on the way to follow you to safety
- Call 911 immediately to report location and request emergency services if necessary
- Once in a safe place – stay there

Hide / Lockdown/Barricade

- Clear all hallways; get students and staff inside immediately
- Once locked and barricaded inside a room, follow all protocols for Lockdown/Barricade as practiced
- Direct all those in the room to remain still and quiet; turn off/silence cellphones
- If unable to find cover inside a secure room, quickly seek out a hiding place on campus

Fight

- If confronted by an assailant, as a last resort, consider trying to disrupt or incapacitate through aggressive force or by using items in the environment such as fire extinguishers or chairs
- There are documented instances where aggressive action on the part of the victims resulted in stopping the attacker
- Fighting back is NOT an expectation, merely one option for a last resort response

EVACUATION

EVACUATION is implemented when conditions make it unsafe to remain in the building. This action provides for the orderly movement of students and staff along prescribed routes from inside school buildings to a designated outside area of safety.

EVACUATION is considered appropriate for, but is not limited to, the following types of emergencies:

- Bomb threat
- Chemical accident
- Explosion or threat of explosion
- Fire
- Earthquake

EVACUATION:

- Requires exit from the building to a designated safe site, on-campus or off-site
- May require that students and staff rely on district bus transportation
- May require staff to exit via alternate routes based on circumstances
- Requires that students remain with assigned teachers unless circumstances prohibit that
- Requires that staff and students assist those with special needs to ensure for safe egress of all

EVACUATION

HOW TO ASSIST THOSE WITH DISABILITIES DURING AN EVACUATION

The needs and preferences of non-ambulatory individuals will vary. Those at ground floor locations may be able to exit without help. Others may have minimal ability to move, but lifting them may be dangerous. Some non-ambulatory people also have respiratory complications. Oversee their careful evacuation from smoke or vapors if danger is immediate.

To alert visually-impaired individuals:

- Announce the type of emergency
- Offer arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

To alert individuals with hearing limitations:

- Turn lights on/off to gain person's attention -OR-
- Indicate directions with gestures -OR-
- Write a note with evacuation directions

To evacuate individuals using crutches, canes or walkers:

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site, if possible -OR-
- Use a sturdy chair (or one with wheels) to move person -OR-
- Help carry individual to safety

To evacuate individuals using wheelchairs

- Give priority assistance to wheelchair users with electrical respirators
- Most wheelchairs are too heavy to take downstairs; consult with the affected individual to determine the best carry options
- Reunite person with the wheelchair as soon as it is safe to do so

HAZARDS: CHEMICALS AND GAS

Knowledge of the location of existing pipelines near or on school property is essential for preparedness in the event of a hazardous chemical or gas leak. Pipeline markers are generally yellow, black, and red and can vary in shape and size. Excavation is a leading cause of pipeline damage, so it is important to follow strict on-site protocol prior to digging on school property. The facilities supervisor should call 811 to confirm the planned dig location is safe.

All school personnel, including cafeteria managers and custodians, shall immediately report any hazardous chemical or gas odor or leak to the School Incident Commander.

Design school bus routes and student pick-up/drop off locations to avoid contact with pipelines and pipeline rights-of-way. This helps to ensure evacuation routes are safe in a pipeline emergency.

HAZARDS: FIRE OFF-SITE

A fire in the surrounding community can threaten school buildings and endanger students and staff. Response actions are determined by location and size of the fire, whether it is a wind-driven or chemical-driven fire, and how the surrounding terrain might influence the flames. Responding to a fire in the surrounding community requires “think-on-your-feet” alertness.


HAZARDS: FIRE ON-SITE

An on-site fire necessitates quick and decisive action to prevent injuries and further spread of fire. All doors leading to the fire should be closed. Do not re- enter the area for belongings. If the area is full of smoke, students and staff should be instructed to crawl along the floor close to walls to enable easier breathing and provide direction. Before opening any door, place a hand an inch from the door near the top to see if it is hot. Be prepared to close the door quickly at the first sign of fire. All fires extinguished on-site by school staff, regardless of size, require that the Fire Department be notified.

APPENDIX I

2018-2019 BLOCK SCHEDULE

Standard "A" Day and "B" Day Options

Time	A Day	B Day	Liturgy Day	Early Dismissal
8:30-9:45	1st Block	5th Block	5th Block	5th Block
9:45-9:55	Break	Break	Break	Break
9:55-10:00	Prayer	Prayer	9:55-10:05 Homeroom	Prayer
10:00-11:15	2nd Block	6th Block	10:05-11:15 Liturgy	6th Block
11:15-12:10	Lunch	Lunch	Lunch	Lunch
12:15-1:30	3rd Block	7th Block	6th Block	7th Block
1:30-1:40	Break	Break	Break	
1:40-2:55	4th Block	Homeroom & TOH/Activity	7th Block	

STUDENT ACKNOWLEDGEMENT FORM

Acknowledge the statements below to verify that you have read and agree to abide by the stated school policies.

I, THE BELOW NAMED STUDENT, ACKNOWLEDGES AS FOLLOWS:

1. I have read the 2018-2019 Student-Parent Handbook, and agree to be governed by all policies, procedures, and expectations contained in the handbook.

2. I have read and will abide by the Technology Acceptable Use policy located in the 2018-2019 Notre Dame High School Student-Parent Handbook. I understand that this policy applies to all technology resources including, but not limited to: computers, cell phones, iPhones, video and audio equipment, PDAs, copy machines, and information storage devices. I understand that any violation of the policy may result in revocation of my technology privileges, school disciplinary action, including suspension or expulsion, or criminal charges.

3. I have carefully read the information regarding Academic Integrity and the Norms of Student Conduct as outlined in the 2018-2019 Notre Dame High School Student-Parent Handbook. I understand that I will compose all of my own writing assignments, and that I will cite the source of any information or ideas taken from an outside source. I also understand Notre Dame's policy regarding academic integrity.

I further understand that I am expected to conduct myself in an ethical, respectful, and considerate manner when I am at school and at all school-related activities, athletic events, and social gatherings. I also acknowledge that as a member of my family and as a student of Notre Dame High School, my personal integrity will always be a priority and that I will follow the Code of Christian Conduct as outlined in the Parent/Student Handbook.

Signature: _____ Date: _____

Print Your Name: _____

PLEASE PRINT OUT, SIGN, AND RETURN THIS FORM to Notre Dame High School (ATTENTION Mrs. Yao) before August 3, 2018.

PARENT ACKNOWLEDGEMENT FORM

Acknowledge the statements below to verify that you have read and agree to abide by the stated school policies.

I, THE PARENTS/GUARDIANS OF THE BELOW NAMED STUDENT, ACKNOWLEDGE AS FOLLOWS:

1. I have read the 2018-2019 Notre Dame High School Student-Parent Handbook and agree to be governed by all policies, procedures, and expectations contained in the handbook.
2. I have reviewed the Notre Dame High School Technology Acceptable Use policy with my daughter and will abide by the terms and conditions of the agreement.
3. As the parent/guardian of this student, I have carefully read the information regarding Academic Integrity and the Norms of Student Conduct as outlined in the 2018-2019 Notre Dame High School Student-Parent Handbook. I understand that my daughter will compose all of her own writing assignments, and that she will cite the source of any information or ideas taken from an outside source. I also understand Notre Dame's policy regarding cheating and the importance of personal integrity as essential for building community and promoting social justice. I support Notre Dame High School's policy that my daughter must conduct herself in an ethical, respectful, and considerate manner when at school and at all school-related activities, athletic events, and social gatherings.
4. I also agree, as a parent/guardian of Notre Dame High School, to follow the Code of Christian Conduct governing parents and guardians for schools of the Archdiocese of San Francisco.

Signature: _____ Date: _____

Print Your Name: _____

Student's Name: _____

PLEASE PRINT OUT, SIGN, AND RETURN THIS FORM to Notre Dame High School (ATTENTION Mrs. Yao) before August 3, 2018.