



**HANDBOOK/ DIRECTORY
2011-2012**

**Notre Dame High School
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San Jose, California 95112**

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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To Parents and Students:

The **STUDENT/PARENT HANDBOOK** of Notre Dame High School is a directory of the school's policies and procedures. It is essential that all parents and students familiarize themselves with the school's policies by reading and reviewing this handbook annually.

The provisions in this handbook are designed to provide parents and students information and guidance as to the procedures and policies of the school. The provisions in this handbook are not a contract and impose no obligation on the school. This handbook is not part of the tuition agreement. The contents of this handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to the parents and students.

**Notre Dame High School does not unlawfully discriminate on the basis of race, color or national origin, or disability in the admission of students, the administration of educational policies, scholarship and financial aid programs, and athletic and other school administered programs.

SCHOOL ADMINISTRATION

PrincipalMary Beth Riley
Vice Principal, Academic Affairs..... Janice Tupaj-Farthing
Vice Principal, Student Affairs John Bracco
Director of Enrollment Management..... Susana Garcia
Director of Development..... Anna Quinones
Director of CommunicationBrigitte Heiser
Controller Deepika Nabar

CURRICULAR DEPARTMENT CHAIRPERSONS AND AREA COORDINATORS

Counseling.....Heidi Rolfson
College Counseling Barbara Simmons
English Charlotte Carlson
Instructional Technology..... Brooke Ahrens
Math..... Elizabeth Milanovich
Modern LanguageCatherine Sharer
Physical EducationKaren Herr
Religious Studies..... Rita Cortez
Science..... Victoria Evashenk
Social Studies..... Ruth Burson

CO-CURRICULAR PROGRAM DIRECTORS

Dean of Student LifeEllen Cohen
Director of Athletics Devin Engebretsen
Director of Campus Ministry Kathleen Quiazon
Director of Forensics Sarah McGuinn
Director of Fine and Performing Arts.....Derek McCaw
Director of Student Leadership & Activities... Catherine Pandori

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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 and college preparatory education. We do so in the spiritual legacy of Saint Julie Billiart, the foundress of the Sisters of Notre Dame de Namur, embracing the gift of God's goodness to support the personal journey of each student. This journey occurs in a uniquely compassionate community with meaningful and integrated learning programs that foster intellectual curiosity, critical thinking, reflection, social awareness and responsibility, and the discovery of each young woman's voice and leadership capabilities.

We bring to life the values stated in *The Hallmarks of a Notre Dame de Namur Learning Community*:

- We proclaim by our lives even more than by our words that God is good.
- We honor the dignity and sacredness of each person.
- We educate for and act on behalf of justice and peace in the world.
- We commit ourselves to community service.
- We embrace the gift of diversity.
- We create community among those with whom we work and with those we serve.
- We develop holistic learning communities which educate for life

"We honor Saint Julie's wisdom to "Teach them what they need to know for life"

Graduation Outcomes

A Notre Dame graduate is a life-long learner who:

- is college prepared
- can access, integrate and apply knowledge across the curricular areas
- can use a variety of resources – civic, cultural, technological, creative – to learn about her world
- is able to wrestle with complex ideas and arguments
- approaches her education with passion
- respects diverse viewpoints and moves beyond assumptions
- makes connections and applies concepts beyond the curriculum to make informed choices
- uses technology comfortably, understanding its power, its limitations, and its mandate for ethics

A Notre Dame graduate is a spiritual seeker who:

- recognizes and respects the Catholic perspective according to the charism of the Sisters of Notre Dame de Namur
- respects diverse religious perspectives
- honors the dignity of the individual, embracing faith, gender and community affiliations
- engages in prayer and personal reflection
- develops healthy relationships with self and others
- embraces environmental stewardship

A Notre Dame graduate is an advocate who:

- seeks justice in local and global communities
- recognizes and articulates social justice issues as reflected in Catholic Social Teachings
- participates in direct service and stands in solidarity with others
- acknowledges the inherent power and gift of diverse perspectives

A Notre Dame graduate is a leader who:

- makes choices grounded in knowledge, spirituality and justice
- discerns her passions and talents and develops skills for her life's work
- recognizes the legacy and contribution of women and connects to the tradition of Notre Dame
- develops a positive sense of self, a dignity for self and a reasonable expectation of self
- finds her unique voice and supports the voice of others throughout her journey of creative expression

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 on-going spiritual journey of deepening relationships with self, others and God.
- We make 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 complimentary roles and gifts of women and men in society.

History of Notre Dame High School, San Jose

This year marks the 161st 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 Billiard 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. San Jose, then the capital, was the location of the first foundation, 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 Billiard Hall, the use of O'Connor Mansion as offices and classrooms, as well as the creation of Pardini Park. The old convent of the Sisters of Notre Dame on the corner of 3rd and Williams is now our Student Life Center. Manley Hall, our new state-of-the-art three story classroom building, opened in September 2002.

School Traditions

Regent Mascot

The Notre Dame Mascot is the Regent. This was chosen by the students at the end of the 1999-2000 school year to help celebrate our 150th anniversary. The Regent, as the "Royal Ruler", helps Notre Dame to "rule" the court.

Class Mascots and 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 2012 – Pink and Green Cobras
- Class of 2013 – Teal and Yellow Superheroes
- Class of 2014 – Red and Purple Phoenixes

The Alma Mater (School Hymn)

"Alma Mater, Mother dear, thy name we all revere"...this is the school hymn that is part of every Notre Dame High School in California. 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 graduation attire and tickets, a senior must pass all of her required courses, and successfully complete the Senior Service Learning Requirement. In addition, all obligations (tuition, library fines, athletic bills, retreat fees, detentions, and work grant responsibilities) 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, approval must be given to register in the course for credit by the Department Chairperson and the Vice-Principal, Academic Affairs. Courses taken at summer school are recorded on the official school transcript if students provide an official transcript from the summer school.

Grading Policy

The official grading scale for Notre Dame is:

100 - 98 =	A+	79 - 78 =	C+
97 - 93 =	A	77 - 73 =	C
92 - 90 =	A-	72 - 70 =	C-
89 - 88 =	B+	69 - 68 =	D+
87 - 83 =	B	67 - 63 =	D
82 - 80 =	B-	62 - 60 =	D-
		59 - below =	F

Departments agree to "round-up" to the next whole number if the student average is + .5. Although + and – grades are shown on the transcript, they are not weighted in the GPA.

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 grade point average of at least 2.00. The Vice-Principal, Academic Affairs, will place any student whose semester average falls below 2.0 on Academic Probation for the following semester. While on Academic Probation, students may not participate as a school or class officer, class cheerleader, in the sports program, or in the fall/spring theater production.

A student may, with her parents, request in writing a modification of the terms of probation to her Counselor and the Vice-Principal. 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 G.P.A. to 2.00 will be asked to leave Notre Dame at the end of the probation semester and 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, Academic Affairs.

Final Exams

All tuition, fees, fines or outstanding monies and athletic uniforms must be paid and turned in before a student will be allowed to take finals. All detentions must be served. Students are required to take examinations during the scheduled times. These times are not re-arranged to allow for trips, etc. If a student is tardy, she has only the time remaining for the test period. A student missing a final exam for any other reason than illness, may not make it up. If a student misses finals due to illness, a parent/guardian must inform the office on the day of her final, and in this case the final will be re-scheduled. If the exam is missed, it will be counted as "0%" in computing the semester average.

Report Cards

Report cards are mailed home six times a year. This schedule is noted on the school calendar. Only semester grades are posted on the student's transcript. The teacher in each course determines the grade for each of her students based upon department and course standards. These department and course standards can be found in the course handouts provided to students at the start of each course.

Transcripts are sent to colleges and scholarship programs upon student or parent request. Transcript request forms may be obtained from the Registrar. There is a \$2.00 fee for each transcript.

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 year long courses, a student may drop the course at the semester if her grade is a D or below, if her teacher and counselor are in agreement that it is in her best interest to withdraw, and the course is not needed for graduation. In adjusting a schedule, keep in mind that freshmen, sophomores, juniors and seniors must take six classes. The following are steps for dropping a class within the one week time period:

- Students must pick up a Course Change form from their counselor.
- Students must discuss the course change with the teacher whose course is to be dropped.
- Students then return the form to the Counselor with their parent's signature and the \$10 fee.
- The mentor and the instructor whose course has been dropped will receive a copy of the form after the change has been completed.
- 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. 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.
 - Requests to drop a class shall not be made in the last four weeks of a course.

Procedure for Dropping a Class

- The student must talk with the teacher of the class about her reasons for dropping and/or her difficulties with the class.
- The student will discuss her options with her counselor and determine if her reasons justify a change.
- If approval is given, the student must:
 - Bring a note from parents giving permission to change.
 - Bring a \$10 fee to facilitate the change.
 - Have the teacher sign the necessary form.

Dual Enrollment

Through the Step to College Program, students who are approved by a Notre Dame High School Counselor or Principal may enroll in classes at San Jose State University for a nominal fee. This program is available to seniors who have maintained a 3.0 GPA, as well as juniors who have completed ND's offerings in math or modern language. Information and applications for this program are available through the counseling department.

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. Students who volunteer regularly as tutors throughout the semester may exempt one semester exam for a course in which they have at least a 93% average, conditional on subject teacher approval. The same course cannot be exempted twice in one year.

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 delivered as the valedictory address. All honorees receive a medal/award at Senior Awards Night and are recognized at the graduation ceremony with a special designation.

Graduation Speaker Invitation

The senior class proposes a list of three names of preferred speakers that would 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.

Senior Honors

Most Valuable Athlete

The Most Valuable Athlete Award is given to a senior student athlete that exemplifies the true essence of the Notre Dame Athletics Program. This recipient will have participated in a varsity sport for at least 3 seasons, and will have been recognized by the West Bay Athletic League, her teammates and coaches for her athletic performance throughout her years in the program.

Scholar Athlete Award

The Scholar-Athlete recognizes the top senior student athlete who has demonstrated the ability to maintain both a high level of academic and athletic standard. After four years, a student who has achieved a consistently high grade point average among athletes, has participated in a minimum of three years of Varsity sports, and has been selected for athletic honors by her team and/or the league is eligible for this award.

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 ND 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:

- A 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: 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.

- All students are required to be on campus by 7:50 AM and remain until 2:45 PM, (Fridays until 1:30 PM) **EXCEPT** for late start collaboration (C1) or end of day collaboration (C5). Students with a free block 1 (or the first period on Friday) must sign in at the Main office. Seniors are allowed to arrive later or leave earlier if their schedule permits but cannot leave during the school day during free blocks or without a passport.

Passports

Passports are issued to students who have obtained parental permission for leaving campus during the school day. When leaving campus with a passport, students must sign out in the main office, and upon return, sign back in.

Absence Reporting Procedures

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

- On the first day of a student's absence, it is the parent's responsibility to call the 24-hour attendance line (408-294-6663) by 9:30 a.m. The Attendance Office is open from 7:15 am - 3:15 pm.

Parents should leave 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.

If the absence exceeds the anticipated length, an additional call to the attendance clerk is required.

After four consecutive days of absence due to illness, the student must bring a doctor's note when she returns to school.

Forging or altering a Passport, tardy admit slip or making false telephone calls authorizing an absence are considered violations of our Honor Code, and shall be disciplined as follows:

- First offense - Three hour Saturday detention and parents will be called.
- Second offense – One-day suspension and parent conference.
- Additional offenses will result in further disciplinary action as recommended by the Dean.

Excused or Unexcused Absence

Absences will only be excused for sickness, medical appointments, funerals, retreats, or an anticipated absence that is pre-approved by the Dean. (See section on Anticipated 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. If the student is missing first block due to a scheduled appointment, a parent must call in on the 24-hour message machine (408-294-6663) to report the absence and the estimated time of arrival at school.

Permission to leave school early for any reason requires prior consent from the parent/guardian by note or telephone. A student will not be allowed to leave if verbal or written permission is not received. Students leaving early must obtain a Passport from the Main Office and sign out.

In case of emergency or illness, students must report to the Sick Room and the parent/guardian will be notified. Any student who leaves campus without a Passport and/or does not sign out will be assigned Saturday detention.

ATTENDANCE DISCIPLINE POLICY

After five absences from a class per semester, a letter will be sent home from the Dean. After ten absences from a class per semester, a loss of credit check is completed and, if needed, a parent conference is scheduled. After fifteen absences from a class, per semester, the student may be withdrawn from the class. A parent conference will be held before withdrawal occurs. The loss of credit may jeopardize progress towards graduation.

Tardies

It is the student's responsibility to arrive at school on time as well as to arrive on time for all classes. A student who is more than 20 minutes late for class is considered absent. Because Notre Dame High School recognizes the importance of regular and consistent school attendance, the following disciplinary action will be implemented:

- One unexcused tardy will result in a one hour detention.
- Five unexcused tardies will result in an additional 3-hour Saturday detention.
- Ten unexcused tardies may result in a one-day suspension.

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 Syllabi.

First Block Tardies

Students arriving after school begins and during first block must sign in and receive an Admit slip. When traffic causes a large number of students to be late, the Dean may excuse students arriving late that day. Unacceptable excuses for being tardy include oversleeping, parking, fueling car, late carpool, etc. All other excuses will be considered on an individual basis.

The Dean reserves the right to make the final decision on first block tardies. First block unexcused tardies will result in a one-hour detention.

Sick Room Policy

Notre Dame High School maintains a "sick room" for girls who are not feeling well and need to rest for a short period during the school day. The following "sick room" rules are strictly enforced:

- Students must notify their teacher that they are not feeling well and request a Sick Room Pass (no admission without a pass) from the teacher whose class they will miss.
- Students may spend only one block in the room. If they are not well enough to return to class a parent will be called so that the student may go home. Students released to the sick room will be marked absent from that class.

Anticipated Absence

Anticipated absence forms are required for trips out of town, college visits, "take your daughter to work day" and any non school related absence that is known about in advance.

When anticipating a student absence, follow these procedures:

- Obtain approval from the Dean
- Complete the "Anticipated Absence" form.
- Return the completed form to the Dean at least one day prior to the anticipated absence.

If the Dean approves the absence, each teacher will allow the student to receive credit for any work missed and made up because of the absence. All work must be made up in a timely fashion, as determined by the teacher.

If the Dean does not approve the absence, the teacher will ordinarily not allow the student to make up missed work. Vacations are generally NOT approved.

Anticipated Absence - Guidelines for Students Missing Class Time

The Notre Dame daily schedule is designed as a modified block schedule, with periods 1-7 on Mondays; Tuesday/Thursday periods 1-4; and, Wednesday/Friday periods 5-7. Mentoring and collaboration times are built into the Wednesday-Friday schedule. The schedule is designed to allow for extended teaching periods and to provide students with a

schedule that relieves the pressure for homework in all subjects each night.

In adapting this schedule the school continues to believe that opportunities such as field trips, learning opportunities outside of the classroom, and student participation in school visits or serving as Notre Dame ambassadors are important aspects of a Notre Dame education. Providing such 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 green sheets 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. This type of communication is helpful for both the student and the teacher.
- Students will utilize school email to communicate w/teachers about missed classes. It is advisable to identify at least one other student in each class with whom to communicate when absent.
- The school utilizes Moodle technology in order to provide teachers with a digital means for sharing course content and information with their students. Teachers will maintain a Moodle site for each course they teach. Moodle pages will contain a calendar of assignments and class activities for a week at a time. Students are expected to use these web pages in order 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.

High school is a time for students to develop skills and habits as learners that will prepare them for the world they will experience in college. These guidelines are designed to prepare students for such

future experiences, helping to develop a sense of individual accountability and responsibility for their learning.

Attendance and Co-Curricular Activities

A student who has been absent from school all or part of a given day may not attend or participate in any co-curricular activities on that day without the prior permission of the Dean of Student Life. This includes sports, drama productions, dances, club activities, rallies etc.

Appointments During School Hours

Doctor and dental appointments should be scheduled after 2:40 p.m. If students need to schedule an appointment during school hours, a note from parents needs to be brought to the Attendance Office before school or during break. The Attendance Officer will issue a Passport, which will permit the student to leave campus. Students may not leave campus without a passport.

Off Campus Activities/Field Trip Attendance

Throughout the school year, faculty may elect to have students participate in a field trip or off campus learning activity. Students have the right to attend the field trip, although faculty may encourage a student to remain at school (because the material she/he is going to cover that day is essential; because the student's grades are low; or because the student has been absent too many days, etc.).

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 Speaker events, and any other in-school activity/field trip. No field trips are held during the first week of a semester or the last two weeks prior to final exams.

SECTION FOUR: DISCIPLINE POLICY

Notre Dame High School provides an environment where each student experiences personal growth, as well as exhibits responsibility toward the community. The faculty and staff are responsible for this environment and are supported by the Dean of Student Life in encouraging good morale and discipline within the school community. The Dean 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 and accountability to the community. Every instance of wrongdoing is seen as an opportunity for learning.

Honor Code

Notre Dame High School strives to create an environment based on integrity, compliance with the law, honesty and respect for others. Any illegal conduct or act of dishonesty, academic or otherwise, is a serious offense to the school community.

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. Any act of dishonesty, including cheating, plagiarism or theft, conflicts with the work and purpose of the school and will be dealt with as a serious offense. 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 Dean of Student Life.

Cheating in any form (including plagiarism, copying homework, using unauthorized materials during a test, etc) is considered a serious offense, and a violation of our Honor Code.

The following steps may be taken if a student is found to be cheating:

- A zero will be given for the particular assignment/test, Saturday detention will be issued and parents will be notified in writing of the incident.
- A second incident of cheating will result in a zero being given for the assignment/test, a parent conference, the student being placed on Behavior Probation. Other school consequences may apply as stated in the probation agreement.
- A third incident of cheating in any class may result in the student's expulsion from Notre Dame High School. Extraordinary circumstances (e.g. stealing an exam) will result in more serious consequences.

Theft is a crime of opportunity that may be avoided if students take precautions. Students should avoid bringing valuable items to school and personal items should be either locked in a locker or remain with a student at all times. Students who are victims of theft or witness a theft must immediately make a report to the Dean's office.

Theft is a violation of the Honor Code and will be treated as a serious offense.

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. In all cases, students will use this learning to ensure that they avoid the following five forms of plagiarism.

1. Use quotation marks when quoting.
2. Cite when paraphrasing.
3. Making "too much" use of a source is plagiarism.
4. Recognize another's creativity.
5. Recognize another's ideas.

Detailed definitions of the five types of plagiarism can be found on the school's Moodle page.

Detention

Detentions are given for both minor and serious offenses. The Dean of Students reserves the right to determine the nature of the detention as well as require any additional corrective action that must be taken by the student.

Minor offense detentions result in a one hour Friday detention. To demonstrate responsibility to the community, students work off these detentions for faculty and staff. They may include but are not limited to:

- Uniform violations, including violations of Free Dress Policy
- Eating, drinking or chewing gum in unauthorized areas
- Electronic Device violations, and confiscation of the device until the student meets with the Dean and a detention is served (first offense)
- Unexcused tardies
- Student parking lot violations
- Failure to sign in at the main office on a "first period of the day" free block
- Sitting on class floor / halls during class periods
- Littering the campus

Parents will be notified after five minor violations. After ten detentions for minor offenses, students will be placed on a behavior contract.

Serious offense detentions 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 or assembly
- First offense honor code violations
- Failure to serve a regular Friday detention
- 5 cumulative minor offense violations
- Leaving campus without a passport
- Smoking violation
- Inappropriate behavior during a fire or earthquake drill or other emergency situation
- Technology agreement violations
- Second offense electronic device violations (and confiscation of the device until student meets with the dean, parents are contacted)

Three serious violations may result in further disciplinary action, up to and including suspension or behavior contract. Parents will receive a warning letter after two serious offenses. All electronic and cell phone detentions must be served with the Dean of Students.

Detention Guidelines

- Any detention given to a student by TUESDAY of a given week must be worked off by FRIDAY of the same week.
- Saturday detentions must be served on the first Saturday detention date after it is assigned. They may not be worked off during school time.
- Failure to serve a Saturday detention without a valid excuse will result in further disciplinary action. Students must serve or clear all detentions before they are allowed to take final exams.

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, including but not limited to dances, sports, theater performances, cheerleading, clubs, etc.

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.

Any second suspension of a student during her four years at Notre Dame will result in Probation and a loss of privileges.

The following list indicates actions for which, at minimum, suspension will result (Probation and/or expulsion may also result).

- Fighting or causing/attempting to cause injury to another person
- Possession of any weapon or firearm on campus
- Drug, alcohol or smoking violations (including but not limited to, possessing, distributing, or using cigarettes, illegal drugs or alcohol –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
- Cutting school, serious verbal abuse or vandalism
- Harassment (including but not limited to, ethnic, racial, religious or sexual)
- Habitual profanity, obscenity or vulgarity
- Serious disruption of any class or school activity, or willful defiance of school authorities in the performance of their duties

Senior Sneak/Prank

Notre Dame does not authorize a Senior Sneak Day or "senior prank." Students are not authorized to be on campus to participate in a "prank."

Serious consequences may result for any student involved in such an activity.

Discipline Review Board

The Dean of Student Life may convene the Discipline Review Board whenever there is a serious offense to school policy. This review board will be comprised of the VP's of Curriculum 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 reflect on the information and make a decision. The decision of the Principal is final.

Students should be aware that colleges may request discipline information that the school is required to submit in letters of recommendation.

Tobacco, Alcohol, Drugs and Controlled Substances

No tobacco products of any kind are permitted on campus. Smoking 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. First offense will be a three-hour Saturday detention. Second offense will result in a one-day suspension.

To the extent it is illegal to smoke, possess or use alcohol or illegal drugs, such illegal conduct reflects badly on the student and may reflect badly on the school. Accordingly, all such illegal conduct, no matter where or when it occurs, is prohibited by school policy.

Any student thought to have violated this school policy, or thought to be under the influence of drugs or alcohol at school, will be sent to the Dean of Students. 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. Violation of this rule will result in a one day suspension. Other 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.

Cell Phones and Other Electronic Devices

Students are not permitted to have any electronic device except portable music players (CD's or iPods). These can be used only during free blocks, and will be confiscated if used during any school activity or

in any class. Cell phones must be turned off and not used during the school day or they will be confiscated.

Law Enforcement Procedures

Interrogation of students: 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 officers 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 pupil is taken into custody and removed from the school premises.

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.

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 Dean of Students 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.

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 Dean of Students or to any Administrator they choose. Claims will be investigated and the Dean, in consultation with the Vice Principal, 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.

SECTION FIVE: NOTRE DAME DRESS CODE

Uniform Policy

Notre Dame High School has established a uniform policy so that students can avoid the social stigma that is sometimes associated with dress. Such a policy contributes to a sense of community and develops school pride.

Formal Uniform - Consists of the uniform skirt or gray gabardine pant and uniform logo polo shirt/turtleneck tucked in, with the uniform vest, sweater, embroidered sweater, embroidered ND sweatshirt, or Notre

Dame Logo Blazer Jacket. Layering of sweatshirts/sweaters is not permitted on formal uniform days. Pants under skirts are not permitted. Socks or tights in blue, burgundy, black, white or gray must also be worn.

Formal Uniform Days - 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 school calendar, and announced in the daily bulletin. The formal uniform must be worn all day.

Casual Uniform - The daily uniform worn on non-formal uniform days, consists of: the uniform skirt, short, pant or everyday sweat pant; logo polo shirt or solid blue, grey, white or burgundy t-shirt **MAY** be worn **under** a Notre Dame High School sweatshirt. ND Sweatshirts are optional, however, if no sweatshirt is worn, then a ND Logo polo shirt **MUST** be worn. T-Shirts **may not be worn without an ND regulation sweatshirt over it.**

The student may wear a combination of any of the following:

- The uniform skirt, uniform short (may not be any shorter than 4 inches above the knee), uniform slacks, (casual blue or formal gray), uniform "logo" sweat pant or the ND warm-up jacket.
- Shirts must be the white ND logo polo or shirt if worn alone. Under a regulation sweatshirt, burgundy, white, blue or gray T-shirts may be worn.
- Sweatshirts-navy or burgundy sweatshirt with embroidered school monogram, Notre Dame Logo Sweatshirt-Jacket (blue), Notre Dame High School logo sweatshirt (gray), club or team sweatshirts (blue-that say "Notre Dame" and the activity, (available through ASB or Athletic department). These sweatshirts are the only ones permitted for everyday wear. Club or team sweatshirts and T-Shirts may be worn on Friday only. Club or team sweatshirts/T-shirts in colors other than blue, burgundy, gray or white may not be worn. Other Notre Dame sweatshirts purchased from the E store may also be worn on Fridays.
- Sweater or vest - Burgundy or navy from our uniform store only, with Notre Dame logo*
- Appropriate shoes must be worn at all times.
- Socks are optional **EXCEPT** on Formal Uniform Days, when navy blue, burgundy, white, black or gray socks are required. Fishnet stockings are **NOT** permitted at any time.
- Outer Wear – Only ND logo outerwear (ND logo Sweatshirt, Warm-up, Parka, Polar Fleece, sweatshirt jacket) may be worn in the classrooms during the school day. Coats, jackets, and hats, may be worn outside the classrooms during the school day, over complete uniform only-not in place of ND sweaters or sweatshirts. Bandannas are not permitted at any time. Physical

Education short, t-shirt, and sweatpants can be worn during PE class only.

- Jewelry, body piercing or other body decorations: These must be appropriate and not distracting to the learning environment. The Dean will make final determination of the appropriateness of these items. Please see the Dean before making any change.
- Hair Color - hair must be a naturally occurring hair color (blond, brunette, auburn, etc.). Hairstyles may not be extreme.
- Athletic Uniforms - An athlete may change into her team uniform at lunch on game days only. Uniform tops that are tank top style must be worn with either a t-shirt underneath or a sweatshirt over their top.
- Thermals are considered underwear. They may not show through or outside of the uniform. Other shirts may not be worn under the Notre Dame Polo, if they can be seen.

Free Dress Day Policy - The dress code for non-uniform days shall include a dress or skirt, pants, or shorts, blouse or shirt, shoes with backs and socks. No tank tops with less than a 3-inch width, midribs, half shirts, strapless dresses, halters, tube tops or "cut-offs" are allowed. Shorts and skirts must reach at least mid-thigh (about 4 inches above the knee). Students with inappropriate free dress will have parents contacted to bring appropriate dress to school. Hats are not permitted in buildings. Students must change into PE uniform on free dress days. Individual free dress passes given for birthday observances or event participation may only be used on Friday. Flip-flops are permitted with free dress only.

When wearing Free Dress, students must obtain an official white "out of uniform" pass from the main office before classes start

The School Administration reserves the right to make the final decision on all dress and grooming.

*Note: The uniform warm-up outfit, parka, pants, skirts, short, sweatshirt, PE uniform, sweater, polo shirt, vest and blazer may be purchased through Merry Mart, or ca purchased through the school's Used Uniform Closet which is open periodically throughout the year

SECTION SIX: COUNSELING SERVICES

The counseling department serves as a catalyst for the development of the students' self-awareness, self-esteem, respect for, and appreciation of others. Students are encouraged to become self-directed and to exercise responsible decision-making, to identify and choose among realistic alternatives, and to recognize and better cope with the necessary decisions for meeting their life goals. To this end, students are assigned an academic and personal counselor to assist with the transition to high school, negotiate academic requirements, and support her overall success. Students are invited by the counselor to meet once per semester, and are welcome to set up additional appointments as

needed. Starting in the second semester of her junior year, she will have the opportunity to meet with a college counselor in addition to her personal/academic counselor.

Mentoring

The Mentoring Program provides the opportunity for Notre Dame's faculty to know each student and to give special attention to individual academic and personal needs. Every student is assigned a mentor/homeroom teacher who works with her throughout her four years. Mentors meet with their groups of about 25 mentees on "A" schedule days for a 15 minute homeroom period. They also meet on "C" and "D" schedule days for a 35 minute mentoring session. The counselors provide a curriculum for each grade level of mentoring.

Working in conjunction with the counselors, mentors insure that students are cognizant of graduation and college entrance requirements; monitor the students' academic progress through progress and grade reports; help students improve study skills; prepare students for standardized testing and facilitate interpretation of the results; work with the students to establish both short and long term goals; help students with appropriate course selection each spring semester; and advocate for their mentees as the need arises.

Academic/Personal Counselors

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. The personal/academic counselors are experts in mental health issues, in junior and senior students benefit from the expertise of our college counselor, in addition to working with their personal/academic counselor. Parents, teachers or students may consult with her counselor regarding academic difficulties. 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 or resources as appropriate.

Career Counseling is available to all students upon request, and a unit on college and career choices is conducted in the spring semester of the sophomore year. Students are also administered a career interest inventory in their freshman and sophomore years as part of the standardized testing (EXPLORE and PLAN), and individual results are discussed with the counselor before being sent home to the parents.

College Counseling

The college counselor provides information on choosing a college; requirements for admission; admissions testing (SAT I and II; and ACT); 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. 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.

Confidentiality

Certain information of a personal nature shared with a counselor is confidential and told to no one else without the student's permission. A counselor maintains confidentiality, but is required by law to report (1) child abuse; (2) child neglect; (3) sexual molestation; or (4) planned, attempted, or perpetrated criminal activity. When communication with a student's health care provider is advisable, the counselor will ask the student and her parents to sign a release of confidential information.

SECTION SEVEN: CO-CURRICULAR PROGRAMS

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 foundation for a winning program. Aligned with the mission of the school, "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.

At the start of each season, student athletes and parents receive a Notre Dame Athletic Handbook outlining specific student athletic policies. Please refer to the Athletics page of the ND website (www.ndsj.org) for more detailed information.

League Affiliation

Notre Dame is a member of the West Bay Athletic League (WBAL).

Sports Offered

Fall: Varsity Cross-Country

Varsity, Junior Varsity, Frosh Volleyball

Varsity and Junior Varsity Tennis

Varsity Golf

Winter: Varsity, Junior Varsity, and Frosh Basketball

Varsity and Junior Varsity Soccer

Spring: Varsity Softball

Varsity and Junior Varsity Track

Varsity and Junior Varsity Swimming

Varsity Lacrosse

CAMPUS MINISTRY: PROGRAMS IN SPIRITUALITY, SERVICE AND JUSTICE

Campus Ministry offers programming for students to explore the school's commitments to *spirituality*, *service*, and *justice*. Inspired by the charism and spirituality of St. Julie Billiart, all members of the learning community—students, families, faculty and staff—are called to deepen their understandings of faith, social justice, and leadership. Students are encouraged to integrate classroom learning with communal prayer experiences and direct service. Cross-curricular connections further the efforts to create dialogue between spirituality and socially responsible action. Students can also explore ministry leadership opportunities in a variety of community settings. In the Catholic tradition of engaging heads, hearts, and hands, these programs provide foundational elements for a student's "whole person" education. Additional program information can be found at the ND website (www.ndsj.org) under "Spirituality, Service and Justice."

Liturgy and Prayer

All students are required to attend school liturgies and prayer services scheduled during the school day. School liturgies and prayer services include but are not limited to the Mass of Commissioning, November Prayer Service, Advent Liturgy, Foundress Day Prayer, Ash Wednesday Morning Prayer, and the Holy Week Liturgy. The Cathedral Basilica of St. Joseph and Julie Billiart Hall are the two primary locations for liturgical and prayer experiences. The campus Chapel is available for personal and small group prayer. Other moments of prayer and worship are planned throughout the year to meet the needs of the Notre Dame community.

Retreats

Retreats are an essential element of the Campus Ministry. Freshmen and sophomores are required to attend Breakaway 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. Every other year, Campus Ministry offers an overnight Mother Daughter Retreat (next offered Winter 2011-12). Registration for overnight retreats is completed online in the summer and fall prior to the retreats. Overnight retreat information, including fees and scholarship details, is available on the retreat webpage. Students participating in overnight retreats attend pre-retreat meetings to review expectations and make up work policies. All breakaway days and overnight retreats are held at retreat centers off campus.

Ongoing Spiritual Development

Beyond the school-wide experiences of liturgy and retreat, further opportunities exist to support the spiritual needs of students. These include Confirmation preparation, ROOTS groups (small faith communities), individual spiritual direction, and responses to death/tragedy in family life. Special programs are planned to minister to parents, alumnae, faculty and staff.

Peer Ministry and 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) Force, TASC Service Representatives, *Spirituality of Leadership* (a Religious Studies elective), various liturgical ministries and retreat/immersion leadership. Participation and application details vary by group. Please visit the Campus Ministry pages of the school website for more information

Justice Immersion Trips

Justice Immersions provide students opportunities to examine their relationships with the poor and vulnerable in the local, national, and global community. Through prayer, reflection and action, students seek to honor human relationships and respond to injustice through solidarity and advocacy. An informational meeting outlining the immersion opportunities for 2011-12 will take place for students and parents in the fall semester. Application materials and trip details will be available at that time.

Community Service Learning

Students commit to intentional community service as an active learning experience that engages the heart, mind and hands. This commitment is a requirement of graduation from Notre Dame. Direct service requirements at each grade level include a priority population and a specified number of hours with that population. Campus Ministry maintains an approved list of non-profit agencies that serve each priority population; this list can be found on the community service web page. 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. Each student must complete the required number of hours with an approved non-profit agency in order to fulfill the requirement each year. A student will be placed on Contract status if she does not complete her minimum hours in the appropriate academic school year.

Grade Level Service Requirements

- **Freshmen:** Attendance at the Frosh Day of Service and 10 hours of service with women and children during the school year.
- **Sophomores:** 15 hours of service with marginalized and vulnerable populations (ex. the elderly, the physically/mentally impaired, refugees, and/or migrant workers) during the school year.
- **Juniors:** 20 hours of service at one agency to address a local issue of the student's choice (ex. environment, health care/hospital work, immigration, literacy, or socio-economic disadvantages). 10 hours may be completed during the summer prior to junior year.

- **Seniors:** Student designed Senior Service Learning Project. 25 total hours plus project portfolio and group reflection session. All hours may be completed during the summer before senior year.

Independent Service

Students are encouraged to serve the community above and beyond the grade level requirement, by completing hours with any approved agency. Campus Ministry will maintain a record of all independent service hours earned by students. Students should submit evidence of these hours using the required timecard. Students with evidence of exemplary service may be eligible for awards or recognition.

CSL Social Contract

A student with incomplete hours after each due date will be placed on contract until the hours are satisfied. The contract, created in collaboration with Campus Ministry and the Dean of Students, outlines a plan for completion of those missing hours. Students on Social Contract cannot participate in the co-curricular programs of the school, including but not limited to dances, sports, drama, clubs, ASB, student leadership, etc. A student will be removed from contract after all requirements are fulfilled. 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 page of the school website (www.ndsj.org).

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 by TASC Force and Peer Ministry Leadership Team and Justice Immersion participants. 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.

PERFORMING ARTS PROGRAM

Notre Dame stages a fall play, a winter Children's Show and a spring musical. Auditions are open to all Notre Dame students in good standing.

Students who wish to work behind-the-scenes have the opportunity to join Technical Theater, where they learn stagecraft, production and woodworking skills. Advanced students have opportunities to intern at local professional theater companies.

In addition, students are able to participate in the Notre Dame/Bellarmino Performance Choir. Open auditions for the ND/BCP

Performance Choir are held at the beginning of the school year. All practices are held after school on the campus of Bellarmine College Preparatory in San Jose. Students are responsible for arranging their own transportation to and from Bellarmine.

Notre Dame also participates in the ComedySportz High School League, allowing for students interested in improvisational comedy to learn skills and compete with over 20 other schools in Northern California.

To participate, students need to maintain a minimum 2.0 GPA. Any actor or crew member whose GPA falls below 2.0 may be asked to withdraw from the production.

FORENSICS 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; and learning how to work with others, as individuals and as a team. To participate, students need to maintain a minimum 2.0 GPA.

STUDENT LEADERSHIP AND ACTIVITIES

Student Activities refers to the operations of Student Council, all clubs on campus, 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 or Class Council or an appointed executive student leadership position (Peer Ministry Leadership Team, TASC, and Student Life Committee) 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 Executive Level Student Leadership restricted.
- Class Cheerleaders are held to the same standard as athletes and must maintain a cumulative GPA of 2.0.

ASB (Associated Student Body)

- The ASB Officers preside over the bi-monthly Student Council meetings and represent the students at all formal functions.
- ASB officers are elected every spring for the offices of President, Vice-President, Recording Secretary, Treasurer, Commissioner of Publicity, Commissioner of Athletics, Commissioner of Spirit and Commissioner of Service.

Student Council

- Each class elects five officers every spring for the following School year: President, Vice President, Secretary, Treasurer and Athletic Coordinator. Six Class Cheerleaders and a Class Mascot are also elected to represent the class.
- One Homeroom Representative is elected in each Homeroom.
- Class Officers and Homeroom Reps are jointly known as the "Class Council". All students on the Class Council are required to attend the weekly Student Council Meeting.
- All Student Council representatives vote on all issues brought up at the bi-monthly meetings.

School Dances

The values and regulations given below are in effect at all Catholic High Schools in the Diocese of San Jose. The Deans and Activity Directors of all six high schools in the Diocese developed these expectations collaboratively. The Principals of the six schools endorsed these policies, which will be implemented, published and enforced at all six schools.

These common policies emerge from our shared mission in promoting the 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

- Guests are not admitted without a **high school ID** or guest pass.
- All students in attendance must provide Student ID upon request from a dance chaperone. In the event of any violation of these regulations or any other behavior deemed inappropriate, the Dean of the guest's school will be notified of the incident.
- Large jackets, purses, and backpacks will be inspected by the faculty chaperones before admittance to the dance.
- For the duration of the dance, students are expected to be in compliance with the standards of dress stated below.
- 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.
- The use of alcohol, tobacco or any other illegal drug is not permitted.
- Students violating any of these rules will be asked to leave the dance and their parents and school will be contacted.

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

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

- Boys will wear shirts with sleeves.
- Shirts must be either tucked into the pants 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.
- Shoes must be worn at all times.
- Hats 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, tube tops, halter tops or tops that are low cut, off the shoulder, or that show a bare back or midriff are not permitted.
- Shoes must be worn at all times and hats are not permitted.

*The school may modify the dress requirements for theme or formal dances. In such circumstances schools 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 held from 7:30 PM to 10:30 PM.
- Backpacks and large purses must be checked into our coatroom.
- Students are admitted from 7:30 – 8:30 PM. Any student who needs to arrive later than 8:30 PM must have a late pass from the Dean of Student Life, which must be obtained prior to the dance.
- Students are required to stay at the dance until 10:00 PM. Any student who wants to leave earlier must have written

permission submitted to the Dean of Student Life prior to the dance.

- Students MUST be picked up by 10:30 PM.
- Any student who has not been picked up by her parents by 11:00 will be sent home by taxi at the parent's expense.

SECTION EIGHT: HEALTH AND SAFETY

School Safety

The safety of our students is a primary concern of the Administration and faculty of Notre Dame High School, and the following regulations have been established to help ensure your safety during the school day.

- Students are to maintain an academic atmosphere.
- There should be no running in the halls at any time.
- Students cannot sit in the halls during free blocks or lunch.
- Shouting is not permitted.
- Students are not permitted to pass to classes on Second or Third Street.
- Students show respect for self and others by maintaining order and cleanliness on campus.
- Meetings or activities that are held inside of classrooms in any building must have teacher authorization and direct supervision. This includes working on assignments in a classroom during break and lunch. Students must be off their class floors by 4:30 PM unless supervised by a Notre Dame staff member.
- In the morning, all students are to enter the campus through the gates on Second St., Third St. or the gate from Williams St. into the Student Life Center breezeway.
- The doors of the buildings are opened at 7:15 a.m. (Students entering Donnelly Hall should enter through the breezeway door.) After school, students should wait in front of JB Hall or Donnelly Hall for rides. They can also be picked up on Second, Third or William St. After 4:30 p.m., students are not permitted in any building unless supervised by an ND staff member.
- After 4:30 PM, the library is the only place on campus where daily direct supervision of students is available.

Closed Campus

Notre Dame High School is a closed campus. Students are not allowed to leave campus during the day without a passport from the Main Office. Seniors without a first or last block class may arrive late and/or leave early.

Fire & Safety

It is the responsibility of the Administration, faculty and students to demonstrate a serious attitude toward fire safety. Fire and earthquake drills will take place without warning during the school year. When the fire alarm sounds, the students are to evacuate the building. A detention will be issued for violating any of the evacuation procedures. A false alarm shows disregard for fellow students by disrupting the school day and, more seriously, by exposing the entire school to a potentially dangerous situation. Any offense will result in severe disciplinary action including suspension or expulsion.

Fire Drills/Emergency Evacuation Procedures

Evacuate classrooms, offices and buildings quickly, taking your personal belongings with you. Walk quickly to Pardini Park following the approved exit plan. Proceed in silence in order to hear emergency directions as given.

Students report to their homeroom teacher for attendance and remain in homeroom groups for further instructions. A signal will be given to re-enter the building.

Earthquake Procedures

In the event of an earthquake, the faculty members are to instruct the students to drop to a crouched position on the floor with their backs to the windows and their heads protected. When the shaking stops, students are to move to the inner wall of the classroom near the hallway. Students should stay away from glass windows. A signal will be given to begin any necessary evacuation of the building. The emergency team will determine the situation and ensure the safety of the students.

In the case of a major disaster, students will only be released to a parent/guardian or another adult who is listed on their emergency card. A photo ID will need to be presented in order for a student to be released.

Pregnancy Policy

A student who is pregnant while attending Notre Dame High School is expected to do the following:

- Agree to regular meetings with the school counselor to discuss her adjustment to pregnancy and her child's relationship with the rest of the school.
- Contact an outside agency as part of her regular counseling, to determine what is best for her child, herself, her parents, and the child's father.
- Visit a school district's program for young mothers with the school counselor to explore other education options.
- Realize that her remaining at ND is a joint decision made by her, her parents, her physician, counselor, and the Administration subject to periodic review during the pregnancy.

SECTION NINE: GENERAL INFORMATION

Food

Eating is only permitted in the Student Life Center lounge and outside picnic areas. Violation of this rule will result in a detention.

Manley Elevator

The elevator in Manley Hall is **not** for student use. However, if a student is injured or chronically ill she 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.

Guests

Visitors may attend one day as your guest, only under the following conditions:

- The guest is interested in attending Notre Dame High School the following semester or year.
- Obtain and complete a permission form from the Admissions Office. Submit the form to the Director of Enrollment Management for approval at least 24 hours before the guest wants to visit.
- No guests are to be invited during final exams, spirit-week, intramural tournaments, the last week of school or the last day of school before Christmas and Easter vacations.
- Any guest appearing on campus in violation of the above conditions will be asked to leave immediately and the host ND student will be issued a detention.
- Guests need to follow ND free dress guidelines when visiting.

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.

Library

The Library is open from 7:00 a.m. to 6:00 p.m. daily and is the only place on campus where supervision is provided before and after school, unless a student is involved in a sport, club or another supervised school activity. Homework Center is available every day after school in the Library. The Library is a place for studying and students are expected to cooperate with any requests made by the Librarian. No eating, drinking, or chewing gum is allowed. Students who choose to ignore this rule will be given a one-hour detention. After a third detention, students will be suspended from Library use for a week.

- **Circulation:** Books and back issues of magazines circulate for three weeks and may be renewed. Current issues of magazines do not circulate. They may be used in the library.

- **Fines:** A grace period of two days is granted for overdue library materials. After that, 10 cents is charged for every school day that these items are overdue.
- **Loss or Damage:** Replacement price will be charged for the loss or damage of any book or magazine.
- **Internet Access:** The Library computers are to be used for **academic purposes only**. Internet access is available on the computers in the library. A student must have a "Notre Dame High School Student Technology Use Agreement" signed by a parent to be eligible for this privilege. Any violation of this agreement will revoke the student's Internet access for the balance of the school year.
- **Printing Costs:** The school provides \$10 worth of printing for free to each student's printing account every semester. After that, students are responsible for the printing charges. The black and white printing is 10 cents each and color printing is 50 cents each.

Lockers

Lockers are school property and are maintained by school authorities to protect the safety of all. A student assigned a locker has exclusive use but not proprietary rights versus the school. The school has the right of inspection and reserves the right to search any locker on suspicion of a threat to the health, welfare and safety of the students. The Principal or designated officials have the right and duty to protect the health, welfare and safety of students against drugs, weapons, and other contraband materials. If a search is necessary, it must be reasonable and related to the school official's duties.

No decorations may be put on lockers except for holiday and birthday decorations, and only for one week before and after the event. Faculty reserves the right to take down material that is inappropriate. Students must provide their own locks.

Resource Period

Students are expected to be responsible in the use of their resource period. This non-class time can be used in a variety of ways. Available teachers will be in classrooms or offices to offer assistance. The library is open for study or research and student lounge areas may be used for quiet socializing. Sitting in the hallways while classes are in session, or at lunch, is not acceptable. Loud talking is not acceptable.

Student Parking

Seniors may apply for parking permits for on campus parking. Students will be selected by lottery for each semester.

SECTION TEN: STUDENT TECHNOLOGY USE AGREEMENT

This agreement is between Notre Dame High School (NDHS) and the student user of Notre Dame High School technology. All of the technology at NDHS is for academic or administrative use by students, faculty and staff. This technology includes but is not limited to telephones, voicemail, computers, software, networks, applications, and Internet and other services provided for your use at Notre Dame.

This technology is valuable and important school property. All messages and files composed sent, received or stored on these systems are and remain the property of the school. They are not the private property of any student.

The technology resources available for your use at NDHS are limited resources of finite capacity that must be shared and cannot be misused or monopolized. These resources are to be used for educational, curricular or administrative activities to fulfill the mission of the school. Internet access is part of the technology at NDHS but it has not been established as a public forum, or for personal, non-school related use.

Technology Conduct

- The technology at NDHS shall not be used to access, create, transfer or store any offensive or disruptive messages or files. This includes files which contain sexual or obscene pictures or language, racial slurs, gender specific comments, inappropriate language, prejudicial or discriminatory language or any other material that offends someone's age, gender, sexual orientation, religious or political beliefs, national origin or disability. Technology may not be used to disturb or harass others in any way.
- To the greatest extent possible, harassment or unwanted or unsolicited contact of 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. Users must, however, be aware that there are many services on the Internet/WWW that could potentially be offensive to certain users or groups of users. The designers of the school network cannot eliminate access to all such services, nor could they even begin to identify them. Thus, individual users must take responsibility for their own actions in navigating the Network/Internet/WWW.
- NDHS has installed Internet browsing security software to prohibit access to certain sites and that will record Internet usage and Web Sites visited. The school retains the right and capability to monitor, review, audit, read or listen to any messages stored on NDHS systems.
- The technology at NDHS shall not be used to store or transfer copyrighted materials, trade secrets proprietary information or other protected and controlled materials. Transmission of any

material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material or material protected by trade secret. Copyright infringement occurs when work that is protected by copyright is used without permission of the copyright owner. Software is protected by copyright, therefore students will not make unauthorized copies of software used or found at NDHS and students will not give, lend or sell copies of software to others.

- The use of school technology for commercial activities, product advertisement or political lobbying is not permitted.
- Students will not plagiarize words or information found on the Internet. Plagiarism is the taking of ideas, words, phrases, or writings of another and presenting them as if they were a student's original work. This is a violation of the NDHS Honor Code.

Appropriate Use

- The only types of files that may be stored are those that are deemed to have educational value in the context of their current year classes. Inappropriate materials stored on the network can and will be removed without prior notification. Copyrighted materials which NDHS does not own or inherit rights to may never be stored or used.
- The Internet will be used only in support of education and research consistent with the objectives of the school.
- Students cannot bring or download software applications, or games to be used on school equipment.
- The playing of computer games is not allowed.
- All computer users have the same right to use the equipment; therefore computer and technology resources, including email, are to be used only for academic purposes. Downloading files, applications, applets, etc. is not allowed, without specific permission from the Technology Coordinator, the technology teacher or the Librarian. Messages and files stored on the systems and networks are not confidential or private, and they may be viewed by NDHS staff at any time. Messages and files may still be accessible after they are erased and they may be retained for a significant period of time. The use of passwords does not guarantee privacy or security.

Ethics

- Unauthorized access to system programs or computer equipment is not permitted. The work of all users is valuable; therefore students will not access another user's password, files or folders. Students will not copy, change or read another person's files or in any way go beyond their authorized access. Students are responsible for their individual account and shall take all reasonable precautions to prevent others from being able to use this account. Students are not to share their password with anyone.

- Students are not to use a password, access a file or message or retrieve any stored information unless authorized to do so. Students are not to read, or store messages that are not sent to the student. Students are not to copy, change, read or use files from another user without prior permission from that user.
- Students who may identify a possible security problem must immediately notify a member of the Notre Dame Staff. Students are not to look for security problems as this may be misunderstood as an attempt to gain illegal access.

Appropriate Resource Usage

- Student files may be deleted from the network storage system to protect the integrity of the network if they contain viruses. The school will make every reasonable attempt to save a student's work, but it is the responsibility of the student to ensure that backups of critical information in their personal folders are done.
- The area around the computer must be kept clean and students may not eat or drink while using the computer. Students will work quietly and in ways that won't disturb others.
- Students will not vandalize or dismantle any part of the computer or cause damage to electronic equipment at the school. Students will not deliberately attempt to disrupt the computer system or data by spreading viruses or by any other means.
- Students must ask permission prior to printing anything in the Computer Lab. Students in a computer class will be given specific instructions about printing specific items, as appropriate.
- Students are not to waste, abuse or misuse supplies such as ink, paper, printer ribbons or diskettes that are provided by the school.
- There may be additional charges to students for selected actions. An example of an extra charge is the charge for printing material in the Library.
- Students will be allotted a limited but sufficient amount of storage space on NDHS servers; students will be notified if they exceed their allotted space.
- Any violation of this Student Technology Agreement must be reported immediately to the Librarian, the Technology Department, or any member of the Notre Dame staff.

Violation of the Notre Dame Student Technology Agreement may result in technology privilege revocation or suspension and/or disciplinary action, up to and including expulsion. The school reserves the right to seek financial restitution for any loss caused through your carelessness or negligence. The school will determine what uses of technology are inappropriate. The system administrator may restrict your access at any time, as required.

SECTION ELEVEN: 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 returned to the school
- 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.

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, take exams, participate in any activities, or receive report cards until:

1. The account is brought current, or
2. An adjusted payment schedule has been approved by the Controller

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.

Notre Dame will charge \$20.00 for any check made payable to Notre Dame for which there are "Not Sufficient Funds" (NSF).

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.

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.

Length of Contract and 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 Plan

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. There will be an annual \$41 setup fee that FACTS will deduct from the authorized checking or savings account.

Credit card payments will no longer be accepted through FACTS.

No bills will be mailed. Families utilizing the FACTS plan will have on-line 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 received by the school business office.

BELL SCHEDULE

A Block

Period 1 7:50-8:35
 Period 8:40-9:25
 Homeroom 9:30-9:45
 Break 9:45-10:00
 Period 10:05-10:50
 Period 10:55-11:40
 Period 11:45-12:30
 Lunch 12:30-1:05
 Period 1:10-1:55
 Period 2:00-2:45

B Block

Period 1 7:50-9:15
 Break 9:15-9:30
 Period 9:35-11:00
 Period 11:10-12:35
 Lunch 12:35-1:15
 Period 1:20-2:45

C1-Collaboration/late start

Collaboration 7:50-8:45
 Mentoring 8:50-9:25
 Block 9:35-11:00
 Block 11:10-12:35
 Lunch 12:35-1:15
 Block 1:20-2:45

C2-Assembly

Mentoring 7:50-8:25
 Assembly 8:30-9:15
 Break 9:15-9:30
 Block 9:35-11:00
 Block 11:10-12:35
 Lunch 12:35-1:15
 Block 1:20-2:45

C3-Liturgy @ Cathedral

Block 7:50-9:15
 To Cathedral 9:15-9:35
 Liturgy 9:35-10:35
 Return 10:35-10:55
 Break 10:55-11:10
 Block 11:15-12:40
 Lunch 12:40-1:15
 Block 1:20-2:45

C4-Collaboration/lunch

Block 7:50-9:15
 Break 9:15-9:30
 Block 9:35-10:50
 Mentoring 11:00-11:35
 Collaboration 11:40-12:35
 Lunch 12:35-1:15
 Block 1:20-2:45

C5-Collaboration/early dismissal

Block 7:50-9:15
 Break 9:15-9:30
 Block 9:35-11:00
 Block 11:10-12:35
 Lunch 12:35-1:15
 Mentoring 1:20-1:55
 Collaboration 2:00-2:45

D Block

Period 7:50-9:15
 Period 9:25-10:50
 Brunch 10:50-11:15
 Mentoring 11:20-11:55
 Period 12:05-1:30