

# STUDENT/PARENT HANDBOOK

2020-2021

**\*Please refer to any Addendum to the Student/Parent Handbook to be used during any period of the Notre Dame Flexible Learning Plan\***

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## Notre Dame Respect & Honor Code

Notre Dame believes a safe, respectful, and inclusive community is necessary for all to reach their full academic and personal potential. In our words and actions, administration, faculty, staff, students, and parents collectively commit to create this environment.

- We treat each other with dignity and respect.
- We celebrate and embrace diversity.
- We act as upstanding local and global citizens.
- We are good stewards of our campus and the environment.

To accomplish this, each student will uphold and follow the Notre Dame Respect & Honor Code, which is rooted in academic integrity, personal responsibility and social responsibility. Student behavior that conflicts with the respect and honor code is subject to disciplinary action. Students have a responsibility not only to maintain their own integrity in these matters, but also to report any concerns about honesty issues to the director of student life.

## **SECTION ONE: Introduction To Notre Dame**

### Mission Statement

Notre Dame High School, in the heart of downtown San Jose since 1851, provides young women an exemplary Catholic, college preparatory education to become lifelong learners, spiritual seekers, justice advocates and community leaders. We are inspired by Saint Julie Billiart and the Sisters of Notre Dame de Namur. We empower young women and “teach them what they need to know for life.”

### Graduation Outcomes

A Notre Dame graduate is a Lifelong Learner who

- Directs her own learning with choices that cultivate her intellectual curiosity
- Integrates critical, creative and divergent thinking to construct knowledge
- Utilizes a variety of resources and skills with digital fluency to locate, evaluate, and synthesize information
- Demonstrates collaboration, adaptability, and resilience as she encounters real world problems and generates solutions

A Notre Dame graduate is a Spiritual Seeker who

- Recognizes the goodness of God in herself, in others, and in all of creation
- Develops a worldview shaped by the spirituality of the Sisters of Notre Dame de Namur and informed by scripture, Catholic theology and social teachings
- Nurtures her spiritual growth and purpose with prayer, liturgy, and personal reflection
- Fosters human dignity and respect for religious diversity through interfaith dialogue, understanding, and partnerships

A Notre Dame graduate is a Justice Advocate who

- Creates inclusive and meaningful relationships with others through empathy, compassion, and solidarity
- Engages in community service and stewardship to affect social change
- Analyzes complex social justice issues in local, national, and world contexts to build perspective and cultural competency
- Responds to community needs with personal responsibility, initiative, and advocacy

A Notre Dame graduate is a Community Leader who

- Honors the legacy of women's leadership and explores her own path to impact
- Discerns her passions, gifts, and talents to inform her future career and life's work
- Acts ethically, communicates effectively, and leads with integrity and confidence
- Promotes the common good through service, philanthropy, and global citizenship

The Notre Dame de Namur Learning Community Hallmarks

The Notre Dame de Namur Learning Community Hallmarks describe the essential characteristics, values, and activities of a Notre Dame learning community (i.e., school or institution). The seven Hallmarks are followed by supporting statements that add meaning and direction to each core Hallmark.

**Hallmark 1: We proclaim by our lives even more than by our words that God is good.**

- We believe, even in the midst of today's reality, that God is good, and we stand firm in our commitment to honor that goodness in ourselves, in others, and in the world.
- We value life as an ongoing spiritual journey of deepening relationships with self, others and God.
- We make it relevant to the life of our contemporary learning community the Sisters of Notre Dame de Namur history and the spirit of St. Julie Billiart. We seek to live this heritage by allowing it to influence our actions in today's world.
- We create decisions and policies that reflect the mission and values of the Sisters of Notre Dame de Namur and that are sensitive to the various stakeholders.
- We make decisions respecting and informed by the gospel values of our Catholic tradition and teachings.

**Hallmark 2: We honor the dignity and sacredness of each person.**

- We develop and appreciate relationships that respect individual differences.
- We create environments that encourage the development of the whole person.
- We dedicate time, space and personnel in support of the individual's spiritual/personal journey.

**Hallmark 3: We educate for and act on behalf of justice and peace in the world.**

- We educate on behalf of justice and are willing to take socially responsible actions against injustice (e.g., issues of discrimination against women and racial discrimination).
- We ground our actions on behalf of justice in the spiritual practice of reflection-action-reflection.
- We infuse classroom experience with global perspectives and integrate classroom learning

with civic and cultural interactions.

- We live and act with reverence for the earth and the environment.
- We commit ourselves to create just systems and relationships within our learning community.
- We make conscious the effect our decisions and actions will have on the lives of the poor by making choices which are rooted in the gospel.
- We foster responsible global citizenship and to that end we commit ourselves to the practice of dialogue, non-violence and conflict resolution.

**Hallmark 4: We commit ourselves to community service.**

- We integrate service learning (community based learning) into the academic curriculum and co-curricular activities.
- We create partnerships with community agencies that facilitate service-learning processes.
- We ground our service in the spiritual practice of reflection-action-reflection, and we incorporate this process into our service-learning commitments.

**Hallmark 5: We embrace the gift of diversity.**

- We welcome to our community people of diverse cultures, ethnicity, race, socio-economic circumstances, gender, age, sexual orientation and faith traditions.
- We develop educational programs which expand our knowledge and understanding of the diversity in our world community and which celebrate the richness of that heritage.
- We initiate strategies and support services which respect individual learning styles and which build the self-esteem of each student.

**Hallmark 6: We create community among those with whom we work and with those we serve.**

- We remember and honor the legacy of friendship between the Sisters of Notre Dame de Namur co-foundresses, Julie Billiart and Françoise Blin de Bourdon, and we foster a spirit of friendship as foundational to our learning community and relationships.
- We value and implement community-building activities, both social and spiritual, between and among all members of our learning community.
- We design and foster collaborative processes wherever possible, we ground decision-making in active participation and the principle of subsidiarity.
- We create interactive and collaborative educational experiences.
- We create an atmosphere of open and direct communication.

**Hallmark 7: We develop holistic learning communities which educate for life.**

- We design and implement academically excellent educational experiences.
- We create curricular/co-curricular interactions that facilitate student-centered learning/teaching environments.
- We actively support the intellectual, emotional, spiritual, psychological and social growth of the members of our learning community.
- We provide an environment and appropriate training for leadership development.
- We foster educational activities that develop self-directed learners capable of self-evaluation, critical thinking, and creative responses to life situations.
- We work with and within a risk-taking and flexible organization which exhibits compassionate and socially responsible actions in response to issues of justice; bases curriculum on cross-cultural perspectives and understandings; respects and explores the unique and complementary roles and gifts of women and men in society.

**History of Notre Dame High School, San Jose**

This year marks the 166th year for Notre Dame High School, the oldest Catholic girls' high school in California. The school is owned by the Sisters of Notre Dame de Namur, a congregation founded

by Saint Julie Billiart in Amiens, France in 1804. The Sisters came to California in 1851 at the invitation of the Most Reverend Joseph Alemany, O.P., Archbishop of San Francisco. They opened their first school in San Jose, then the capitol, at the advice of the Jesuit Fathers who had recently opened a school for boys at nearby Mission Santa Clara. Notre Dame opened on August 4, 1851.

Over the years, growing student population led to the building of Donnelly Hall, Julie Billiart Hall, the use of O'Connor Mansion as offices and classrooms, as well as the creation of Pardini Park. The former convent of the Sisters of Notre Dame on the corner of Third and Williams is now the Student Life Center. Manley Hall opened in September 2002.

## School Traditions<sup>19</sup>

### Regent Mascot

The Notre Dame mascot is the regent. This mascot was chosen by the students at the end of the 1999-2000 school year to help celebrate our 150th anniversary. A regent, from the Latin regens "who reigns," is the person who steps up when a leader is needed.

### Class Mascots & Class Colors

Each class chooses a mascot and two class colors at the beginning of their freshman year. A student from each class is chosen to represent the class mascot.

Class of 2021 - Teal and Red Tigers

Class of 2022 - Orange and Light Blue Raptors

Class of 2023 - Purple and Mint Green Jaguars

### The Alma Mater (School Hymn)

The alma mater, printed below, is part of the Notre Dame tradition in California schools. Maude Campbell-Jansen, a Notre Dame alumna, wrote it in 1930. The Alma Mater is sung at school assemblies and activities.

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

Words and music by: Maude Campbell-Jansen Copyright 1930.

## **SECTION TWO: ACADEMICS**

### Graduation Requirements

In order to participate in graduation ceremonies and receive her graduation gown and tickets, a senior must pass all of her required courses and successfully complete the senior service learning requirement. In addition, all obligations (i.e. tuition, library fines, service requirements, athletic fees, retreat/immersion trip fees, detentions, work grant responsibilities etc.) must be met. Diplomas will be issued only after all requirements and obligations have been met.

### Graduation Credit

Courses required for graduation must be taken at Notre Dame. Summer school courses may be taken in order to make up credit lost due to an "F" grade, to prepare for a course or for enrichment. Credit toward graduation is not given through summer school courses. In unusual circumstances, if credit toward graduation is needed, prior approval must be obtained from the department chairperson and the vice principal of academic affairs. Courses taken at other institutions over the summer are recorded on the student's Notre Dame official school transcript if the required documentation from that institution is provided.

### Grading Policy

The official grading scale for Notre Dame is:

- 100 - 90 = A
- 89-80 = B
- 79-70 = C
- 69 -60 = D

Departments agree to "round-up" to the next whole number if the student average is + .5.

Although grades of D satisfy the ND graduation requirement, grades of C or higher are required to meet college entrance requirements and grades of B or higher are recommended.

### Academic Probation

Students are expected to maintain a minimum grade point average of 2.00. The vice principal of academic affairs will place any student whose semester average falls below 2.00 on academic probation for the following semester. While on academic probation, students may not participate in any co-curricular program without the prior approval of the vice principal of academic affairs.

A student and her parents may request in writing a modification of the terms of probation to her counselor and the vice principal of academic affairs. The request for modification will be based on consideration of the student's grades in the first grading period of the semester, her personal needs and motivation. If the request is granted, the modified probation would begin after the first grading period of the semester. Under the terms of the modification, the student will be considered on probation. She will meet with her counselor regularly. If at any time during the grading period, the student's progress and/or grades decline, the modification of the probation will be rescinded.

Students will have the probationary semester to improve their grade point average. Those who fail to raise their GPA to 2.00 may be asked to leave Notre Dame at the end of the probation semester. Every effort will be made to identify an appropriate educational setting for the student. Students cannot be on academic probation for more than two semesters in their academic career at Notre Dame. Extenuating circumstances may be appealed to the principal.

## Make-up Policy

Incomplete quarter or semester grades resulting from excused absences must be made up by the end of the second week of the next quarter. Extenuating circumstances may be appealed to the vice principal of academic affairs.

## End of Semester Responsibilities

All tuition, fees and outstanding financial obligations must be met by the end of the semester. In addition, all detentions must be served. Students must complete all course requirements by the end of the semester.

## Report Cards/Transcripts

Report cards are issued six times a year. Only semester grades are posted on the student's transcript. The teacher in each course determines the grade for each student based upon department and course standards. These department and course standards can be found in the course syllabus provided to students at the start of each course. Students and parents may track ongoing academic progress online using PowerSchool. Transcripts are sent to colleges and scholarship programs upon student or parent request. Transcript request forms may be obtained from the registrar.

## Diploma with Emphasis

The diploma with emphasis is designed to recognize Notre Dame's holistic approach to learning and reflect Notre Dame's academic pathway program. The diplomas acknowledge the student's involvement in both curricular and co-curricular programs over four years. Students wishing to graduate from Notre Dame High School with a diploma with emphasis need to meet the requirements in the specific area of emphasis. Students should work with their mentor and counselor to ensure that they are meeting the requirements. Information about the requirements can be found on the school website. Diplomas with emphasis are offered in the following areas: STEAM, Social Justice, Visual & Performing Arts.

## Schedule Changes/Dropping a Class

Requests to change a class must be made by the end of the first week of each semester. In the case of yearlong courses, a student may drop the course at the semester if her grade is a D or below, if her teacher, counselor, and parent(s) are in agreement that it is in her best interest to withdraw, and the course is not needed for graduation. If a request to change a class is made after the first marking period, in most cases the student will receive a "WF" (withdrawal failure) in the dropped class for the semester grade. The "WF" is not calculated in the student's GPA but does show on the transcript. In adjusting a schedule, keep in mind that freshmen, sophomores, juniors and seniors must take a minimum of six classes per semester. Requests to drop a class will not be granted in the last four weeks of a course.

To drop a class within the one week schedule change period:

- The student should first talk with the teacher of the class about her reasons for dropping and/or her difficulties with the class.
- The student should talk with her parents about her reasons for dropping the class.
- Students must discuss the course change with their counselor to determine if her reasons justify a change.

Requests to drop a class after the first marking period and not receive a "WF" are looked at individually in light of the following criteria:

- Serious difficulties with the subject matter (recognized by the classroom teacher, student and parent) after reasonable attempts have been made to improve by the student.
- Serious, irreconcilable conflict between a teacher and student following sincere attempts to solve problems.
- Health problems, which mandate removal from the course.

- Difficult schedule given workload and student ability.

## Academic Honors

### National Honor Society

The guidelines for selection of students for the National Honor Society (NHS) are determined by the national bylaws which state that "membership is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead they provide information to be used by the local selection committee to support their candidacy for membership." The Notre Dame Scholarship Committee serves as the NHS selection committee. The chapter moderator is not a voting member of the committee. The chapter moderator facilitates the process, helps gather information, and acts as an advocate for the students who are being considered.

Each high school sets its own specific criteria for selection within a set of broad guidelines. At Notre Dame, selection requires a minimum GPA of 3.0. Students must demonstrate evidence of significant leadership accomplishments, service to school and community and good character. Students must truly be leaders, which means they have contributed both time and ideas to improve school climate and activities. A guideline for community service is generally that the student has a regular, ongoing commitment in addition to participating in one-day events.

Students are considered for selection at the end of the third quarter of their sophomore, junior and senior years. Once selected for membership, a student must continue to maintain the same high standards of leadership, character, scholarship and service and must participate in chapter activities in order to remain a member.

### California Scholarship Federation

The California Scholarship Federation (CSF) is an academic honor society. Students must apply for membership each semester, beginning with the spring of their sophomore year. Selection is based solely on grades in selected courses for the previous semester, as outlined in the state charter. Membership may be denied for disciplinary reasons. Each chapter of CSF must sponsor a service project but participation is not required for membership.

At Notre Dame High School, the CSF service requirement is a peer academic tutoring program.

## Senior Recognition

### Highest Academic Honors at Graduation

The Notre Dame Scholarship Committee oversees the process to determine these academic honors.

Criteria to graduate with Highest Academic Honors:

- Minimum GPA of 4.45 weighted academic (all courses except PE and TA)
- Minimum of 7 Honors/AP courses in grades 10-12
- All graduating seniors who have attended Notre Dame in grades 10-12 are eligible
- 9th grade grades are used to calculate the GPA

All of these honorees are invited to submit a speech to be considered as the valedictory address. All honorees receive a medal/award at Senior Recognition Night and are recognized at the graduation ceremony with a special designation.

### Graduation Speaker Invitation

The senior class submits a list of three names of preferred speakers to give an address at their graduation ceremony. The list may include names from the ND school community and/or those from the local and/or national community. Names are submitted to the principal by the class council and moderators before the end of the first semester.

The administration makes the final decision regarding who will be invited to speak at graduation.

### Sr. Margaret Hoffman, SND Woman of Service Award

The Sr. Margaret Hoffman, SND Woman of Service Award, is given to a senior who has given abundantly in the area of service to her community, and has become an advocate fighting against societal injustices.

Students eligible for this award exhibit the following criteria over their four years:

- Served over and above their required service hours
- Served with a variety of agencies with diverse target populations
- Implemented a senior service project of distinction
- Exhibited leadership in the area of community service learning

Nominations are generated by the co-curricular council and submitted to the scholarship committee who makes the final selection.

### The Julie Billiard Award

The Julie Billiard Award is the most prestigious non-academic award given by Notre Dame High School. Over the past four years, this young woman will have shown evidence of the following:

- Exhibits respect and appreciation for other individuals and their culture
- Exhibits an active and compassionate respect toward self and others
- Has helped her peers strengthen their relationships with God and develop their self-esteem
- Has nurtured friendships and helped students to grow in their ability to work with others and serve both Notre Dame and their community
- Has, herself, been of service both to Notre Dame and to the wider community

Members of the senior class recommend nominees with faculty input. Nominations are reviewed by the scholarship committee who makes the final selection.

The recipient of the Julie Billiard Award is invited to give the salutatory (welcome) address at graduation.



## **SECTION THREE : CHANGE OF STUDENT STATUS**

Notre Dame admits qualified students who would benefit from an all-girls environment that offers a Catholic, college-preparatory education. Should a student experience a change of status during her time at Notre Dame that prevents her from being an academic, social or emotional fit, the school will work with her parents to address the need and find the right educational environment moving forward.

### **Change of Academic Status**

Students are expected to maintain a minimum grade point average (GPA) of 2.00. The vice principal of academic affairs will place any student whose semester average falls below 2.00 on academic probation for the following semester. While on academic probation, students may not participate in any co-curricular program without approval of the vice principal of academic affairs.

Student and her parents may request, in writing, a modification of the terms of probation to her counselor and the vice principal of academic affairs. The request for modification will be based on consideration of the student's grades in the first grading period of the semester, her personal needs and motivation. If the request is granted, the modified probation would begin after the first grading period of the semester. Under the terms of the modification, the student will still be considered on probation. She will meet with her counselor regularly. If at any time during the grading period the student's progress and/or grades decline, the modification of the probation will be rescinded.

Students will have the probationary semester to improve their grade point average. Those who fail to raise their GPA to 2.00 may be asked to leave Notre Dame at the end of the probation semester. Every effort will be made to identify an appropriate educational setting for the student. Students cannot be on academic probation for more than two semesters in their academic career at Notre Dame. Extenuating circumstances may be appealed to the principal.

### **Change of Gender Status**

Notre Dame's mission is to educate young women in a single-sex environment. Should a student experience a change in gender status during her time at Notre Dame, the faculty and staff, along with the administration, commit to creating a safe space to support that student during the student's time on campus while also honoring our commitment to the mission of the school. Counselors will provide academic and emotional support to students experiencing a change of gender status. The administration and counselors will work with the parents to identify an educational environment that is appropriate for a student who no longer self-identifies as female.

### **Change of Health Status**

Enrolled students need to maintain a level of physical and mental health that supports regular and consistent attendance. Because of the importance at Notre Dame of class discussions and activities, experiential learning opportunities and the collaborative nature of student assessment in many classes, tardiness and absence impacts the larger learning community. The administration and counselors will work with the parents to identify an educational environment that supports the student's emotional and/or medical needs. Please refer to the Loss of Credit process described in this handbook.

### **Change of Financial Status**

Families are responsible for remaining current with tuition for the academic year. In the event that a family experiences a change that affects their ability to pay, a parent or legal guardian should contact the business office to discuss the situation and future tuition payments. Should the need arise, the principal will work directly with the family regarding the change of financial status and may result in withdrawal from the school.

## SECTION FOUR: ATTENDANCE

Attendance is required for all classes and is mandatory during homeroom, mentoring, class meetings, student body assemblies, school-wide liturgies and other designated activities. All students are to attend class and/or activities in a regular and punctual manner. Notre Dame does not concede to parents the right to alter the school calendar for their own convenience.

Students are required to be on campus for the entirety of the school day. Students arriving after the first bell must follow the process noted in the First Block Tardy section. Students in grades 9th - 11th with a free first block of the day are required to sign-in at the Learning Commons.

Seniors may be granted a privilege at the start of the school year which allows those with a free block to arrive late if their free block is the first class of the day or leave early if their free block is the last class of the day. Seniors with this privilege may not leave at lunch if their free block is the last class of the day *unless* their parent has requested a passport to do so. To maintain this privilege, seniors must sign in and out per protocol given at the time of the privilege being granted.

### Absence Reporting Procedures

When a full or partial-day absence does occur, the following procedures must be followed:

- On each day of a student's absence, it is the parent's responsibility to call the 24-hour attendance line (408-294-6663) or email [attendance@ndsj.org](mailto:attendance@ndsj.org) by 9:00 a.m.
- Provide the following information: spell the first name, last name and student's grade level, reason for the absence, anticipated length of the absence, name and relationship of person calling.
- Students may not return to school until they are fever-free for 24 hours without the use of fever reducing medication.
- Students with a prolonged fever or illness may be asked to provide a doctor's note before being permitted to return to school.
- The school will be closely monitoring any symptoms related to COVID-19, under the guidelines of the Centers for Disease Control and the Santa Clara County Health Department, as necessary.

If the absence exceeds the anticipated length originally reported, an additional call to the attendance office is required. If a student is 18 years old, a parent is still required to call/email with this absence information; the student may not call themselves in late/absent/request a passport on their own behalf. Any student forging or altering a passport, tardy admit slip or making false telephone calls to authorize an absence will be in violation of the Respect & Honor Code and will be referred to the director of student life for disciplinary action.

### Passports

Passports are issued to students who have obtained parental permission to leave campus during the school day. **To request a passport, a parent must call the 24-hour attendance line (408-294-6663) or e-mail [attendance@ndsj.org](mailto:attendance@ndsj.org) by 9:00 a.m.** the morning of the early dismissal request and leave a message with the relevant early dismissal details. When leaving campus with a passport, students must sign out in the main office, and if returning to campus, they must also sign back in.

### Excused or Unexcused Absence

Absences will only be excused for sickness, medical appointments, religious holidays, funerals, or an anticipated absence that is pre-approved by the director of student life. (See section on Anticipated Absence). Excused absences require parent communication to the Attendance Office of the specific reason/nature of the absence. All other absences will be considered unexcused. Teachers are not required to provide make-up work or tests in the case of an unexcused absence.

## Partial-day Absence

If a student arrives at school any time after the school day has started, the student must report directly to the main office to sign in and obtain a pass to class. If the student is missing the first block of the day due to a scheduled appointment, a parent must call the 24-hour attendance line (408-294-6663) to report the absence and the estimated time of arrival at school. The attendance office will follow-up if the student has not signed in by the time of the estimated arrival as reported. Permission to leave school early for any reason requires prior consent from the parent/guardian by note or telephone (see Passport protocol above). A student will not be allowed to leave if verbal or written permission is not received.

## Illness During the School Day

In case of injury or illness, students must report to the student health center and the parent/guardian will be notified by the attendance office. Students may not directly contact a parent to pick them up; the attendance office needs to track all reasons that a student may need to leave campus, including illness. Any student who leaves campus without permission and/or does not sign out will be referred to the director of student life for disciplinary action.

## Loss of Credit Policy

We value a student's daily attendance as a critical factor in their academic success because of the importance of a student's participation in classroom activities, discussions, and collaborative projects, as well as their participation in co-curricular programs. After five absences (excused & unexcused) from a class per semester, the director of student life will issue a courtesy attendance letter to the family. After ten absences (excused & unexcused) from a class per semester, a parent conference may be scheduled. After fifteen absences (excused & unexcused) from a class per semester, the student may be asked to withdraw from the class, or lose units of credit. The loss of credit may jeopardize progress towards graduation. Morning tardies are also carefully monitored by the director of student life, and students who are excessively tardy, for either excused or unexcused reasons, may be subject to a meeting with the director of student life for further action.

## Tardy Policy

Students arriving after school begins must sign in and receive a tardy slip. All morning tardies are classified as unexcused *unless* a parent has excused the tardy via written note, email or call to the attendance office, or providing a note from the appointment office (i.e. dentist). When traffic causes a large number of students to be late, the director of student life may excuse students arriving late that day. All other excuses will be considered on an individual basis. A student who is more than 20 minutes late is considered absent not tardy; tardies and absences can affect academic success, co-curricular participation, and accrual of graduation credits.

Tardies during the school day are subject to immediate detention, as passing periods are ample to allow for students to move between buildings.

First block of the day tardies are subject to the following consequences:

- Three unexcused tardies in a two-week period will result in a detention. Tardy reports are run bi-weekly, and detentions issued accordingly.
- Ten tardies, excused or unexcused, in a semester will result in a parent conference with the counselor and director of student life. We value a student's attendance, and chronic tardiness may contribute to the students performance in class or ability to master the class content.

A teacher may also include attendance and participation as a portion of the student grade. Participation, when used as a portion of the overall grade, is described in the course syllabus. Absences and tardies may have an impact on individual course grades.

## Advanced Placement Exams

Students do not need to be in classes on days when they are taking an Advanced Placement exam. If a student is missing an exam, the parent needs to contact the attendance office per usual

absentee procedure. When a student is dismissed from the exam, that marks the end of their supervised time on campus, unless they opt to remain on campus to attend one of their scheduled classes. Students who leave campus after exam dismissal may not return, unless with specific permission from a parent and/or administrator.

### Student Health Center

Notre Dame High School maintains a health center for students who are not feeling well in order to provide comfort and care to ill students, and also to ensure that illness is not spread throughout our school community. We do not have a school nurse, but health center staff is trained in basic first aid. Health center staff reserves the right to determine if a student is too ill or too contagious to remain at school; any student with a fever, vomiting, or other flu-like systems will be sent home immediately. The following rules are strictly enforced:

- Students must notify their teacher that they are not feeling well and request a pass from the teacher whose class they will miss. Students will not be admitted to the health center without a pass.
- Students must report directly to the health center if they are feeling ill and wish to go home; students are not permitted to contact their parents directly to pick them up without permission from health center staff.
- Students may spend only one block in the health center. If they are not well enough to return to class, a parent will be contacted to make arrangements for their daughter to leave school.
- Students released to the health center will be marked absent from that class. If an ill student misses a class before notifying the health center/attendance staff, the absence will be treated as an unexcused absence and detention will be assigned.
- Repeated use of the infirmary will result in a referral to the counselor and/or the director of student life.
- Medication is not permitted to be dispensed by health center staff, unless specifically authorized by a physician. Please contact the director of student life for more information.
- Students must be fever free for 24 hours, without fever-reducing medication, before returning to school, and be free of vomiting symptoms for 24 hours before returning to school.

### Planned Absence

Notre Dame does not concede to parents the right to alter the school calendar for their own convenience, however Notre Dame acknowledges that some circumstances may create a situation with an unavoidable absence (i.e. religious holidays, scheduled family event, or medical necessity). In this case, a planned absence form is required for any non-school related planned absence that the parent knows about in advance that will require the student to miss two or more full days of school. The planned absence form is not for partial-day absences. The form may be obtained from the attendance office and must be submitted two days prior to the planned absence. Failure to follow this procedure will result in an unexcused absence, which can jeopardize a student's ability to submit make-up work. All work must be made up in a timely fashion as determined by the teacher.

### Guidelines for Students Missing Class Time for School Related Activities

The school believes that participation in learning opportunities outside the classroom as well as school-related activities are important aspects of a Notre Dame education. Providing these learning experiences within the structure of the block schedule creates challenges of continuity in the classroom learning environment for students. As such, it is important that students develop strategies for making up missed class work whenever they are absent from class.

When students anticipate an absence from class, they are expected to notify their teachers and to return to the next class meeting with an awareness of what they have missed. Students should utilize the following in order to make up missed work:

- Teacher expectations about student make up work will be stated in their course syllabus and should be consistent with department and school standards.
- Students participating in meetings with college admissions representatives will sign up prior to the visit and have a pass for absence from class.
- Students who are absent on days when work is due should always communicate their absence to the teacher.
- Students will utilize school email to communicate with teachers about missed classes.
- The school utilizes Google Classroom as a learning management system to provide teachers with a digital means for sharing course content and information with their students. Teachers will maintain a Google Classroom page for each course they teach. Google Classroom pages will contain a calendar of assignments and class activities for a week at a time. Students are expected to use the Google Classroom pages to monitor missed work and class time.
- Students will make arrangements/appointments with teachers to make up missed labs, tests and quizzes, utilizing collaboration periods and resource periods to meet these responsibilities.
- Work due on the day of a field trip or school activity will be submitted to the teacher before the student leaves campus for the activity. Teachers will provide students with guidelines about where to leave any work/assignments.

### Attendance and Co-Curricular Activities

A student who has been absent from school for all or half of a school day may not attend or participate in any co-curricular activities on that day without permission from the program director and the director of student life. This includes but is not limited to activities in: athletics, performing arts, speech and debate, dances, club activities, school rallies, etc.

### Appointments During School Hours

Doctor and dental appointments should be scheduled after school hours. If students need to schedule an appointment during school hours, the attendance office must be contacted by 9:00am on the day of the appointment. The attendance secretary will issue a passport, which will permit the student to leave campus. Students may not leave campus without a passport and must sign out in the main office. Please note that school events, such as liturgies or assemblies, require student attendance, and should not be used as times for personal appointments.

### Off Campus Activities/Field Trip Attendance

Throughout the school year, faculty may elect to have students participate in a field trip for an off campus learning activity. A field trip permission form must be completed and returned to the faculty member sponsoring the trip 24 hours before the activity/field trip, or the student will not be permitted to participate in the event. This applies to college counseling events, career & life success events, and any other in-school activity/field trip. Dress code for field trips is as follows: a. Walking field trips: school uniform as required by the day of the week (i.e. Mon-Thur uniform, Regent Friday uniform); b. Day-long field trips: Regent wear - appropriate free dress bottoms with Notre Dame top. Exceptions will be communicated in advance by the chaperone(s).

## **SECTION FIVE: STUDENT BEHAVIOR**

Notre Dame High School provides an environment where each student experiences personal growth and exhibits responsibility toward the community. The faculty and staff are responsible for this environment and are supported by the director of student life in encouraging good morale and discipline within the school community. The director also works closely with the counseling department to help students recognize and change negative and/or problematic behaviors. To that end, principles of restorative justice are used whenever possible. Restorative justice emphasizes the values of respect, honesty, acceptance, responsibility, dignity and accountability to the community. Every instance of wrongdoing is seen as an opportunity for learning.

## Notre Dame Respect & Honor Code

Notre Dame believes a safe, respectful, and inclusive community is necessary for all to reach their full academic and personal potential. In our words and actions, administration, faculty, staff, students, and parents collectively commit to create this environment.

- We treat each other with dignity and respect.
- We celebrate and embrace diversity.
- We act as upstanding local and global citizens.
- We are good stewards of our campus and the environment.
- We are good stewards of our campus and the environment.

To accomplish this, each student will uphold and follow the Notre Dame Respect & Honor Code, which is rooted in academic integrity, personal responsibility and social responsibility. Student behavior that conflicts with the respect and honor code is subject to disciplinary action. Students have a responsibility not only to maintain their own integrity in these matters, but also to report any concerns about honesty issues to the director of student life.

### Theft

All personal items must be locked in a student's locker or remain with the students at all times. Students who are victims of theft or witness a theft must immediately make a report to the director of student life. Theft is a violation of the respect and honor code and will be treated as a serious offense. Notre Dame high school is not responsible for any lost or stolen items.

### Honor Code Violation

An honor code violation is cheating in any form, including but not limited to, plagiarism, copying assignments, using unauthorized materials during a test, sharing one's own work with another student, collaborating on an assignment without the permission of the teacher. An honor code violation is considered a serious offense. Upon suspicion of an honor code violation, the teacher communicates with the student and parent about the incident, and notifies the director of student life so that the information is stored in the student's disciplinary record. Once the teacher has had a conversation with the student, a determination of consequences is made in conference with the teacher's department chair and the director of student life.

Consequences are determined based on prior incidents on the student's record. This record is cumulative over the student's period of enrollment at Notre Dame.

- First incident: The teacher assigns an academic consequence for the violation of the honor code. Consequences may include, but not limited to, loss of credit on the assignment, requirement to redo the assignment, or submission of a completely new assignment.
- Second incident: The teacher assigns an academic consequence as above, and the parent & student are required to meet with the director of student life.
- Subsequent incidents of honor code violation will result in academic consequences, a required meeting with the director of student life, and possible other school consequences, such as detention, suspension, or expulsion.

### Plagiarism

Notre Dame fosters an environment of thoughtful inquiry involving research into the information and thinking of others in the field. Students are taught research skills, as well as the skills of proper quotation and citation. As skills are taught, students are held to an increasing level of academic integrity over their four years. Because different fields of study use different methods of citation, students will learn each of these from teachers in these fields.

By seeking credit for work that is not her own, the student takes advantage of fellow students who do their own work to the best of their ability, and of their teachers who trust their work. Students will not plagiarize words or information. Plagiarism is the taking of ideas, words, phrases, images or writings of another and presenting them as if they were a student's original work.

## Detention Policy

The director of student life determines the nature of the detention as well as requires any additional corrective action that must be taken by the student. Minor offenses result in a one hour detention. These offenses may include, but are not limited to:

- Uniform violations, including violations of the free dress policy
- Eating, drinking or chewing gum in unauthorized areas
- Electronic device violations (see: Section Ten -Technology Use Agreement). This may also include confiscation of the device until the student meets with the director of student life.
- Unexcused tardies
- Failure to sign in when arriving to school
- Failure to sign in at in the Learning Commons on a "first period of the day" free block for 9th-11th grade students
- Sitting on class floor/halls during class periods
- Using the elevator without a pass

Serious offenses may result in a three-hour Saturday detention. They include, but are not limited to:

- Serious classroom disruptions or rudeness/insolence toward a teacher
- Cutting class or an assigned school activity
- Leaving campus at any time without a passport
- Five cumulative minor offense violations in a single semester
- Inappropriate behavior during a fire or earthquake drill or other emergency situation
- Technology agreement violations

Subsequent serious offense violations will result in further disciplinary action by the director of student life, including but not limited to behavior probation or suspension.

## Detention Protocol

- When a student receives a detention, they will receive a copy of the detention slip, with the deadline for serving the detention. In the spirit of restorative justice, students clear their detention by providing service to a faculty/staff member, who will sign the detention slip. Signed slips are returned to the director of student life.
- Saturday detentions must be served on the first Saturday detention date after it is assigned. Failure to serve a Saturday detention without a valid excuse will result in further disciplinary action.
- Students must serve all detentions before the end of each semester.

## Behavior Probation

Behavior probation is both a formal notification to parents that their daughter may face possible dismissal from Notre Dame and a trial period for the student to demonstrate an improvement in behavior. Probation is for students who continue to violate school rules, have been involved in a serious offense against school policy and/or have violated the law on or off campus. During probation, the student may not participate in any co-curricular activities.

## Suspension or Expulsion

Students who have demonstrated unacceptable behavior, committed a serious offense, and/or engaged in illegal conduct (on or off campus) may be suspended or asked to withdraw from Notre Dame High School.

The following actions may result in suspension or expulsion:

- Physical assault or battery, or any threat of force or violence (gesture, verbal, written, or online) directed toward a student, a teacher, or a member of the community.

- Possession of any item that could be used to cause physical harm to another.
- The possession, use, exchange, distribution, reception, intention to sell, sale, or purchase of controlled or mind-altering substances or paraphernalia whether or not on campus or part of a school event.
- Knowingly receiving or keeping property that does not belong to you.
- Attempted or committed robbery, extortion or theft.
- Vandalism of school property.
- Serious disruption of any class or school activity, or willful defiance of school authorities in the performance of their duties.

### Senior Prank/Ditch Day

Notre Dame does not authorize a senior “ditch” day or senior prank. Students are not authorized to be on campus to participate in a prank of any kind. Serious disciplinary consequences will apply to anyone participating in these types of events, including detention, suspension, or prevention of participation in graduation or graduation-related activities.

### Discipline Review Board

The director of student life may convene the discipline review board whenever there is a serious offense to school policy. This review board will be composed of the vice principals of academics and student affairs, a counselor, a faculty member and a co-curricular director. The student may request another faculty member to be present as her advocate. Parents may present information prior to the convening of the board. The discipline review board will make a recommendation to the principal regarding action to take, based on the information presented during the board proceedings. The principal will make the final decision.

### Tobacco, Alcohol, Drugs & Controlled Substances

No tobacco, alcohol, drugs or controlled substances of any kind are permitted, including e-cigarettes or other substance-related paraphernalia. Substance use of any kind, including vaping, is strictly prohibited at all times. This includes anywhere on the school campus; attending a school sponsored event; or while off campus in school uniform or representation Notre Dame in any capacity when not in uniform. To the extent it is illegal to smoke, possess or use alcohol or possess or use illegal drugs, such illegal conduct is prohibited by school policy. Vaping is strictly prohibited by school policy.

Any student thought to have violated this school policy, or thought to be under the influence of prohibited substances, drugs or alcohol at school, will be sent to the director of student life for disciplinary action. Being under the influence of, sharing, using or possessing alcohol, drugs or other controlled substances at school or at any school event either on or off campus is not permitted. Students violating this policy will be suspended from school and additional consequences may include:

- Parent conference and behavior probation
- Referral to school counselor
- Referral to drug/alcohol education program
- Police report
- Possible expulsion

Further violations of this policy will result in progressive disciplinary action, up to and including expulsion from school.

### Law Enforcement Procedures

When it is necessary in the performance of the duty of a peace officer to arrest or question a minor in attendance at school, the officer is empowered to do so. While the constitutional rights of students may not be infringed upon by police officers, school officials are not required to, nor



should they attempt to, prevent such interviews. All police officials are expected to deal directly with the administrator or delegated school official who, after confirming the officer's official capacity and authority, should then assist the peace officer in the accomplishment of his/her duty. Under existing law, parents have no right to be notified about, or be present during, a police interview of their daughter being conducted in connection with a bona fide police investigation. School administrators have no right to be present during an interview. Therefore, if the officer refuses to allow the principal or designated representative or the parent to be present during the interview, the school may not inform the parent or otherwise interfere with or prevent the interview from occurring. The school shall notify the parents if the student is taken into custody and removed from the school premises.

### Student Grievance Procedure

Conflicts are a reality of any community. Initially, the individuals directly involved (student/student, student/teacher) should make every effort to resolve the problem. If this fails, a third party may be asked to mediate the situation. This third party would appropriately be the student's mentor, the director of student life, or a school counselor, depending on the particular issue. As a last appeal, the principal will become involved. This entire process shall be characterized by respect for individuals and a fair hearing of all issues.

### Inappropriate Public Display of Affection

It is inappropriate for students to engage in public, exclusive physical displays of affection on or near the school grounds at any time. Students engaging in such conduct will be referred to the director of student life.

## **SECTION SIX: NOTRE DAME DRESS CODE**

### Uniform Policy

Notre Dame High School has established a uniform policy to develop school pride and a sense of community. Students must be in uniform-only items every day for the entire school day, unless an exception has been made by the director of student life (i.e. free dress day, special class event); all items that are visible must be Notre Dame uniform pieces. Uniform pieces may be purchased online or in-store at Merry Mart Uniforms. Some uniform pieces can be purchased through the school's annual used uniform sale. Students who are out of uniform will be referred to the director of student life. **The school administration reserves the right to make the final decision on all dress and grooming.**

### Formal Uniform

The formal uniform must be worn on required days. These include all liturgies, prayer services and special assemblies. Dates are noted in advance on the master calendar, and/or announced on the student announcements web page. The formal uniform must be worn all day, unless otherwise specified by the director of student life. Formal uniform consists of one clothing item from each category below:

*Bottoms:* the gray uniform skirt or gray or navy blue pant. Skirts must be no more than four inches above the knee. If socks/tights/leggings are worn, they must be solid blue, burgundy, black, white or gray. Pants under skirts are not permitted. Any style of shoe that meets the dress code are permitted on formal days.

*Shirts:* choose from the white uniform logo short-sleeve or long-sleeve polo shirt; or white short-sleeve or long-sleeve Oxford shirt.

*Sweaters/Sweatshirts:* choose from the uniform vest, v-neck sweater, cardigan sweater, blazer or formal uniform sweatshirt with the ND crest. Layering of sweatshirts and sweaters is not permitted on formal uniform days.

### Casual Uniform

The daily uniform worn on non-formal uniform days consists of combinations of the following items

on Mondays - Thursdays:

*Bottoms:*

- The uniform skirt, uniform shorts, uniform slacks, (navy blue or gray), or uniform sweatpants (class sweats are **not** uniform sweats).
- Skirts & shorts must be no more than four inches above the knee. Rolling the skirt waist is not permitted.

*Tops - A collared shirt (polo shirt or Oxford shirt) must always be worn Monday - Thursday, whether alone or under a uniform sweater/sweatshirt. Students may choose from the following:*

- **REQUIRED** - Polo & Oxford shirts: White long-sleeve polo; or white, blue, or maroon short-sleeve polo; or white long-sleeve or short-sleeve Oxford shirt (all with Notre Dame logo).
- **OPTIONAL** - Sweaters: The cardigan sweater, v-neck sweater, or sweater vest with Notre Dame logo. One of the uniform polos or an Oxford shirt must always be worn under these items.
- **OPTIONAL** - Sweatshirts: Navy or maroon sweatshirt with embroidered Notre Dame crest, Notre Dame navy zip-front sweatshirt, gray Notre Dame hooded sweatshirt, or the navy blue Notre Dame Co-Curricular programs sweatshirts. One of the uniform polos or an Oxford shirt must always be worn under these items.

**Casual Uniform - Regent Fridays**

On Fridays when formal uniform is not required, students may wear free dress bottoms (see free dress guidelines for appropriate options) with any Notre Dame affiliated top. The purpose of Regent Fridays is for students to promote their pride and participation in their class/grade and/or their co-curricular program(s). Examples of permitted tops for Regent Fridays are: club-designed sweatshirt, t-shirt from the fall play, class t-shirt. The Notre Dame top must always be visible. Free dress bottoms will continue as a privilege on Regent Fridays at the discretion of the director of student life and the administration.

**Outerwear**

The ND logo polar fleece, or the ND Athletics jacket are the only outerwear that may be worn in the classrooms during the school day. Non-uniform coats/jackets must be taken off once in the classroom, unless otherwise directed by the faculty. Coats/jackets must be worn over complete uniform only, and not worn in place of a uniform top. Sweaters/sweatshirts are not considered a jacket/outerwear; all sweaters/sweatshirts must be part of the uniform.

**Socks & Shoes**

- Appropriate shoes with a back and must be worn at all times.
- Prohibited footwear includes flip flops, athletic sandals, Birkenstock-style sandals without a back-strap, moccasins and slippers.
- Socks/tights/leggings are optional on all uniform days. On formal uniform days, if socks, tights, or leggings are worn, they must be solid navy blue, burgundy, white, black or gray. On casual uniform days, socks, tights or leggings of an appropriate color/pattern/design may be worn under the skirt. Tights or leggings that are too revealing, or that have inappropriate designs on them, are NOT permitted at any time.

**PE Uniform**

During PE classes, students must change into appropriate athletic clothes; students may not participate in physical education activities in their school uniform, unless directed by the teacher that they do not need to "dress out." Appropriate clothing for PE class is as follows:

- Bottoms: Solid black or navy blue shorts of an appropriate length; or solid black or navy blue yoga pants or athletic leggings.
- Tops: Solid black, navy blue, burgundy, gray, or white long or short-sleeved shirt; or a

ND-affiliated top (i.e. I Heart ND t-shirt, class t-shirt, club shirt)

### Miscellaneous

- All styles of hats are not allowed to be worn inside school buildings at any time. Bandanas are not permitted at any time.
- Jewelry, body piercing or other body decorations must be appropriate and not distracting to the learning environment. The director of student life will make final determination of the appropriateness of these items. Please see the director before making any change.
- Hair must be of a naturally occurring hair color (blond, brunette, auburn, etc.). Hairstyles may not be extreme. Please see the director of student life before making a change.
- On game days, student athletes may wear the designated game-day shirt, purchased through the athletics department, with school uniform bottoms. On non-game days or out of the sport's season, the only day these game-day shirts may be worn is on Regent Fridays.

### Free Dress Policy

Free dress clothing must be in good condition and may not be too tight, too short, or too revealing. No bare-midriff, tube tops, half-shirts, strapless dresses, halter-style tops or dresses, ripped pants/jeans or cut-off shorts are allowed. Tank tops must have straps that are three inches or wider. Shorts, dresses, and skirts must be no more than four inches above the knee. Pajama or flannel pants are not an acceptable free dress bottom. Hats are not permitted inside school buildings even on free dress days. Shoe rules must still be followed on free dress days. Students with inappropriate free dress will be referred to the director of student life.

### Free Dress Passes

Individual free dress passes will be given for birthday observances by the main office and for event participation by a faculty/staff member. Passes may only be used on Fridays in order to allow the student to wear both free dress tops and bottoms. Free dress passes may not be used on any formal uniform day.

To use a free dress pass, before school starts that day, students must turn in the free dress pass given to them to the main office to obtain an official white "out of uniform" pass. Failure to obtain this pass from the main office first thing in the morning will result in a detention.

## **SECTION SEVEN: COUNSELING SERVICES**

The counseling department serves as a first and consistent point of contact for students and their families. The counselors support each student's development of self-awareness, self-esteem, respect for and appreciation of others. Students are encouraged to become self-directed and to exercise responsible decision-making, identifying and choosing among realistic alternatives, recognizing and coping with the necessary decisions for meeting their life goals. To this end, students are assigned to one counselor for support with academic and personal needs, including assisting with the transition to high school, navigating the academic requirements, and supporting her overall success. Students are assigned to the same counselor all four years at Notre Dame for continuity and connection with an adult on campus. Students are invited by the counselor to meet at least once per semester, and are welcome to set up additional appointments as needed. Starting in the second semester of junior year, each student will gain an additional counselor to help with the college selection process

### Academic/Personal Counseling

Each of the counselors is able to help students with academic and social concerns, educational planning, career decisions, understanding standardized test scores and addressing personal concerns with the goal of supporting development as a whole person. The personal/academic counselors are experts in mental health issues and are well-versed in the academic requirements of a college prep school. Junior and senior students have the additional support and expertise of our college counselor as they experience the college discernment process. Parents, teachers, and

students may consult with a counselor regarding any concern about high school or adolescence. Students on academic probation meet regularly with their counselor.

Personal counseling is available on a limited basis to all ND students and their families. When a concern arises, the student, faculty, a parent, or friend may refer a student to her counselor, who will assess the student's concerns and provide support, resources, or referral as appropriate.

### College Counseling

The college counselor guides students through the college selection and admissions process. In the second semester of 11th grade, the student's counselor schedules a meeting with the student and her family to begin the college search. The college counselor provides information on choosing a college, requirements for admission, admissions testing (SAT, ACT, SAT Subject Tests), scholarships, and financial aid. College catalogues and guides to college selection are available in the college resource room. The school utilizes Naviance software to assist students and parents with college, scholarship and financial aid searches.

### Mentoring

The mentoring program provides the opportunity for Notre Dame students to form a unique relationship with an additional adult on campus as well as a small number of girls within her class. These small groups are an opportunity for students to develop a strong sense of belonging, to learn life skills, and to develop leadership and problem-solving skills. Every student is assigned a mentor/homeroom teacher who works with her throughout her four years. Mentors meet with their groups of approximately 25 mentees during mentoring periods scheduled during the week. The counselors work with co-curricular program faculty to provide a curriculum for each grade level of mentoring.

### Confidentiality

The information disclosed by a student is generally confidential and will not be shared, except where required or permitted by law. Exceptions to confidentiality, include, but are not limited to: reporting child, elder and dependent adult abuse; when a student makes a serious threat of violence towards a reasonably identifiable victim; or when a student is dangerous to herself or the person or property of another.

The counselor is not a conduit of information from the student to others. Counseling can only be effective if there is a trusting, confidential relationship between counselor and student. Parents and guardians can expect to be kept up to date regarding the student's progress in school, however, he/she will typically not be privy to detailed discussions between counselor and student. However, parents/guardians can expect to be informed in the event of any serious concerns the counselor might have regarding the safety or well-being of the student, including suicidality.

### School Report of Suspected Abuse or Neglect

Any teacher or other school employee who knows, or reasonably suspects, that a student has a physical injury or injuries inflicted by other than accidental means; that a minor has been sexually molested; that the minor is suffering from neglect, i.e. deprivation of necessary food, care, clothing, shelter or medical attention, or from infliction of physical and mental suffering; is legally mandated to report the fact by telephone and in writing to the proper county agency. Necessary follow-up with the family is part of the county agency's responsibility. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection. Report of child abuse or neglect is made without incurring civil or criminal liability "unless it can be proven that a false report was made" and the person making the report "knew or should have known that the report was false." Failure to report may result in a misdemeanor charge punishable by fine and imprisonment.

### Pregnancy Policy

The counseling department offers support to students in any situation. Any student who becomes pregnant while attending Notre Dame High School, is encouraged to do the following:

- Meet with her counselor to discuss the pregnancy and to determine the best course of action for remaining in school during her pregnancy.
- Meet all regular Notre Dame academic requirements, including completion of work and regular attendance.

## **SECTION EIGHT: CO-CURRICULAR PROGRAMS**

### Participation Guidelines

Parallel to the academic program, the co-curricular programs offer students the opportunity to apply classroom learning in real life situations. In order to participate in co-curricular programs, students must be currently enrolled at Notre Dame High School; be in good standing in terms of respect & honor code expectations and community service requirements; and maintain a minimum 2.0 GPA (2.5 for members of the school's leadership elected and appointed positions).

### Athletics

The Notre Dame athletic program is committed to the development of the “athlete first,” focusing on life skills development in a team environment, ultimately providing the foundation for a winning program. Aligned with the mission of the school to “teach them what they need to know for life,” the athletic program aims to teach each athlete leadership, commitment, discipline, and teamwork while building a foundation based on personal values and integrity. Each athlete participating in the program will experience opportunity to develop the total person as well as a sense of dignity and self-worth. Notre Dame is a member of the West Bay Athletic League (WBAL). Student athletes and parents have access to a Notre Dame Athletic Handbook outlining specific student athletic policies. Please refer to the athletics page of the ND website for more detailed information.

Sports offered at Notre Dame:

- Fall:       Varsity, Junior Varsity Cross-Country  
               Varsity, Junior Varsity, Frosh Volleyball  
               Varsity Tennis  
               Varsity Golf
- Winter:     Varsity, Junior Varsity, Frosh Basketball  
               Varsity, Junior Varsity Soccer
- Spring:     Varsity Softball  
               Varsity, Junior Varsity Track  
               Varsity Swimming  
               Varsity Lacrosse

### Campus Ministry: Programs in Spirituality, Service & Justice

Campus ministry serves Notre Dame’s commitment to spirituality, service and justice. Inspired by St. Julie Billiart, her charism of goodness and the Hallmarks of a Notre Dame de Namur Learning Community, students join with faculty, staff, families, and community partners to explore prayer, reflection, service, ministry and leadership. Additional campus ministry program information can be found on the Notre Dame website.

### Liturgy & Prayer

Catholic liturgy is an important experience for the Notre Dame faith community; it is designed to celebrate our Catholic and multifaith community. All students are required to attend school liturgies and prayer services scheduled during the school day. Formal uniform is the expected attire for these events. School liturgies and prayer services include the Mass of Commissioning, All Saints Liturgy, Advent Liturgy, Ash Wednesday Prayer, Holy Week Liturgy and Spring/Confirmation Liturgy. Grade-level and family liturgies, as well as optional liturgies (ie. reconciliation) are also scheduled during the year.

Campus ministry student leaders will lead prayer for assemblies, mentoring and other opportunities throughout the year. Students may request prayer intentions directly to a campus minister or through the book of intentions (the community prayer book) in Manley Hall. Other moments of prayer and worship are planned throughout the year to meet the needs of the Notre Dame community.

The Cathedral Basilica of St. Joseph and Julie Billiard Hall are the two primary locations for liturgical experiences. The campus chapel and Our Lady's Grotto are available for personal and small group prayer. Students seeking space for daily prayer of any faith tradition can speak with a campus minister.

### Community Service Learning

Community service is a form of experiential learning and a requirement for graduation from Notre Dame High School. Direct service requirements are tied to grade-level themes and provide practical experiences of cross-curricular concepts. Grade-level requirements foster relationships with a target population and a minimum number of hours in service with that population are required.

#### *Grade Level Service Requirements*

Grade level expectations will be published at the start of the academic year. Requirements typically follow the descriptions below. Campus ministry may issue revisions to the requirements in response to circumstances for the school and public health.

Campus ministry provides a calendar with important community service learning dates. Campus ministry team members are available to assist students with all stages of the service learning process and community partner relationship. Several steps, activities and resources ensure a student's positive and successful experience of service:

- Orientations, investigation, planning and reflection activities throughout the year
- Submission of online materials by requisite deadlines (ie., community service hour submissions, reflections, and other forms)
- Approved lists of community partners (non-profit agencies, schools, and organizations) that meet grade level requirements

**Freshmen:** Minimum of ten hours to be served with women and/or children. Students may complete up to five hours over the summer. The remaining hours are to be completed during the academic year.

**Sophomores:** Minimum of 15 hours to be served with marginalized and vulnerable populations including: elderly, differently-abled (physically or mentally) immigrants, migrant workers, refugees, or veterans. Students may complete up to seven and a half hours over the summer. The remaining hours must be completed during the academic year.

**Juniors:** Minimum of 20 hours to be in service of a local justice issue of the student's choice (i.e. environment, health care, literacy, socio-economic disadvantages and others). Students are strongly encouraged to serve with ONE community partner and may complete up to ten hours over the summer. The remaining hours must be completed during the academic year. Juniors are also required to complete preliminary steps for their Senior Service Learning Project.

**Seniors:** Minimum of 25 hours in service of a local or global justice issue and population of the student's choosing as part of the student-designed Senior Service Learning Project. Students are to serve with ONE community partner and may complete all direct service hours during the summer prior to the academic year. Students are also required to complete all Senior Service Learning Project reflection and presentation components. Students must complete all components and meet deadlines to satisfy the graduation requirement.

### Community Service Learning Credit

Service work must be performed on a student's own time (after school, evenings, weekends or

during school vacations). Service hours may not be completed during the school day unless through special campus ministry programs. Students are strongly encouraged to serve on recommended service days during the year.

A student must report completed service using x2VOL. x2VOL is an online community service platform that facilitates the tracking of hours electronically. It is the student's responsibility to ensure that her service is verified by the volunteer coordinator at the service site. Campus Ministry will approve hours that have been submitted and verified.

In order to receive community service learning credit with a passing grade ("P"), each student must:

- complete the minimum number of required hours per semester with an approved community partner
- satisfy community service learning expectations for activities and reflection

When not meeting the requirements by the appropriate due dates, a student and her parent/guardian will receive notification and may meet with a campus ministry team member and counselor to determine a plan for completion.

Requirements not completed by the semester will be reflected in the semester grade report with an incomplete (INC). The student will also be placed and remain on co-curricular probation (see below) until they have met the requirement. Once they have met the requirement, students can request a change in grade by completing a grade change request form. Students must complete each grade level service requirement in order to graduate.

### Co-Curricular Probation

Co-curricular probation outlines a plan for remediation of the incomplete service requirement with the support of campus ministry, counseling and student life. Students on co-curricular probation cannot participate in the co-curricular programs of the school, including but not limited to, dances, athletics, performing arts, clubs, ASB, student leadership, etc. A student will be removed from probation after all requirements are fulfilled for the previous semester. A student may not begin any other required hours for the next academic year until the previous year's hours are completed.

For a detailed outline of requirements and deadlines, please see the community service learning page of the school website.

### Independent Service

Students are encouraged to serve the community beyond the minimum grade level requirement by completing hours with any approved community partner. Campus ministry will maintain a record of all independent service hours earned by students through x2VOL. To receive credit, students should submit evidence of these hours using the x2VOL hour tracking process. Students with evidence of exemplary service may be eligible for awards or recognition.

### Retreats

Campus ministry hosts retreat experiences for every grade level. Freshmen and sophomores are required to attend breakaway days which are scheduled on regular school days. Juniors are invited to experience an optional two day/one night retreat in the fall. Seniors are offered an optional three day/two night retreat in the spring. Campus Ministry offers a bi-annual overnight mother/daughter retreat. All breakaway days and overnight retreats are held at retreat centers off campus.

Registration for overnight retreats is completed online in the summer and fall prior to the retreats. Overnight retreat information, including payment and financial aid details, is available on the retreat page of the website. Students participating in overnight retreats attend pre-retreat meetings to review expectations and make-up-work policies. According to the Retreat Missed Work Expectations policy, students are given one week before or after retreat to turn in missed work and a full rotation of classes before taking an assessment.

## Global Education - Immersion Experiences

Global education opportunities are powerful learning tools that surround a student with a particular culture and intense experience. Through local, national and international immersion experiences, students will be empowered to work effectively with diverse populations in a variety of settings to build global perspective, cultural competency and cultural fluency. Learn more about Notre Dame's Global Education Program at [www.ndsj.org/student-life/global-education](http://www.ndsj.org/student-life/global-education).

## Spiritual Life

Beyond the school-wide experiences of liturgy and retreat, further opportunities exist to support the spiritual needs of students. These include confirmation preparation (see website for more information), small faith communities, interfaith experiences and dialogue, prayer spaces, individual spiritual direction and pastoral support for death/tragedy in family life. Special programs are planned to minister to parents, alumnae, faculty and staff.

## Social Justice

Notre Dame's commitment to Catholic Social Teachings and gospel values frames the community's exploration of social justice. Under the guidance of campus ministry, a variety of social justice issues are highlighted during the year. These efforts occur in awareness and education campaigns, philanthropic drives and advocacy efforts. All students are encouraged to become advocates for social change in their own service learning experiences.

## Student Leadership

Students are empowered to be servant leaders for their community as they use and cultivate their gifts both on and off campus. Options for ministry leadership include: Peer Ministry Leadership Team, TASC (Teaching, Advising, Serving the Community) Justice, TASC Service, campus ministry homeroom representatives, DiversiTeas (Interfaith Leadership), campus ministry internships, various liturgical ministries and retreat leadership. Participation and application details vary by group. Please visit the student leadership page of the school website for more information.

## Performing Arts Program

### *Theater*

Notre Dame stages three department productions. Auditions are open to all Notre Dame students in good standing. Students may participate in technical theater, according to their interests in one or more of the following areas: set design, set construction/painting, lighting, sound, costumes, hair/makeup, publicity, and house management (ushers, etc). Notre Dame theater is a liaison with local professional theater companies and facilitates opportunities for students to intern during the school year as well as over the summer.

### *Vocal Music*

Notre Dame offers three opportunities for students to participate in vocal music. Regent Harmonies Choir is a non-auditioned treble choir that is open to any students with a desire to sing. Regent Harmonies meets after school during co-curricular time. As part of our community partnerships, Notre Dame shares a mixed choir (SATB) with Bellarmine College Preparatory. Auditions for ND/BCP Choir take place in September. Practices are held one day per week after school at Bellarmine. Notre Dame's Advanced Choir, *Fleurs du Soleil*, is an auditioned treble choir that meets as a class on campus. Auditions are in the spring semester of the previous school year, or by appointment with the instructor. All choirs are year-long commitments.

### *Instrumental Music*

For students interested in joining a band, Notre Dame partners with Bellarmine College Preparatory Symphonic Band as a part of our community partners program. This is a year-long curricular course with three concerts each year. Also in the curricular/daytime class program, students who play violin, viola, cello, or string bass are encouraged to join Notre Dame's String Ensemble. String Ensemble plays a variety of repertoire, from traditional orchestral music to movie scores and pop tunes. They perform in three concerts per school year, and have a variety of



opportunities for informal performances and clinics.

Piano students are invited to join the ND Piano Collaborative, a community of pianists who learn from masterclasses, from performing recitals, and from sharing music with one another.

Music Ministry is open to both instrumentalists and vocalists who lead liturgies with music. This group consists of dedicated and self-motivated musicians who rehearse twice a month and before liturgies.

### *Dance*

The Regent Collective Dance Company is a union of dancers, selected with the intention of building technique and repertoire. Students gain professional work and performance experience in collaboration with other artists. In addition to the physical aspects of the dance company, students are provided with mentorship and resources to better prepare them for future auditions and portfolio development. Auditions are held at the beginning of the year. Reliant on audition, academic and social conduct, students may participate up to 4 years. In addition to the Regent Collective Dance Company, students interested in dance may be cast in theater department productions, try out for the Notre Dame ASB Cheerleading Team, partner as a liturgical minister with campus ministry, and participate in various cultural clubs and dance interest groups led by students.

### Speech & Debate Program

The purpose of forensics (Speech and Debate) is to promote interscholastic debate, oratory, public speaking and interpretation of literature. Some of the benefits of participating in speech and debate include increasing public communication skills; developing improved study habits and research skills; developing time allocation and organizational skills; advancing critical thinking and reasoning skills; becoming familiar with issues of social justice and diversity; being open to different sides of an issue; learning how to work with others, as individuals and as a team; and mentoring younger students.

Notre Dame is a member of the Coast Forensics League, the California High School Speech Association, a charter member of the National Speech and Debate Honor Society. Students compete in more than 30 tournaments locally and nationally, but participation in tournaments is not required. The program's flexible schedule allows students to participate in other extra-curricular activities. Practices are held after school four days a week; students are only required to attend two practices a week. To participate, students need to maintain a minimum 2.0 GPA.

### Robotics Program

The Notre Dame Robotics Team (the Janksters) works together to create a community of learners who love to explore engineering and robotics. They also learn key skills such as teamwork, leadership, and service through hands-on experience that will help students succeed in life, regardless of career path.

Robotics is a year-long program where students work with professional engineers and educators to learn lessons about engineering, business and life skills. The team plans STEM events and activities as well as builds a robot to compete in the FIRST (For Inspiration and Recognition in Science and Technology.) The team meets weekly throughout the year and meets on weekends for competitions and workdays. To participate, students need to regularly attend meetings, trainings, and events, as well as maintain a minimum 2.0 GPA.

### Student Leadership & Activities

Student activities refers to the operations of ASB (Associated Student Body), all Notre Dame clubs, school dances and other co-curricular activities. Participating in student activities is a privilege. Students who have had significant disciplinary action within the past semester may have their participation in co-curricular activities restricted.

#### *Executive Level Student Leadership*

- Every student involved in an elected position for ASB School Council, ASB Class Council, ASB

Homeroom Representative or an appointed leadership position on PMLT (Peer Ministry Leadership Team), TASC (Teaching and Serving the Community), TASC Service Representatives, Lighthouse, Alliance, and Facing History must have and maintain a cumulative GPA of 2.5 at the semester grade report. Students not meeting these academic standards may have their participation in student leadership restricted.

- Class cheerleaders are held to the same standard as other student leaders and must maintain a cumulative GPA of 2.5.

#### *ASB (Associated Student Body) School Council*

- The ASB school council officers preside over the bi-monthly All ASB meetings and represent the students at all formal functions.
- ASB school council officers are elected every spring for the offices of president, vice president, recording secretary, big/little sister program commissioner, student life commissioner, publicity commissioner, athletics commissioner, spirit commissioner, and service commissioner.

#### *ASB Class Council*

- Each class elects six ASB Class Council officers every spring for the following school year: president, vice president, secretary, big/little sister program commissioner, student life commissioner, and athletic/spirit coordinator. Seven class cheerleaders are also elected to represent the class.
- ASB class council officers are required to attend weekly ASB class council meetings and bi-monthly all-ASB meetings.
- ASB homeroom representative - each homeroom elects one homeroom representative to the class council.
- All homeroom reps are required to attend the weekly ASB class council meetings and bimonthly all-ASB meetings.

#### *Club Leadership*

- Club presidents may not hold any other elected or selected leadership position.
- Students may only hold an officer position in one club.

#### **School Dances**

Regulations for school dances follow the regulations in effect for all Catholic high schools in the Diocese of San Jose. The deans and activity directors at all schools collaboratively developed these expectations, and they are implemented and enforced at all schools. These common policies emerge from our shared mission in promoting Catholic/Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity to socialize in a supervised and safe environment. Students' behavior and manner of dress should reflect this guiding principle.

#### *Dance Regulations*

- Students not from Notre Dame must provide a high school ID upon entrance to the dance.
- All dancing must comply with standards of modesty and safety. The faculty and administrators will be the final judge of the appropriateness of dance styles. Inappropriate dancing includes, but is not limited to, the following: slam dancing, break-dancing, moshing, freaking and suggestive or otherwise inappropriate or dangerous dancing.
- In the event of any violation of these regulations or any other behavior deemed inappropriate, chaperones will request the school ID of the student and the dean of the guest's school will be notified. Students in violation of any dance regulations may be asked to leave, and their parent(s) contacted.
- All personal items, including but not limited to jackets, purses, totes, and backpacks, regardless of size, will be inspected by the faculty chaperones and checked into the coatroom before

admittance to the dance.

- The use, possession or sale of alcohol, tobacco or any other illegal drug is not permitted prior to or during any school event.

#### *Manner of Dress*

- Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation and good taste. Any interpretation and judgment in these matters lies with the school personnel supervising the dance. Clothing should be clean, hemmed and not torn.
- Clothing displaying any offensive or sexually suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted.
- Shoes must be worn at all times during school dances.
- Hats are not permitted.

Any boy who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines:

- Shirts must have sleeves, and shirts must be tucked in or extend below the waistline.
- Pants, which may be short or long, must be secured about the waist. Gym or team shorts are not permitted.

Any girl who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines:

- Overly tight or spandex pants or shorts (i.e., bike shorts) may not be worn as outer garments.
- Shorts, skirts and dresses may be no shorter than mid-thigh.
- Slits on dresses or skirts that end above mid-thigh are not permitted.
- Blouses, dresses and tops that are strapless, spaghetti straps, tube tops, halter style, low-cut (either front or back), off-the-shoulder, or that show a bare back or midriff are not permitted.

The school may modify the dress requirements for theme or formal dances. In such circumstances, the school will provide clear instructions regarding expectations for a particular dance.

In addition to the diocesan guidelines, the following regulations are also in effect at Notre Dame:

- On-site dances are generally held from 7:00pm to 10:00pm. Students **MUST** be picked up by 10:00pm. Students are admitted from 7:00pm - 8:00pm. Any student who needs to arrive later than 8:00pm must have a late pass from the director of student life, which must be obtained prior to the dance.
- Students are required to stay at the dance until 9:30pm.. Any student who wants to leave earlier must have written permission submitted to the director of student life prior to the dance.

## **SECTION NINE: SAFE ENVIRONMENT**

### **Mandated Reporting**

All employees of Notre Dame are mandated reporters according to the Child Protective Services laws. and complete mandatory training upon hiring. Any employee who has reasonable suspicion that a student has been subject to child abuse and/or neglect is required to report it to the proper authorities. Protocol for reporting abuse and/or neglect is reviewed annually with employees, and is strictly followed. See Section Seven: School Report of Suspected Abuse or Neglect for more information.

### **Harassment Policy**

Notre Dame High School is committed to providing all students and employees with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by

example that all members of the community are entitled to respect.

Harassment of a student, teacher or other staff member by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, gender, sexual orientation, gender identity, religion or disability. Punishable harassment is any kind of conduct, including verbal, written, physical and/or cyber contact, (1) that creates (or will be likely to create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal and cyber conduct (1) that has a negative effect on a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will be likely to create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

Staff members should intervene immediately to stop harassment or any type of disrespectful conduct if they become aware of it, and both students and staff have a responsibility to report it immediately to the director of student life or to any administrator they choose. Claims will be investigated and the director of student life, in consultation with the vice principal of student affairs and/or the discipline review board, will apply appropriate consequences, up to and including suspension, expulsion or legal action. Staff members can and should deter harassment with lessons and modeling of tolerance and respect.

This policy also includes volunteers, parents, siblings, guests and other individuals who are affiliated with Notre Dame.

### Appropriate Boundaries

Notre Dame wishes to encourage healthy relationships of mutual respect between students, employees, and volunteers. However, when dealing with students, employees and volunteers must always conduct themselves in a manner that is above and beyond reproach. Student safety is paramount. When dealing with students, employees and volunteers are required to conduct themselves in a manner that is always professional, avoiding all behavior and/or language that can violate the necessary, healthy distance that must be maintained at all times between adults and students.

## **SECTION TEN: GENERAL INFORMATION**

### Closed Campus

Notre Dame High School is a closed campus. Students are not allowed to leave campus during the school day without a passport from the main office. Students with free blocks are not permitted to leave campus during that time, unless with specific authorization from a faculty member.

### Communication with Faculty/Staff

Students and parents are encouraged to communicate with faculty by phone or by email with questions or concerns throughout the school year. Faculty members will respond to communication from students and parents within 24 business hours. If there are concerns about the timeline of communication, school administration should be consulted.

### Emergency Procedures

Notre Dame has a detailed Emergency Operations Plan that is revised annually and available to all staff. Emergency drills will take place without warning throughout the school year to practice evacuation and lockdown scenarios. Students must follow the directions of school personnel for all drills. Emergency procedures are reviewed with staff and students at the start of the school year annually. Students who violate any of the evacuation procedures are subject to disciplinary action. Any student responsible for a false alarm or any inappropriate behavior during an emergency

situation will be referred to the director of student life for disciplinary action.

### Food/Beverage Policies

Food/beverages are not permitted in any building except the Student Life Center Lounge or outside picnic areas in Pardini Park, Third Street Cafe and the Student Life Center. Food and beverages may be permitted for club or other co-curricular meetings that occur during the school day or after school. When food/beverage is consumed in a classroom for a meeting/activity, proper cleaning procedures of desks must be followed in order to ensure health & safety of students and staff with food allergies. Violation of this rule will result in a detention.

Students may not order food from outside vendors to be delivered to the school unless under the direction of a staff member.

### Free Block/Resource Period

Students are expected to be responsible in the use of their free block. This non-class time can be used in a variety of ways. Available teachers will be in classrooms or offices to offer assistance. The Learning Commons is open for quiet study or research; the student lounge areas may be used for quiet socializing. Sitting in the hallways while classes are in session is not permitted. Students with free blocks are not permitted to leave campus during that time, unless with specific authorization from a faculty member.

### SENIOR FREE BLOCK PRIVILEGE

If senior privileges are granted at the start of the year by administration, seniors without a first or last block class may arrive late for their first official class of the day or leave early at the start of their free block. If the student has a free block at the end of the day, they must sign-out per the protocol outlined at the start of the school year. If their free block is at the end of the day, the privilege is only for that specific block, and not for any non-class blocks that precede it (i.e. lunch). They may not leave earlier than their designated free block unless a parent has requested a passport through the attendance office.. If leaving early for senior privilege, students are not permitted to come back onto campus, unless for a co-curricular activity. Senior privilege does not apply to free blocks occurring in the middle of the school day.

### Guests

Guests are only permitted during or after the school day if the guest is interested in attending Notre Dame High School the following semester/year or if the guest is participating in a school-sanctioned co-curricular activity (i.e. performing arts, club meeting/activity). Guests may not hang out on campus for any other reason.

- If the guest is interested in attending Notre Dame, they must first obtain and complete a permission form from the admissions office and submit the completed form to the vice principal of enrollment for approval at least 24 hours before the guest wants to visit.
- All guests must sign in at the main office to indicate the reason for their visit and obtain a visitor's pass. Only guests meeting the conditions above will be issued a visitor's pass.
- Any guest appearing on campus in violation of the above conditions will be asked to leave immediately and the host Notre Dame student will be issued a detention. Guests must follow ND free dress guidelines when visiting.

### Manley Elevator

The elevator in Manley Hall is not for student use. A student who is injured or chronically ill may secure an elevator pass by bringing a doctor's note to the main office. Students found on the elevator without a pass will be issued a detention.

### Learning Commons

The Learning Commons is a place for studying and students are expected to cooperate with any requests made by the Learning Commons coordinator. Eating, drinking, or chewing gum is not allowed, unless with specific permission.

### *Circulation*

Books and back issues of magazines circulate for three weeks and may be renewed. Current issues of magazines should be used in the library only. E-Books checked out from OverDrive digital library will be automatically returned after two weeks, but may be re-checked out immediately.

### *Loss or Damage*

The replacement price will be charged for the loss or damage of any book or magazine.

### *Printing Costs*

Black and white printing is ten cents (\$.10) per page. Color printing is 50 cents (\$.50) per page.

### *Sales/Fundraising & Campus Communication Policy*

Students may not hold fundraisers or collection drives on campus, nor may they contact the student body via class email addresses without expressed approval of the director of student leadership & activities.

## **SECTION ELEVEN: STUDENT TECHNOLOGY USE AGREEMENT**

### *Technology Philosophy*

At Notre Dame High School (NDSJ) engaging and relevant technology is used to aid teachers and students in their work and learning. Access to inclusive technology enriches our curriculum and the life of the Notre Dame community. Teachers use appropriate technology to facilitate learning, manage their grades and communicate both internally and externally. Students are granted technology privileges to be used as a tool of research, collaboration, creation, presentation, management, composition and communication. The use of the technology at NDSJ is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

### *Technology Use Agreement*

This agreement is between Notre Dame High School (NDSJ) and NDSJ students. All technology provided by NDSJ is for academic or administrative use by students, faculty and staff. Any user who violates this policy or any applicable local, state, or federal laws, faces the loss of technology privileges, risks school disciplinary action and may face legal prosecution.

This technology policy includes, but is not limited to, the telephone system, computers, software, networks, wireless networks, Internet access and other services provided for student use at NDSJ, as well as any other personal electronic devices brought to campus by the student.

NDSJ technology resources are provided to the community to promote the education of young women and support their growth and development in line with NDSJ Graduation Outcomes, NDSJ Mission and the Hallmarks of the Sisters of Notre Dame de Namur. Parents are expected to be stakeholders in the implementation of the Student Technology Use Agreement. The signatures on this document indicate parents have read this agreement and that parents and students understand and support the terms of the agreement.

### *Personal Electronic Devices*

Students are required to bring their own fully-charged laptop to NDSJ for academic use; this is their primary device. A secondary device may be used to enhance learning; examples of secondary devices are tablets, e-readers, smartphones. When using any personal electronic devices at NDSJ, students should be mindful of the following:

- Use of personal electronic devices is subject to the same policies and guidelines as all other NDSJ technology equipment.
- Secure access to the Internet is provided at NDSJ with the intent that it be used for academic purposes and not for personal, non-school related use.
- NDSJ will not provide technical support, repair or supply chargers for student's personal

electronic devices.

- Students are responsible for the security of their own personal computers. NDSJ accepts no responsibility for theft, vandalism, or intentional destruction of personal electronic devices. For security purposes, student's personal electronic devices must be in their possession or in a locked locker at all times.

## Cell Phones

Students will not use cell phones during class time to make phone calls, send text messages or use social media without the expressed permission of a NDSJ faculty or staff member. Cell phone use will not be permitted during assemblies, prayer services or liturgies. Smartphones are a secondary device, and thus may not be used in place of a permissible primary device in class, unless used with permission from the teacher.

## NDSJ Technology

When using technology on the NDSJ campus, either personal electronic devices or technology provided by NDSJ for student use, students should be mindful of the following:

### NDSJ Network and Wireless Access

- Use of the NDSJ networks and wireless network should be for academic purposes having educational value consistent with the objectives of NDSJ.
- All files and communications composed, sent, received or stored on NDSJ networks are, and remain, the property of the school. They are not confidential, nor the private property of any student, regardless of content, and may be viewed by NDSJ staff at any time. The use of passwords does not guarantee privacy or security.
- Access to certain websites is restricted and NDSJ records Internet browsing history, messages and files accessed on the NDSJ networks. This history can be reviewed at any time.
- NDSJ network administration programs will not be accessed or changed without explicit permission.
- Inappropriate materials accessed or stored on the NDSJ network can and will be removed without prior notification. This includes, but is not limited to: copyrighted material, threatening or obscene material, inappropriate music, images or infected files.
- NDSJ technology should not be used for commercial activities, product advertisement or political lobbying.

### Student Access & Accounts

- Individual NDSJ accounts (email, Google Drive, PowerSchool), and the content created or accessed on those accounts, are the responsibility of the student.
- Students should take reasonable precautions to prevent others from being able to use their NDSJ accounts by keeping passwords confidential.
- Students may not email students using class email addresses without approval from the director of student life and/or director of student leadership and activities.

### Behavioral Expectations

- Use of technology on campus should not disrupt the learning environment.
- Teachers retain the right to determine appropriate use of electronic devices while in the classroom.
- NDSJ technology equipment will be used appropriately; students will not damage or dismantle technology equipment.
- Computer labs and common work areas will be kept clean. Food and beverages are prohibited in labs or while using school technology equipment.
- Students will not attempt to deliberately spread viruses or disrupt NDSJ wireless or computer networks by any other means.
- Technology resources provided by the school will not be wasted, abused, or monopolized.

Streaming music or movies, or excessive downloading of files results in congestion on the NDSJ network, which slows it down for other users.

### Plagiarism

- Copyrighted materials, trade secrets, proprietary information or other protected and controlled material shall not be stored or transferred using the NDSJ networks. Transmission of any material in violation of any U.S. or state regulation is prohibited.
- Students may not make unauthorized copies, or give/lend/sell copies of any materials owned by NDSJ and protected by copyright, including but not limited to software, music, videos, images.
- Students will not plagiarize words or information. Plagiarism is the taking of ideas, words, phrases, images or writings of another and presenting them as if they were a student's original work. This includes the submission of revised or renamed work as your own.

### Cyber-Bullying & Social Networking

- Technology may not be used to disturb or harass others in any way.
- Harassment, unwanted or unsolicited contact by members of the school community is prohibited. Any community member who receives threatening or unwelcome communications should bring them to the attention of a teacher/administrator.
- Students may not create, send, access, or download material that is abusive, hateful, harassing or sexually explicit.
- The creation of false online identities in order to mislead or cause malice is prohibited.
- When using social networking sites that identify a user as a Notre Dame student, the student represents the NDSJ community and should not post anything compromising or that would impact the community negatively. Be aware that college admissions officers and employers often look at applicants' social networking sites.

### Consequences

Any violation of this Student Technology Use Agreement should be reported immediately to the director of educational innovation, the technology department or any member of the Notre Dame staff.

Students in violation of the Notre Dame Student Technology Use Agreement will be subject to any of the following:

- loss of technology privileges and access to the NDSJ networks
- school disciplinary action, including suspension or expulsion
- legal prosecution if in violation of applicable local, state, or federal laws
- NDSJ reserves the right to seek financial restitution for any loss caused through students' carelessness or negligence.

## **SECTION TWELVE: FINANCIAL POLICIES**

### Financial Policy

Students will receive a schedule of classes when:

- The non-refundable tuition deposit and non-refundable registration fee are paid.
- All tuition documents have been signed and completed online.
- All fees and tuition from any previous year(s) are paid in full.

All tuition payments are due and payable on time according to the tuition plan selected. Notre Dame has the right to take legal action to collect school tuition and fees. Parents/guardians will be responsible for all costs of collection, including court expenses and reasonable attorney's fees. If for any reason, tuition and any class fees payable are more than 30 days past due, students may not be permitted to attend classes, participate in any activities, or receive report cards until her account is brought current, or an adjusted payment schedule has been approved by the director of



business operations.

Grades will not be posted to the student's transcript if the student has a past due balance at the end of a semester. Students will not receive any tuition assistance until all fees and tuition from previous year(s) are paid in full. A graduating senior may not receive a diploma, or be issued final transcripts, until any and all debts to Notre Dame are paid in full. If more than one person is responsible for payment of tuition, Notre Dame reserves the right to inform the other responsible party if the account becomes more than 30 days delinquent. Refer to Notre Dame's tuition contract for details.

Notre Dame will charge \$25.00 for any check made payable to Notre Dame for which there are "Not Sufficient Funds" (NSF).

### Length of Contract & Cancellation

Once a student enrolls at Notre Dame, it is understood that they will remain enrolled at Notre Dame for the entire academic year. Notre Dame commits to the faculty and staff contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. Consequently, it is expressly understood and acknowledged by the parents/guardians and Notre Dame that after this contract is signed, the parents/guardians are still obligated to pay tuition for the full year.

In the event Notre Dame determines that continued enrollment at Notre Dame, whether voluntary or involuntary, is not in the best interest of the student or Notre Dame, Notre Dame reserves the right to advise the parent/guardian, to terminate the enrollment and this contract, and not refund tuition.

### Tuition Payment Plans

Payment in full is due in early June paid directly to Notre Dame High School. Payment option plans can be set up for semi-annual, quarterly, 10 payment or 11 payment plans through the FACTS Tuition Management Company. The parent/guardian authorizes direct debit payments from a checking or savings account by completing the enclosed FACTS Automatic Tuition Payment Agreement form. FACTS will deduct an annual \$50 setup fee from the authorized checking or savings account. No bills will be mailed. Families utilizing the FACTS plan will have online access to their account. Statements are only sent when accounts become delinquent. Enrollment is not complete and students will not be allowed to attend class until the FACTS Automatic Tuition Payment Agreement and the signed Financial Policy and Tuition Contract is completed.

### Work Study Program

Students receiving financial assistance from Notre Dame are part of the Work Study program, where students have the opportunity to be of service to their school community, as well as the opportunity to develop essential skills for career and life success. Work Study students will receive a Work Study contract each year with their specific assignment(s) for the school year.