



**NOTRE DAME HIGH SCHOOL  
STUDENT - PARENT HANDBOOK  
2018-2019**

455 Palma Drive  
Salinas, CA 93901  
(831) 751-1850

[www.notredamesalinas.org](http://www.notredamesalinas.org)

## TABLE OF CONTENTS

Academic Communication	8	Graduation	14
Academic Eligibility	12	Hallmarks of Notre Dame	6
Academic Probation	12	Handbook Changes	7
Academic Ineligibility	13	History of Notre Dame	5
Academic Integrity	15-17	Honors and Awards	11
<b>Academics</b>	8-17	Integral Student Outcomes	4
Accreditation	8	Leadership Team	2
Administration	2	Limitations of Liability	7
<b>Athletics: Policies and Guidelines</b>	36-40	Media Center	41
Attendance Procedures/Policies	18-20	Mission Statement	4
<b>Behavioral Expectations</b>	25-27	Modified Schedules	51
Board of Limited Jurisdiction	6	Nondiscrimination Policy	7
Campus Ministry/Retreats	32	Notification of Asbestos	47
Cell Phone Use	27	Notre Dame/Palma Activities	34-35
Chapel	32	<b>Office Hours</b>	2
Co-curricular Activities	33	Parking Policies	26-27
Counseling: College/Guidance	42	Philosophy	4
Contact Information	2	Safe Environment Program	47
Course Information	13	Scheduling	11
Course Syllabi	8	School Colors	4
Course Withdrawal	11	School Mascot	4
Curriculum	8	School Motto	4
<b>Discipline</b>	28-31	Semester Exams	14
Dress and Grooming Codes	21	Senior Lunch Privilege	21
<b>Employee Directory</b>	3	Service Learning Requirements	11
Excessive Absenteeism	14	Student Activities/ASB/Clubs	32-33
<b>General Information</b>	4-7	Student Support Center	44
<b>General School Policies</b>	41-47	Traditions	6
Grade Point Average	9	Transcripts	14
Gradebook Software	8	Tuition: Policies	47-49
Grading/Report Cards	9	<b>Uniform Policies</b>	22-24
Graduation Requirements	10	Weekly Schedule	50
		Withdrawal from School	14

# CONTACT INFORMATION

## MAIN TELEPHONE NUMBERS

Main Office (831) 751-1850

24 Hour Attendance-Message Only: (831) 751-1851

Business Office: (831) 757-1856

Athletic Director: (831) 757-3905

## OFFICE HOURS

The Main Office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday unless otherwise publicized. Summer and holiday hours may vary. Changes to the office hours will be posted on the school website.

## ADMINISTRATION

Mrs. Kristi McLaughlin, Principal

Mrs. Corrie Cubillas, Director of Business Affairs

Ms. Lisa Gabriel, Assistant Principal for Academics

Ms. Jenn Oberg, Assistant Principal for Student Life and Leadership, Director of Campus Ministry

## SCHOOL LEADERSHIP

Mrs. Alyssa Barnes, Director of Admission and Marketing

Ms. Kristina Bruno, College and Guidance Counselor

Mr. Nico Gros Lambert, Facilities Director

Mrs. Julia Kim, Freshman Counselor, Student Support Coordinator

Mr. John Kingman, Network and Technology Director

Mrs. Mandy Lebow, Athletic Director

## EMPLOYEE DIRECTORY

<b>Name</b>	<b>Position</b>	<b>Email</b>
Barnes, Alyssa	Director of Admission and Marketing, Yearbook Advisor	abarnes@notredamesalinas.org
Bruno, Kristina	College and Guidance Counselor, Senior Moderator	kbruno@notredamesalinas.org
Burke, Shannon	Physical Education Teacher, Sophomore Moderator	sburke@notredamesalinas.org
Calleja, Lupita	Maintenance, Housekeeping	mcalleja@notredamesalinas.org
Campbell, Brian	Mathematics Teacher	bcampbell@notredamesalinas.org
Cubillas, Corrie	Director of Business Affairs	businessmanager@notredamesalinas.org
Dangerfield, Gary	Photography Teacher	gdangerfield@notredamesalinas.org
DeLorenzo, Patrick	Theology Teacher	pdelorenzo@notredamesalinas.org
DiMaggio, Carol	English Teacher, Freshman Moderator	cdimaggio@notredamesalinas.org
Gabriel, Lisa	Assistant Principal for Academics, Theology Teacher	lgabriel@notredamesalinas.org
Garcia, Valerie	Front Office Manager, Registrar	vgarcia@notredamesalinas.org
Gros Lambert, Nico	Facilities Director	ngros Lambert@notredamesalinas.org
Guido, Casie	Staff	cguido@notredamesalinas.org
Guido, Michele	Science Teacher	mguido@notredamesalinas.org
Halcon, Roland	Social Studies Teacher	rhalcon@notredamesalinas.org
Hansen, Michelle	Social Studies Teacher	mhansen@notredamesalinas.org
Kim, Julia	Freshman Guidance Counselor, Student Support Coordinator	jkim@notredamesalinas.org
Kingman, John	Network and Technology Director	ndtech@notredamesalinas.org
Kroenlein, Johanna	Science Teacher	jkroenlein@notredamesalinas.org
Lebow, Mandy	Athletic Director	mlebow@notredamesalinas.org
Matasci, Sister Barbara	Community Relations Director	bmatasci@notredamesalinas.org
McLaughlin, Kristi	Principal	kmclaughlin@notredamesalinas.org
Murray, Melinda	Dance Teacher, Drama Director	mmurray@notredamesalinas.org
Northup, Bill	Mathematics Teacher	bnorthup@notredamesalinas.org
Oberg Jennifer	Assistant Principal for Student Life and Leadership, Campus Ministry Director, Psychology Teacher, Junior Moderator	joberg@notredamesalinas.org
Perry, Nichole	English and Theology Teacher	nperry@notredamesalinas.org
Roberts, Marleny	Spanish Teacher	mroberts@notredamesalinas.org
Serrano, Criselia	Spanish Teacher	cserrano@notredamesalinas.org
Serrato, Lidia	Director of Housekeeping	lserrato@notredamesalinas.org
Sterrett, Chelsea	Science and Math Teacher, Freshman Program Director	csterret@notredamesalinas.org
Sylvester, Bishop Ryan	Chaplain	
Thomas, Mary K	English Teacher	mkthomas@notredamesalinas.org
Vesper, Jennefer	Mathematics Teacher	jvesper@notredamesalinas.org

# GENERAL INFORMATION

## MISSION STATEMENT

Notre Dame High School is a college preparatory Catholic high school for young women who are seeking wisdom, developing as leaders, and touching hearts in a Christ-centered community.

## PHILOSOPHY

Notre Dame High School shares in the mission of the Catholic Church to proclaim the good news of salvation.

Notre Dame recognizes the primary importance of the family and shares with parents the responsibility of educating students to live as children of God and followers of Christ. Notre Dame affirms the dignity and worth of each individual and is committed to the development of the whole person, and therefore, provides for the intellectual, spiritual, moral, physical, aesthetic, social, and emotional growth of its students.

Notre Dame strives to educate students to accept conscientious responsibility for themselves, to respect others, to sincerely and constantly search for truth, and to be aware of being called to be positive agents of change in a diverse and global society.

## SCHOOL COLORS

The school colors are royal blue, symbolizing fidelity, and white, symbolizing innocence. Blue and white are traditionally associated with Mary, the Mother of Jesus, after whom the school is named and to whom it is dedicated.

## SCHOOL MOTTO

The Notre Dame High School motto is “For time and eternity.”

## SCHOOL MASCOT

The Notre Dame High School mascot is the Spirit depicted by the halo.

## INTEGRAL STUDENT OUTCOMES (ISOs)

Notre Dame graduates are:

Seekers of truth and justice

- Demonstrating integrity and honesty in their daily lives.
- Applying moral and ethical values to decision making.
- Accepting responsibility for their actions.

People of faith

- Understanding scripture, Catholic traditions and doctrine.
- Expressing their own spirituality while respecting other belief systems.

Informed creative and critical thinkers

- Demonstrating competence in academic subjects.
- Collaborating with others and working cooperatively to achieve their goals.
- Identifying, evaluating, organizing, and synthesizing information.

Respectful of themselves, others and God’s creation

- Valuing and engaging diverse cultures and ideas.
- Nurturing both mind and body.

Independent lifelong learners

- Adapting to a changing world by learning how to learn.
- Demonstrating intellectual curiosity and an appreciation for the arts.

Technologically competent

- Adapting to new and emerging technologies.
- Using technology as a tool for learning.

Skilled in leadership and communication

- Giving service to improve the lives of others.
- Resolving conflicts constructively.

## HISTORY OF NOTRE DAME

In response to the religious and educational needs of young women suffering the ravages of the French Revolution, Saint Julie Billiart, a peasant woman born in Cuvilly, France in 1751, founded the Congregation of the Sisters of Notre Dame on February 2, 1804. In the brief span of twelve years, she opened many schools in France and Belgium and established the Mother House at Namur. She died there in 1816. Today, the Sisters of Notre Dame de Namur is an international congregation with a presence on five continents.

In 1840, a small group of sisters first came to America at the request of John B. Purcell, Archbishop of Cincinnati. Their work flourished, both attracting postulants to the congregation and students to their schools. In 1843, the sisters departed from Ohio and headed west to work with the Native Americans of the Oregon Territories. Wherever they went, the sisters were recognized as being remarkable educators. In 1851, Bishop Alemany, of San Francisco, requested the sisters to come down to San Francisco to build new schools, take over the leadership of others, and begin their move down the Central Coast.

In 1951, Sister Loretta Joan, as principal, headed up the teaching responsibility of the girls’ division of the newly opened Palma High School. For the next 13 years, under the name Palma, but as two separate divisions, the Sisters of Notre Dame de Namur educated many young women from around the area. The co-institutional arrangement lent itself to a unique brother-sister school relationship that continues today.

In the fall of 1964, Notre Dame High School, as a separate school, opened its doors. The campus did not see many structural changes until 1977. Thirteen years after our arrival on the Palma Drive campus, ground was broken—and construction began on the gymnasium.

St. Julie was canonized in 1969 and is always pictured smiling. St. Julie is attributed to a saying that she was also heard repeating, “Ah! Qu’il est bon, le bon Dieu.” – “How good is the good God!”

In 1951, the Sisters of Notre Dame de Namur assumed the teaching responsibility for the girls' division of Palma High School. The enrollment increased steadily, and in September 1964, the girls' division began a separate existence as Notre Dame High School on a new, but nearby, campus, as a diocesan school.

A unique relationship, therefore, exists between Palma and Notre Dame High Schools. Social activities, such as dances and homecoming, are planned by both Associated Student Bodies. The benefits of this arrangement are both academic and social.

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

Hallmarks are the essential **characteristics, values** and **activities** of a Notre Dame learning community. In 2003, the Sisters of Notre Dame de Namur, along with colleagues in their learning communities, explored the question, “**What makes a learning community a Notre Dame learning community?**” The culmination of these discussions resulted in establishing the seven Hallmarks that concisely and beautifully express the values of a Notre Dame Learning Community.

**Hallmark One:**

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

**Hallmark Two:**

We honor the dignity and sacredness of each person.

**Hallmark Three:**

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

**Hallmark Four:**

We commit ourselves to community service.

**Hallmark Five:**

We embrace the gift of diversity.

**Hallmark Six:**

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

**Hallmark Seven:**

We develop holistic learning communities which educate for life.

## TRADITIONS

Among the many yearly traditions are: WOW Week, Junior Ring Ceremony, Grandparents' Day, Father/Daughter Night, Pink Night, Homecoming Rally, Powder Puff Game, and Class Day.

## BOARD OF LIMITED JURISDICTION

Notre Dame High School has a Board of Trustees, as a Board of Limited Jurisdiction, to assist in the governance of Notre Dame High School. The primary responsibilities of the Board of Trustees are: strategic planning, formulation of policies to guide planning and administration, evaluation, oversight of financial operations, oversight of and participation in institutional advancement and development programs designed to attract human and financial resources, and mission effectiveness.

The Board of Trustees is comprised of the Principal, alumnae, parents, parents of alumnae, and community members.

## NOTICE OF NONDISCRIMINATION POLICY

Notre Dame High School does not discriminate on the basis of age, race, color, or national and/or ethnic origin, in administration of their educational policies, scholarship and loan programs, and athletic and other school administered programs. While Notre Dame High School does not discriminate against students with special needs, a full range of services may not be available.

Likewise, Notre Dame High School does not discriminate against any employee or applicant for employment on the basis of gender, age, disability, race, color, or national and/or ethnic origin. Notre Dame High School reserves the right to be the sole judge of merit, competence, qualifications, and can favor Catholic applicants and coworkers in all employment decisions, especially in those positions that have direct bearing upon the pastoral activity of the Church.

## LIMITATIONS OF LIABILITY

Notre Dame High School makes no guarantee that the functions or the services provided by, or through Notre Dame, will be free of error or without defect. The school assumes no responsibility for any damages suffered, including, but not limited to, loss of data or interruptions of service. Notre Dame High School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school assumes no responsibility for financial obligations arising through the unauthorized use of the system and is not responsible for student access of wireless networks in the vicinity of the school.

## HANDBOOK CHANGES

Each fall, the Student-Parent Handbook is provided to the students and posted on the Notre Dame website. The Administration reserves the right to amend this handbook at any time. Any amendment will be communicated to parents via the school webpage and written communication.

# ACADEMICS

## ACCREDITATION

Notre Dame is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA). There is a six year cycle in the accreditation process.

## CURRICULUM

A college preparatory program of studies is offered. Required courses are supplemented by a program of Honors classes, AP college level courses, and electives. For any further information, please consult the Curriculum Guide.

## ACADEMIC COMMUNICATION

Notre Dame uses a Learning Management System (LMS), MyND. MyND, as an academic communication tool, will provide students access to the information regarding each of the student's courses. Teachers will post the syllabus for the course and the schedule and requirements of major assessments. Teachers may also use MyND to distribute any other pertinent information.

## COURSE SYLLABI

In collaboration with the Assistant Principal of Academics, teachers establish syllabi and grading policies for individual courses. Teachers explain policies at the start of the course and post syllabi on the course MyND page. Students have primary responsibility for familiarizing themselves with course syllabi, grading policies, and expectations for academic achievement and behavior. Students and families are encouraged to discuss course expectations with the teacher early in the semester.

## GRADEBOOK SOFTWARE

Notre Dame uses the Student Information System (SIS), PowerSchool. PowerSchool is a communication software that allows parents and students to access a student's grades and attendance. Data is live, immediately following teachers' input of data. Students and parents are expected to check ongoing academic progress using PowerSchool. PowerSchool is not intended to replace a conversation between student and parent or between student and teacher. Those conversations are very important to the growth and maturity of adolescents.

Students and parents are asked to remember that in the early weeks of each grading period, when there are very few assignments posted in the gradebook, grades can easily be skewed either positively or negatively.

## GRADING / REPORT CARDS

Report cards are issued at the end of each quarter, but only semester grades are entered on student transcripts.

Letter grades are based upon the following percentages:

A+ = 99-100%	B+ = 88-89%	C+ = 78-79%	D+ = 68-69%
A = 92-98%	B = 82-87%	C = 72-77%	D = 62-67%
A- = 90-91%	B- = 80-81%	C- = 70-71%	D- = 60-61%
			F = 59% or below

Teachers use + and - symbols to indicate graduation of achievement. These symbols do not affect the GPA.

Students who fail a course, or fail to complete a course, will receive a grade of “F” in that course and will not receive credit.

In determining the semester grade, each quarter will count as 40% of the semester grade and the final exam will count as 20% of the semester grade.

All teachers calculate grades using a weighted system. This weighted grading system is used to give particular assessments more significance in the overall grade. Teachers will determine the particular weight categories. Homework should not exceed 30%. Tests and quizzes combined should not exceed 50%. Other categories may include projects, classwork, participation, and labs. Teachers will include their specific weighting information on the Course Syllabus.

## GRADE POINT AVERAGE / RANK IN CLASS

Notre Dame uses “weighted grades” in the calculation of grade point averages (GPA). Rank in class is not printed on report cards or transcripts. GPA is based on the point system below.

COLLEGE PREP COURSES	HONORS AND ADVANCED PLACEMENT COURSES
A = 4 points	A = 5 points
B = 3 points	B = 4 points
C = 2 points	C = 3 points
D = 1 point	D = 1 point
F = 0 points	F = 0 points

Please Note: Grades of “D” or “F” do not fulfill college entrance requirements to the UC, CSU, or most four year colleges. Grades of “D” or “F” need to be made up in summer school in order to meet entrance requirements and, in many cases, in order to meet the prerequisite for a subsequent year of study. Grades of “F” in any course required for graduation from Notre Dame must be made up in order to qualify for graduation. Please consult with the College and Guidance Counselor to determine the best way to remediate deficient grades.

## QUESTIONS ON POSTED GRADES

Notre Dame and its teachers are committed to ensuring grades accurately reflect the student’s assessments. If a student believes there is a mistake in data entry, the possible discrepancy should be addressed by the student to the teacher directly. The teacher will check the accuracy of the posted grades and communicate the result. If the grade changes, the Assistant Principal for Academics will be notified, the changes will be entered in the gradebook, and a new report card will be issued. Necessary changes can be corrected until the conclusion of the following grading period.

## PROGRESS REPORTS

Progress Reports will be mailed to the parents of all students in the middle of the first quarter. In subsequent quarters, progress reports will only be mailed to those students earning below a “C” average in any of their courses.

## REPEATED CLASSES

Courses may be taken only once for credit. If a student receives a grade of “F” in a course, she must repeat that course. In order to meet college entrance requirements and/or prerequisites for subsequent courses, a grade of “D” in core subject courses must also be remediated. The new grade will be calculated into the GPA. When a course is repeated, both grades will appear on the transcript, and the new grade will be calculated along with the original “D” or “F.”

In order to receive credit, courses taken at other schools must be proposed, in advance, to the College and Guidance Counselor and approved by the Assistant Principal for Academics.

## GRADUATION REQUIREMENTS

### ACADEMIC

A total of 260 credits are required for graduation. All required courses must be taken at Notre Dame. Any exception must be proposed in advance and approved by the Assistant Principal for Academics or Principal. Students are encouraged to take the most rigorous course of study. Additionally, students are required to attend class retreats and must complete the service learning requirement and the Senior Capstone project..

## SERVICE LEARNING REQUIREMENTS

At each grade level, students are required to complete 10 service learning hours per semester. In addition, each semester culminates with a writing assignment or project component based on their service learning experiences. Service Learning Projects are a significant portion of the Theology curriculum.

## HONORS AND AWARDS

### HONOR ROLL

Honor Roll is determined using weighted GPA at the conclusion of each semester.

Academic honors are determined as follows:

Highest Honors: GPA of higher than 4.00

First Honors: GPA of 3.75 to 3.99

Second Honors: GPA of 3.50 to 3.74

Students who receive a “D,” “F,” “Incomplete,” or have an academic integrity violation are ineligible for the Honor Roll for that semester.

## VALEDICTORIAN/SALUTATORIAN & SELECTION PROCESS

The Valedictorian and Salutatorian are initially identified after the end of the first semester of their senior year. The criteria for selection may include the rigor of coursework, weighted and unweighted GPA, the number of AP and honors courses, and AP exam scores. Students who are eligible for these honors will have earned a minimum of 190 credits at Notre Dame High School. The students selected as Valedictorian and Salutatorian have demonstrated their commitment to academic integrity and outstanding citizenship. The honor of being named Valedictorian or Salutatorian is dependent on the student’s good standing relevant to the Mission of Notre Dame High School. Once these distinctions are announced, any violation of school policies, behavioral or academic, until the date of graduation, will result in removal of these honors.

## SCHEDULING

Scheduling packets will be distributed to students in the spring. While students are responsible to see that they are fulfilling graduation requirements, the College and Guidance Counselor will assist them in selecting courses. Parental approval of course selection is required prior to processing course requests. Questions about the requirements should be directed to the Freshman Counselor or College and Guidance Counselor.

## SCHEDULE CHANGES

After the student’s schedule has been determined, a student/parent initiated schedule change, addition, or drop will result in a nonrefundable \$50 fee.

## COURSE WITHDRAWAL

Students may not drop or add classes after the tenth school day of the semester.

## MAKEUP WORK / TESTS

Students are expected to make up work for all absences. Each teacher determines the specific policy regarding the means and timeline for making up missed work. This information is included in the course syllabus/class policy issued at the beginning of each course and posted on MyND. Students are expected to check MyND and contact the teacher directly if there are any questions regarding missed work.

## ACADEMIC ELIGIBILITY

Students who have earned a 2.0 GPA or better and have received fewer than two Ds and no Fs are considered Academically Eligible to participate fully in Notre Dame's co-curricular programs including, but not limited to ASB, Athletics, Campus Ministry, Clubs, and Theatre.

All incoming freshmen entering in the fall are considered eligible to participate in extracurricular activities for the first quarter. Eligibility for freshmen will be assessed thereafter, as indicated above.

## ACADEMIC PROBATION

A student who does not maintain a minimally satisfactory level of academic achievement is placed on Academic Probation. Any one of the following three criteria will cause a student to be placed on Academic Probation:

- Achieving below a 2.0 GPA at the end of a semester
- Receiving more than one "D" at the end of a semester
- Receiving an "F" at the end of a semester

A student on Academic Probation is required to meet with the Student Support Coordinator or the College and Guidance Counselor.

A student has one grading period to raise her GPA to 2.0 or above, with no more than one "D" and no "F." If she fails to do so, she will become Academically Ineligible.

Grades from summer school coursework may be used to make up scholastic deficiencies incurred in the spring semester providing the course is the same as the one in which a deficient grade was earned. Summer school classes must be proposed in advance and approved by the Assistant Principal for Academics or Principal. Final grades for work completed in the summer must be received within the first 10 days of the fall semester in order for a student to use those grades for eligibility for the first grading period.

Students being placed on academic probation will be notified following the distribution of report cards.

## ACADEMIC INELIGIBILITY

If a student does not raise her grade to the standards explained above (see Academic Probation) and/or fulfill her Academic Contract, she becomes Academically Ineligible. Students who are Academically Ineligible will not be allowed to participate in co-curricular activities, including but not limited to: practices for sports teams, athletic competitions, theatre productions, student government, and/or student government sponsored activities.

If a student receives a grade of “I” (Incomplete), that student is ineligible to participate in the activities above until the coursework is completed and a grade has been issued for the grading period.

If a student fails to raise her grades by the end of the next semester, in which she was ineligible, she may be asked to withdraw from Notre Dame.

Ineligible students will be notified following the distribution of report cards.

## COURSE LOAD

Freshman and sophomore students must take seven classes. Junior and senior students must take at least six classes but are strongly encouraged to take a seventh course. Scheduling academic courses will always take precedence over accommodating a “late start.”

## COURSES TAKEN AT OTHER SCHOOLS

Credits completed at other accredited schools, including extended independent study programs, must be proposed in advance and approved by the Assistant Principal for Academics or Principal. Ordinarily, a maximum of 10 credits will be accepted for courses taken in one summer. Only pre-approved credits will be included on Notre Dame’s transcript.

## COLLEGE COURSEWORK

Notre Dame students who take classes at an accredited college may request high school credit under specific circumstances. All requests must be proposed in advance and approved by the Assistant Principal of Academics or Principal. Three college semester credits will be the equivalent of 10 high school credits. A course that is a prerequisite for a Notre Dame course must be taken at Notre Dame High School in order to meet the qualifications for the subsequent course.

A student may take college level classes without transferring the credits to Notre Dame for high school credit. Instead, she may opt to submit the credits as college coursework for consideration by universities or colleges to which she is applying. These credits cannot be used to meet Notre Dame graduation requirements.

## WITHDRAWALS

Parents who are withdrawing their daughter from Notre Dame must notify the Principal in writing, and a Withdrawal Interview must be conducted. Credits or immunization records will not be forwarded until written notification is received and approved by the Principal. Parents are encouraged to re-read the Enrollment & Financial Agreement.

## TRANSCRIPTS

Transcripts should be requested from the Registrar one week prior to the date they are needed. Transcripts are to be requested online through the Notre Dame website.

## EXCESSIVE ABSENTEEISM

Student attendance is an essential component of academic success and is required by California State Law. Any student who misses more than 10 days of class in one semester may not receive credit for that course and may receive a Withdrawal (W) or Withdrawal Failure (WF) on her report card and transcript.

## SEMESTER EXAMS

Dates and times of semester exams are posted on the school calendar and the school website. No student may miss an exam without serious reason and the approval of the Assistant Principal for Academics or the Principal. Family vacations do not constitute a serious reason to miss a final exam. Each course will have a semester exam, or in the case of non core subjects, it may be a project based final exam. Semester exams will not be administered prior to the calendared dates. See Extended Absence / Illness Policy for extreme circumstances.

## GRADUATION

In order to participate in the Baccalaureate Mass and Notre Dame Graduation Ceremony, each senior must be cleared through the Business Office.

A diploma is earned when a student has completed all graduation requirements by the end of the current academic year. If a student has not completed all graduation requirements prior to graduation, she will have a maximum of two academic years from the originally scheduled graduation date to complete them. A Notre Dame diploma will not be granted after that time.

## ACADEMIC INTEGRITY

Integrity is defined as a firm adherence to one's values at all times. In an educational environment of honesty and integrity, the work students submit is unquestionably their own.

The Notre Dame High School community believes any action that violates academic integrity diminishes the benefits of the educational process, damages the ethical character of the individual student, and undermines the reputation of the school community. Notre Dame High School's Academic Integrity Policy affirms the value of learning for the sake of learning, and therefore, demands personal integrity and intellectual honesty.

### STUDENTS' RESPONSIBILITIES

- Thoroughly familiarize yourself with the school's Academic Integrity Policy.
- Observe all course specific rules and consequences established by your teachers.
- Inform the teacher or an administrator if cheating is taking place and how it is being done.
- Do not copy another student's work or let someone else copy your work. This may include, but is not limited to, homework, class work, take home tests, workbook assignments, study guides, or research papers from the current year or past years.
- Be aware that both the student using another person's work, and the student enabling the use of her work, are in violation of the Academic Integrity Policy. Both will be held responsible for the violation.
- Do not use study aids (such as Spark Notes, Cliff Notes, online summaries, etc.) as an alternative to completing a reading assignment. The use of these sources does not replace the student's responsibility to read the assigned book.
- Only work with others when the teacher has specifically given permission to do so. If in doubt, ask the teacher.
- Do not reuse a previously submitted assignment to fulfill a subsequent assignment.
- Seek appropriate help from parents, tutors, or other students; check with the teacher prior to receiving that help to know what assistance is appropriate. Do not have others complete any part of your assignment.
- If collaboration has been specified as permissible, you are responsible for participating equitably, and your work must reflect an individual honest effort.
- On papers, do not summarize, paraphrase, or quote without proper documentation. Refer to the style guide indicated by your teacher for specific instruction on proper citation.
- During tests and quizzes, keep your paper covered and your eyes on your own paper. Unauthorized electronic devices or printed aids must not be used during quizzes, tests, or exams.
- When in doubt, clarify with the teacher what aids may be used on the test, quiz, or assignment (calculator, notes, etc.).
- Do not talk during assessments without permission from the teacher.
- Do not violate the integrity of the testing process by discussing any aspect of a test or quiz until the teacher has returned it or has given you permission to discuss it.
- Do not use absence as a means to avoid an academic responsibility. Intentional absenteeism on the day of a test, quiz, or on the due date of a major assignment, is a direct violation of the Academic Integrity Policy.

## PARENTS' RESPONSIBILITIES

- Become thoroughly familiar with the school's Academic Integrity Policy.
- Ensure your daughter understands that you value academic integrity, you support the school's policy, and you expect your daughter to comply.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Inform your daughter of your expectation that she complete her own work. Intervene and redirect your daughter if you witness any abuses of the policy.
- When helping your daughter with assignments, ensure her work remains her own.
- Understand that intentional absenteeism on the day of a test, quiz, or on the day a major assignment is due, is in direct violation of the Academic Integrity Policy. Do not enable your daughter to use absence as a means to avoid an academic responsibility.

## TEACHERS' RESPONSIBILITIES

- Be precise about expectations for students by clearly articulating the Academic Integrity Policy.
- Reinforce both the importance of integrity and the specific stipulations of the policy.
- Communicate the range of consequences for violations of the Academic Integrity Policy violations.
- Address the use of study aids such as Spark Notes, tutors, etc., as it relates to specific coursework.
- Clearly specify when collaboration with other students is permitted.
- Review student work regularly for violations of the Academic Integrity Policy. This includes regularly using Turnitin.com as a means to educate about academic integrity and to detect violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy, regarding you own students, to the Assistant Principal for Academics and/or Principal. Report violations of the policy regarding another teacher's class assignments to that teacher. For example, when an English teacher observes students copying math homework in an English class, the English teacher should report the misconduct to the math teacher.
- Communicate with parents when a violation has occurred.
- Tell students when they are allowed to discuss a quiz or test, after it has been given.
- Provide a physical environment that optimizes student privacy and decreases the opportunity for students to copy from one another.
- Actively and attentively supervise the classroom when students are taking tests and quizzes.
- Develop an effective and secure way to collect all electronic devices during assessments.
- Consistently use the school-wide testing calendar to limit the number of tests and major projects a student may have to do on a particular day or within a specific week.
- Keep track of students' attendance, and inform the Assistant Principal for Academics if you notice a pattern of absenteeism that may align with quizzes, tests, and/or major assignment due dates.

## NOTRE DAME’S RESPONSIBILITIES

- Annually provide this information to all members of the school community regarding academic integrity.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy with all constituents.
- Review and update the policy as necessary.
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Provide counsel to students who are in violation of the Academic Integrity Policy, including parents, as deemed appropriate.
- Investigate patterns of student absence to avoid tests, quizzes, or major assignments. Address such patterns with parents and students as needed.
- Maintain accurate records of Academic Integrity Policy offenses.

Consequences for Violations of the Notre Dame High School Academic Integrity Policy are as follows.

Consequence	Occurrence			
	1st	2nd	3rd	Extreme* Violation
Zero on work	X	X	X	X
Inform Administrator	X	X	X	X
Inform Parent	X	X	X	X
Academic Integrity/Disciplinary Probation		X	X	X
School Suspension		X	X	X
Loss of semester credit in class of last violation				X
Disciplinary Review Board hearing/Possible expulsion				X

Violations of the Academic integrity policy are recorded, and consequences are enforced cumulatively throughout a student’s entire tenure as a student at Notre Dame High School.

\*Students who violate the Academic Integrity Policy for significant essays, major projects, or semester exams are all considered extreme violations of the Academic Integrity Policy.

# ATTENDANCE

## PROCEDURES FOR ABSENCE

When a student is going to be absent, a parent is required to:

1. Call the 24 hour attendance line, (831) 751-1851, the night before or on the morning of the absence, and leave a message reporting the date, the reason for, and the anticipated length of the absence.
2. Upon return to school, a student should report to the front office with a note from her parent explaining the absence. She will be given an admit to class slip.

## TYPES OF ABSENCES

- Absences are for illness, important appointments, family emergency, or bereavement. **Absences not verified with a phone call and follow-up note from a parent are considered unexcused.**
- School Absences include administration approved field trips, athletic and academic competitions, retreats, student government activities, and school counseling sessions. Note: These class absences are not included in the total absence count.
- Administrative absences may include students who are suspended or under disciplinary review.

## EARLY DISMISSAL PROCEDURES

Parents are strongly encouraged to make medical or dental appointments after school, on holidays, and during school vacations. In the rare instance where a student needs to be excused from school during the academic day, she must, before her first block class, bring a note from her parent to the Main Office. Once approved, she will then be given a note to excuse her from class at the designated time. If a parent sends in a note with his/her daughter, a staff member will call the parent to confirm. The student must sign out in the Main Office before leaving.

To avoid interrupting teachers and students, we ask that parents do not request their daughter be excused in the middle of a class without prior notification.

Upon the student's return to school, she must report to the Main Office for a readmit slip. In the event that a student must leave for a medical or dental appointment, a note or stamp from the doctor/dentist is required in order for the absence to be excused.

If a parent signs the student out personally on the day of the appointment, no note is required.

Should a student become ill during the day and leave campus early, she does not need a note the next day if she is signed out by a parent. If a student is given permission to leave campus because she has her own transportation, the parent must send a written note verifying the early dismissal.

## FAMILY EMERGENCIES

Under extenuating circumstances, parents may request family emergency leave for their daughter. Leaves are granted by the Principal. Instructors will determine the schedule for submission of required assignments, quizzes, and tests.

## MAKEUP WORK

Students are expected to make up work for all absences. Each teacher determines the specific policy regarding the means and timeline for making up missed work. This information is included in the course syllabus/class policy issued at the beginning of each course and posted on MyND. Students are expected to check MyND and contact the teacher directly if there are any questions regarding missed work.

## EXCESSIVE ABSENCES

Attendance in class is essential for student success. Parents will be notified in writing when their daughter accumulates 8 absences. On the eighth absence, the Student Support Coordinator, College and Guidance Counselor, and/or Principal will initiate an attendance record review and will meet with the student and contact her parents to develop an attendance contract. Failure to meet the terms of the contract may lead to loss of course credit and/or dismissal from Notre Dame High School.

Please be aware that in almost all instances of excessive absences, the student runs the risk of not receiving full credit for the semester.

## TARDINESS

Notre Dame expects students to engage in the learning environment during each minute of a class period. When students arrive even a few minutes late, it is disruptive to their teacher and classmates and takes away from their learning.

Students' tardy records will be tracked in the Main Office.

- If a student accumulates 5 tardies in one or more class, she will be required to meet with the Principal, Student Support Coordinator, or College and Guidance Counselor. At that time, parents will be notified and an action plan to remedy the situation will be established.
- Should a student reach 10 tardies in one class, she will be placed on an Attendance Contract.
- Students who report to class 20 or more minutes after the beginning of a block will receive an absence for that class.

Any senior who accumulates 3 tardies in the class after lunch will automatically lose her off campus lunch privilege for a minimum duration of one week. If a senior accumulates a 4th after lunch tardy, stronger consequences may be imposed, which will include the loss of off campus lunch privileges.

## TARDY PROCEDURES

The first class of the day starts promptly at 8:05 a.m. and 9:30 a.m. on Thursdays. Students are expected to be at school and in class on time. Teachers will not allow students into class after the designated start time without an admit slip. Therefore, she must stop at the Main Office for an Admit Slip before going to class. Excessive tardies to school may result in a student being placed on an attendance contract.

## EXTENDED ABSENCE / ILLNESS POLICY

Definition: A long term illness is one which keeps the student from participating in regularly scheduled classes for two weeks or longer. It can be related to an actual physical or emotional illness or accident but must be indicated and excused as such, by a physician's letter. Notre Dame is committed to working with students who need to be away from school for an extended time; however, each case will be dealt with individually, and plans will be put in place based on the needs of the student and Notre Dame's resources. It is requested that families notify the Principal as early as possible when they anticipate a student will need to be out of school for an extended time and complete an Extended Absence Contract. In some cases, Notre Dame will be able to accommodate students as they work through the curriculum and/or make up exams. In other cases, Notre Dame may request the student register through a local school district for distance learning.

## TRUANCY

All students in the state of California are required to attend school. The responsibility for student attendance rests with the parent. Students who are not in school during regular school hours without parent permission and/or prior authorization may be considered truant and in violation of the law. It is important to understand that an absence initiated by a student cannot be excused by a parent after the fact.

## CLOSED CAMPUS

Notre Dame is a closed campus.

Notre Dame and the Diocese of Monterey assume no responsibility for any students once they leave campus in direct violation of this closed campus policy. Students leaving campus without permission, at lunch or at other time during the school day, will face disciplinary consequences.

All students who leave campus must be signed out in advance by their parents. All students who drive their own cars to school (other than the seniors in good standing who have an approved waiver on file and leave for lunch), must present a note to the Main Office or have a parent sign them out in the Main Office in order to leave campus before the end of the school day.

## SENIOR LUNCH PRIVILEGE

Seniors have the exclusive privilege of leaving campus during lunch. There are several days during the year that seniors are required to remain on campus during lunch. These days will be announced in advance, and no exceptions will be made. Students are reminded that they are representatives of Notre Dame even while off campus. Each senior must have documented permission from her parents on file in the Main Office. This privilege may be revoked at any time by the parent(s) or guardian(s) of the student or by Notre Dame's Administration. Seniors must remain in the Salinas area during their lunch period.

Refer to the section on TARDIES regarding seniors who are late returning to campus after lunch.

## DRESS AND GROOMING CODES

Notre Dame believes that a student's appearance has an impact on her attitude and behavior. Respect for the school community, for the students themselves, and for what the school is giving to the students is evidenced by dressing appropriately for the proper time and place. The school does not see the grooming and dress code as an infringement on personal fashion desires, for the student has many off-campus hours to dress as she wishes. However, attending Notre Dame High School is a privilege, and the school expects its students to conform to its dress code.

For those articles not listed, students should consult with their Class Moderator, Assistant Principal for Academics, or the Principal to see if they are appropriate. The dress code is in effect during the entire school day, including lunch. The dress code may be amended during the school year, if necessary.

### GROOMING AND GENERAL APPEARANCE

- General cleanliness is expected of all students.
- Hair should be well groomed and of natural color and tone. Hair styling should not be extreme.
- Excessive or exaggerated makeup, as well as distracting, extreme, or excessive jewelry and/or piercings are not permitted. Piercings are limited to ear and nose. Nose piercings are limited to a single petite stud; no rings or septum piercings are permitted. No other piercings are allowed, including lip, face, eyebrow, neck, or tongue. Dog collars, spikes or safety pin style jewelry are not allowed.
- Visible tattoos or skin markings are prohibited.

Final determination for any personal appearance issues in terms of what constitutes appropriate, inappropriate, in good taste, and the like, will be at the sole discretion of the Principal or another school administrator.

## FORMAL UNIFORM

The formal uniform must be worn on required days. These include all liturgies, special assemblies, and other events, as determined by the Administration. Dates are noted in advance on the school calendar or announced in the Daily Bulletin. The formal uniform must be worn all day on a designated formal uniform day.

The formal uniform must include appropriate length plaid skirt or plaid shorts, a white Notre Dame logo polo shirt, and the Notre Dame block letter ¼ zip sweater. Any other combinations are not permitted during the liturgy, assembly, or school gathering including but not limited to: vests, raincoats and windbreaker style jackets.

The distinguishing factor between the daily uniform and formal uniform is essentially the presence of the Notre Dame plaid. (Khaki pants may not be worn on formal uniform days) Every student must wear a plaid skirt or plaid shorts as part of the formal uniform.

## REGULAR UNIFORM

Standard uniform days are Monday through Thursday of each week, unless communicated otherwise.

The regular uniform must include:

1) Notre Dame plaid skirt, plaid shorts, or khaki pants

Plaid skirt and shorts

The acceptable skirt/shorts hem length is longer than the reach of a student's hand when it is fully extended. Please take into consideration when hemming a uniform that the backside of the skirt/shorts may need additional adjustments in order to accommodate the guideline length. The skirt/shorts must be kept clean. Skirts must be buttoned and zipped. Tears, safety pins, torn hems, and writing on the apparel are not acceptable. Rolling of the skirt is unacceptable, and tights must be worn with skirts at all times.

Uniform pant

While uniform pants may be purchased at a variety of clothing stores, the Notre Dame Administration reserves the right to determine appropriate sizing, style, and color of khaki pants. Khaki pants must be a standard khaki color and must not be tight, regardless of the current, contemporary style sold in stores. Pants must reach the ankle (not capri or cropped length). Denim in khaki color is not acceptable.

2) Notre Dame uniform shirt options

All students may wear short or long sleeved polo shirts in white, gray, or navy blue. All shirts must cover the shoulders and fall at or below the waistband of the student's pants, shorts, or skirt.

T-shirts in white, gray, or navy may be worn under the polo shirt. Designs on t-shirts may not be visible through the polo. Undershirt sleeves may not protrude beyond the uniform shirt sleeve. Hemlines of undershirts may not extend beyond the hemline of the uniform shirt.

3) Undergarments

For the sake of modesty, proper undergarments must be worn but should not be visible or seen through the student's top.

#### 4) Leg coverings

When wearing the uniform skirt, students must wear opaque footed tights in the following colors: white, black, dark gray, navy blue, or hunter green. Ankle length leggings are not permitted. Solid color socks in white, black, dark gray, navy blue, brown or hunter green may be worn over tights.

When wearing uniform shorts, students may wear ankle socks, knee socks, or tights in the following opaque colors: white, black, dark gray, navy blue, brown or hunter green.

Tights and socks cannot be patterned or torn. Sock logos must be small and in approved sock colors.

#### 5) Shoes

Shoes must be worn at all times, be closed toed, and have a back. Shoes must be solid colored, in white, black, brown, gray, blue, or hunter green. Acceptable shoes include all tennis shoes, loafers, ballet flats, soled moccasins, Vans, Sperry's and Tom's. For shoes with shoelaces, laces must be white or match the base color of the shoe.

UGG style boots (tan, brown, black, or gray) may only be worn from November 1 until Easter Break. They may only be worn with pants and are not permitted to be worn with uniform skirts or shorts.

Rain boots may be worn when rain is in the forecast. Students may wear any solid color pair of rain boots. Rain boots with designs will be allowed as long as the designs are appropriate.

Unacceptable shoes include sandals, flip flops, heels, and slippers. Shoes with heels exceeding 1 ½ inches or boots other than UGG style and rain boots are not allowed.

#### 6) Outerwear

- Notre Dame block-letter ¼ zip sweater in Navy blue for all grades.
- Notre Dame block-letter ¼ zip sweater in green for seniors.
- Ace High Notre Dame jackets and vests.
- A sweater, sweatshirt, or jacket does not replace the required uniform polo shirt. A polo must always be worn as part of the uniform.

#### 7) Accessories

Solid white, black, gray, navy blue, or hunter green scarves are permissible in cooler weather.

Students are allowed to wear jewelry, headbands, and other similar accessories. Notre Dame reserves the right to request a student remove any items that are inappropriate or are not in accordance with Notre Dame's grooming and dress guidelines.

Visors, hats, including baseball style and beanie caps, are not permitted during the school day unless it is part of a special dress day.

**\*Athletic team, college or club sweatshirts, and other Notre Dame clothing and outerwear not sold officially at Ace High is not permitted as part of the uniform.**

## FRIDAY DRESS CODE

The regular uniform dress code is upheld on Fridays with the following exception: students are allowed to wear any approved Notre Dame shirts and outerwear, with or without a collar. All shirts must cover the shoulders and fall at or below the waistband of the student's pants, shorts, or skirt.

## FREE DRESS ATTIRE

Students are expected to be dressed in neat, clean, appropriate clothing. Generally, there will be guidelines communicated for alternative dress days. For example, throughout the year, various clubs or organizations will host a "Jeans Day" to raise money for a particular purpose. Students and employees are allowed to dress in the Jeans Day attire after donating to the advertised cause in the Main Office. In general, however, the following are approved and prohibited items:

The following items are allowed:

- Appropriate jeans (full length and capri length) (see below for prohibited styles)
- Appropriate tops – collared shirts, sweaters, t-shirts (see below for prohibited styles)
- Appropriate outerwear

The following items are prohibited:

- Torn, ragged, or extremely skinny or baggy jeans or pants
- Spaghetti straps or tank tops
- Bare midriff, low cut, or revealing shirts or dresses
- Pajama pants (unless part of a spirit week dress up day)
- Any clothing with inappropriate pictures or words (disrespectful, violent, derogatory)

## APPROVED NOTRE DAME UNIFORM VENDORS

**Ace High - All uniform pieces are available at Ace High, located at 400 Salinas Street, in Salinas.**

\*Items not purchased at Ace High are not guaranteed to be permitted as part of the uniform.

# BEHAVIORAL EXPECTATIONS AND CAMPUS DISCIPLINE

## GENERAL BEHAVIORAL PHILOSOPHY

Notre Dame High School expects all members of its community to act in a responsible and respectful manner that reflects the standards set forth by the Mission of the school and the Hallmarks of a Notre Dame Learning Community.

## PARENTAL SUPPORT

Parental understanding of the disciplinary process and their cooperation in subsequent decisions are essential to the good order of the school.

## RESERVED RIGHTS

The disciplinary regulations, procedures, and penalties articulated in the Student-Parent Handbook are guidelines. The school reserves the right to modify these guidelines, when necessary, to ensure and to protect the underlying Mission and Philosophy of the school. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the Mission and Philosophy of the school.

## CAMPUS ENVIRONMENT

Students should demonstrate respect for the school grounds by maintaining a sanitary and clean campus at all times. Students are expected to keep the campus free of litter, graffiti, and clutter. Eating in classrooms or the theater is not permitted. In the case of inclement weather, students will be allowed to eat in the gymnasium or designated classrooms.

## CAMPUS VISITORS

Notre Dame High School is a closed campus. For the safety of our students and staff, all visitors, including parents, must sign in and out at the Main Office. A visitor's pass must be worn while on campus. When visitors are dropping something off for a student, it should be left in the Main Office. A shelving unit with a marker and extra paper is available to label the students' belongings.

Student visitors are allowed only on designated shadow days or, in exceptional circumstances, with administrative approval and submission of a completed guest pass one week prior to the visit.

## RESTRICTED AREAS

For the safety of students and general order of the campus, the following areas are off limits to students once they have reported to school without expressed permission:

- Student and staff parking lots (Only seniors leaving campus with permission during lunch are to be in the parking lot.)
- Streets and sidewalks bordering the school
- Blacktop area behind the gym

## CAR REGISTRATION / PARKING POLICIES

- \* All Student Drivers are expected to abide by the laws as stated by the State of California, Department of Motor Vehicles. This includes having a valid driver's license, current registration, and insurance as required by law. Students are expected to always use good judgment regarding safety when driving in the parking lots or areas surrounding Notre Dame. Any observed reckless driving on the Notre Dame campus or surrounding area, will result in loss of parking privileges. Please drive safely.
- \* Notre Dame annual registration fee is \$50.00 / If registering after January 1st – fee is \$30. All student driven vehicles must be registered and parked in a designated parking lot. If a student drives more than one vehicle, it should also be registered. However, only one annual registration fee will be charged. Students who are parking on campus, in a non-registered vehicle, may lose their parking privileges. A change in vehicle or insurance must be submitted to the office within 3 days.
- \* All Student Drivers are required to park in the Student Lot during school hours. This is to ensure that our neighborhood is not overcrowded with vehicles, as well as offer a level of safety and protection to our students' vehicles. Students may not park on the streets surrounding Notre Dame during schools hours. The parking lot gates are locked by 6:00 PM each day.
- \* All Students must park facing forward within the marked stalls. Do not back-in to the stalls.
- \* Parking that blocks another car's exit, and/or obstructs passages, walkways, or a fire lane is strictly forbidden.
- \* For pedestrian safety the speed limit in the Student Lot is 5 mph. **WATCH** and **STOP** for pedestrians. If there is a **bus** by the Student Lot, slow down, wait for the bus to depart, and then proceed. Be aware that bus passengers may be entering/exiting.
- \* When exiting the Student Lot, drivers must turn **right** onto Palma Drive. Please do not use the neighborhood driveways to make U-Turns. This includes the **SENIORS** at lunch.
- \* Parking in the Gym Lot is permitted after dismissal. Should a student need to park a vehicle overnight – she must obtain permission from the Principal so that the car can be identified by Notre Dame staff.

- \* Students may not loiter (stay in cars) in the parking lots at any time - this includes Seniors at lunch and those students who may not have a scheduled class. Students may not access their cars during the school day so no school-related items, books, iPads, etc...should be “stored” in the vehicle.
- \* If an accident or any vehicle-related injury occurs, students are to report it immediately to the main office.
- \* Vehicles should be locked at all times.

## PARENT PARKING

For the safety of Notre Dame High School students, parents are asked to drop off and pick up students on the Notre Dame side of Palma Drive only. Parents are asked not to park in parking places designated for school personnel or in any place that blocks cars or impedes the flow of traffic.

## GENERAL BEHAVIORAL GUIDELINES

The administration, faculty, and staff at Notre Dame are dedicated to providing a quality education for their students. So all students can receive and take advantage of these education services, the students in turn must assume full responsibility to follow these guidelines:

- To treat every member of the Notre Dame Community with kindness and respect
- To abide by the Notre Dame High School dress code
- To promptly arrive to all classes, assemblies, and required student activities
- To bring appropriate texts, supplies, and completed assignments to class
- To always demonstrate behavior conducive to a positive learning experience.
- To adhere to the academic integrity policy of the school

## LITURGIES, CLASS MEETINGS, ASSEMBLIES, AND RALLIES

Students are required to attend all liturgies, class meetings, assemblies, and rallies scheduled during the academic day.

Students must comply with the following:

- Leave all personal belongings in the room of the class preceding the assembly, liturgy, or rally, unless otherwise instructed to do so.
- Report directly to the event facility with their class and teacher.
- Sit in the section designated by their class moderator.
- Appropriately and positively participate in activities of the event.
- The use of cell phones to make or receive calls or to send or receive text messages is strictly prohibited during assemblies, liturgies, school events. Cell phones must remain out of sight and may be confiscated if they interrupt the gathering or become a distraction to the student and/or others.

- Students are encouraged to leave cell phones in their lockers or in their bags in the locked classrooms.

## CELL PHONES

The use of cell phones to make or receive calls, to send or receive text messages, or to send or receive emails is strictly prohibited during assemblies, liturgies, school events, and classes. Cell phones must remain out of sight and may be confiscated if they interrupt the gathering or become a distraction to the student and/or others. Individual teachers may require the collection of cell phones during the class period. All students are expected to cooperate with the teacher's policy.

Parents are expected to abide by the same cell phone policy as students and are asked not to text or call their daughters during class time. Should your daughter contact you during the school day, particularly if she is upset or if there is an emergency, please ask your daughter to speak with someone in the Main Office before returning to class. In addition, please call the Main Office to alert the school so we can provide assistance and facilitate communication with home regarding the situation.

## ELECTRONIC DEVICES

Students may not photograph, nor make audio or visual recordings, in class or on campus without the express permission of the students or school personnel being photographed or recorded.

## PUBLIC DISPLAYS OF AFFECTION

It is inappropriate for students to engage in public physical displays of affection on school grounds or at Notre Dame High School events. This includes, but is not limited to, prolonged or clearly romantic hugging, kissing, sitting on another's lap, or caressing.

## INFRACTIONS AND CONSEQUENCES

The following infractions are considered behavioral violations for which a student may be detained, suspended, or dismissed from school:

- Bullying (including verbal abuse or harassment)
- Cyberbullying
- Disruptive or disrespectful behavior in class, on campus, or at a school event
- Repeated Uniform Violations
- Defiance or disrespect to faculty, staff, other students, or visitors to campus
- Excessive tardiness or unexcused absences
- Physical confrontations; violent or threatening behavior
- Possession, use, or distribution of illegal substances, including alcohol or drugs
- Reckless driving
- Theft
- Vandalism
- Leaving campus without permission
- Any behavior that jeopardizes the safety of others

- Using social media to speak negatively about Notre Dame, its employees, or other students

Depending on the situation, consequences may include, but are not limited to, the following:

- Contact with parents
- Detention as assigned by the Principal
- Loss of privileges (such the ability to participate in extracurricular activities)
- Disciplinary Probation
- Suspension
- A formal Disciplinary Review Board Meeting
- Expulsion
- Circumstances involving possible dismissal will include conversation with the Superintendent of Schools in the Diocese of Monterey.

Any behavior that damages the reputation of the school is subject to a range of disciplinary actions, up to and including expulsion. This includes behaviors off campus, during or outside of school hours. Examples include, but are not limited, to the following:

- Use of social media to defame the school, its employees, other students, or their family members.
- Any form of inappropriate behavior exhibited through email, text messaging, or in social media.
- Behaviors that necessitate law enforcement intervention.
- Behaviors that are in violation of Notre Dame High School’s Mission and Philosophy.

Consequences can increase in severity if student is noncompliant or disrespectful to the faculty or staff member enforcing school policies, or after multiple violations.

## ABUSIVE OR THREATENING LANGUAGE / BULLYING

Any written or verbal language or physical gesture directed at a teacher or at another student which is insolent, demeaning, abusive, or which contains implicit or explicit threats of bodily harm is regarded as a major violation and will be subject to severe disciplinary consequences, including possible expulsion.

## CYBERBULLYING

The internet, whether accessed on campus or off campus, either during or after school hours, may not be used for the purpose of harassment of others. All forms of harassment in cyberspace, including cyberbullying, are unacceptable. These activities include, but are not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful email messages, instant messages, text messages, digital pictures or images, sexting, or website postings. Victims of such misuse of technology are advised not to erase the offending materials from the system. They should print a copy of the material and immediately report the incident to their parents, and when deemed necessary, to a school official. The school will treat allegations of misuse of technology seriously and will review and investigate such allegations promptly, confidentially, and thoroughly.

Any behavior contrary to the Mission and Philosophy of Notre Dame High School or that damages the reputation of the school or any of its members will be treated as a seriously egregious offense.

Violation of Federal or State Penal Code may result in the involvement of law enforcement.

## ILLEGAL SUBSTANCES

The possession, use, or sale of illegal drugs and/or alcohol violates the Mission and Philosophy of Notre Dame and is forbidden by law. The use of illegal substances puts the adolescent in danger to herself and/or others. If Notre Dame personnel discover that a student has used illegal substances outside of school, school personnel will inform the student's parent or guardian of this evidence.

A student possessing, using, selling, or under the influence of illegal substances, including alcohol, cigarettes, or chewing tobacco, will be suspended from school and released to her parents. Additional consequences may be imposed, and law enforcement may be contacted.

## SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the educational setting under either of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of individual's academic status or progress;
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment (Ed. Code 4 Section 212.5).
- The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have negative impact upon the individual's academic performance, or of creating an intimidating, hostile or offensive educational environment (Ed. Code, Section 48900.2). A student may be suspended or expelled if the Principal determines that the student has committed sexual harassment.

## SEARCHES

In some situations, based on a reasonable suspicion that a search will disclose evidence that the student is violating, or has violated the law or a school rule, it may be necessary for school officials to conduct a search of the student's person and personal property (including electronic devices), locker, and/or vehicle. Authorities will be called if evidence is recovered that the administrator deems potentially illegal or potentially dangerous to the student or others.

Whenever a school official conducts a search of a student's person or personal property, locker, and/or vehicle, an adult witness will be present. The student's parent/legal guardian will be notified that a search has been conducted.

Certain school events, such as dances, retreats, and field trips, may require participants to cooperate with a routine search of the personal belongings they will have in their possession during the event. In such cases, all participants will be expected to comply with the search process which is conducted as a means to help ensure the health and safety of the participants.

## DISCIPLINARY CONTRACT

If a student violates school rules, she may be placed on a disciplinary contract. The student, her parents, and an administrator sign a contract which outlines the appropriate behavior necessary to remain at Notre Dame High School. Counseling (individual and/or family) and/or educational programs sponsored by public or private agencies that best address the particular situation may be required.

## SUSPENSION

Suspension is invoked in the event of a serious violation of the code of behavior outlined in the Student Parent-Handbook whereby it is deemed that a student's presence on campus may be disruptive. When a student is suspended, parents are contacted immediately and parents are required to pick their daughter up.

Suspended students and their parents must meet with a representative of the Administration prior to the student's return. During the period of suspension, the student may not attend or participate in any school sponsored events or activities.

It is the responsibility of the suspended student to stay current in her studies via MyND for each of her courses. Students will be allowed to earn credit for classwork and homework assignments completed in a timely fashion and in accordance with the teacher's established policy. There may be classwork that, due to its nature, cannot be made up. Teachers are not expected to create alternative assignments in this case.

## DISCIPLINARY REVIEW BOARD

Cases that may result in expulsion will be brought before a Disciplinary Review Board. The Board, facilitated by a member of the administration, is comprised of school personnel, which includes the College and Guidance Counselor, and at least two of the student's teachers. Although there is no guarantee they will be chosen for the Disciplinary Review Board, the student may submit the names of up to three teachers to be included in the Board. The Principal presents to the Board information pertinent to the situation. The student and her parents will be invited to present any additional information they deem necessary for consideration. The Board members make their recommendations regarding the student's status to the Principal. The final decision rests with the Principal, in consultation with the Superintendent of Schools at the Diocese of Monterey.

## EXPULSION

Expulsion is reserved for cases of extreme misconduct of a very serious nature, such as theft, possession of a weapon, or the selling of any controlled, mood-altering substance (alcohol, drugs, etc.). Expulsion can also occur by repetition of conduct leading to one or more suspensions or in cases when other forms of disciplinary intervention have been unsuccessful.

Expulsion mandates the termination of the student's affiliation with Notre Dame High School. Expelled students will not be allowed to attend any Notre Dame High School sponsored events.

# CO-CURRICULARS

## CAMPUS MINISTRY

Campus Ministry plays a vital role in providing programs that enable Notre Dame to carry out its Mission. Campus Ministry is responsible for school-wide liturgies, prayer services, class retreats, and additional service opportunities.

Participation in and use of active listening skills during sacred worship is an essential component of the Mission of Notre Dame High School. Attendance at all school-wide liturgies and prayer services is mandatory. The use of cell phones to send or receive text or emails or to make or receive calls is strictly prohibited during liturgies and all other religious gatherings. Cell phones must remain out of sight and may be confiscated if they interrupt the gathering or become a distraction to the student and/or others.

## RETREATS

Attendance at class retreats is mandatory and a requirement for graduation. Students are expected to arrive on time for retreats. The retreat program cannot accommodate late arrivals or early departures. If a student misses a retreat, the student will, at her own expense, and on her own time, be required to attend and participate in a retreat approved by the Administration. Parish Confirmation retreats do not meet this requirement. Whether or not a student attends, all retreat fees are nonrefundable.

The Junior and Senior Retreats are overnight retreats. It is expected that no student will arrive late, leave early, or need to leave for any reason, including Notre Dame events, athletic or otherwise.

## CAMPUS MINISTRY LEADERSHIP OPPORTUNITIES

The Senior Retreat Team (SRT) helps plan and facilitate the class retreats for freshmen, sophomores, and juniors. Additionally, the SRT develops other opportunities for the students to develop bonds with their classmates while developing their spirituality.

The Liturgical Life Team works to plan and direct liturgies and prayer experiences for the school community.

Students must apply and interview for these positions, and upon selection, all Senior Retreat Team and Liturgical Life Team members are expected to be exemplary in their dedication to the Mission and Philosophy of Notre Dame High School, the Hallmarks of a Notre Dame Learning Community, and the Integral Student Outcomes (ISOs).

As a member of the SRT or LLT one must maintain at least a 2.5 GPA during her term. She may not receive more than one “D” in any quarter. More than one “D” or one “F” will automatically place her on probation for the next grading period. If she becomes Academically Ineligible, she relinquish her role in Campus Ministry.

## CHAPEL

The Alumnae Chapel, located in St. Julie Billiart Building, is available daily to students for prayer and quiet reflection.

## ACTIVITIES

### STUDENT GOVERNMENT: (Associated Student Body, ASB)

The purpose of student government at Notre Dame is to improve school spirit, organize school-wide activities, represent the needs of the student body, make recommendations to the Administration, serve as representatives, and promote the Mission of Notre Dame High School.

### STUDENT GOVERNMENT OFFICERS

The Associated Student Body (ASB) is comprised of elected and appointed student leaders who are expected to be exemplary in their dedication to the Mission and Philosophy of Notre Dame High School, the Hallmarks of a Notre Dame Learning Community, and the Integral Student Outcomes (ISOs).

Students running for an ASB or class officer position must possess at least a 2.5 GPA at the most recent grading period.

If a student is elected or appointed to office, she must maintain at least a 2.5 GPA during her term. She may not receive more than one “D” in any quarter. More than one “D” or one “F” will automatically place her on ASB probation for the next grading period. If she becomes Academically Ineligible, she must then resign from office. An ASB term of office is one year, beginning in the spring. A class officer’s term is from August to June.

## ORGANIZATIONS / CLUBS

Clubs and organizations provide many opportunities for Notre Dame students to become involved and take on leadership responsibilities. Clubs are intended to augment an interest, hobby, academic pursuit, or community involvement.

## CLUB / CLASS EVENTS

If a class or club wishes to add an activity to the school calendar, they must first submit in writing to their moderator, the plan for the activity. The plan must include a description of who, what, when, where, and why they are requesting the event. In addition, an approximate timeline and budget must also be submitted. Following the moderator’s approval, the proposal is given to the Assistant Principal for Student Life and Leadership, who then submits it for consideration by the Administration.

## STARTING A CLUB

Students interested in starting a club may complete and submit a Club Proposal Form to the Assistant Principal for Student Life and Leadership. Clubs may not operate on campus until they have received approval from the Administration.

## CLUB INFORMATION

Notre Dame holds charters for each of the following organizations:

- California Scholarship Federation (CSF):  
The California Scholarship Federation is a state honor society composed of students who have earned 10 points during a given semester, with three points given for each “A” and one point for each “B”, in academic subjects. Students having any grade lower than a “C” are not eligible for membership.
- National Honor Society (NHS):  
National Honor Society members are selected by a faculty committee. At the end of each semester, students with a cumulative GPA of 3.5 in all academic subjects are considered for membership by the faculty committee. Membership is based on scholarship, leadership, service, and character.
- Math Honor Society, MU ALPHA THETA:  
This is an international high school and two year college mathematics honor society. To be eligible for full membership, students must have completed two full years of college preparatory mathematics with at least a B+ average and have an overall B average.

Many additional clubs are active on Notre Dame’s campus. Club offerings are posted, and students are encouraged to sign up during the Club Fair and participate in clubs throughout the year.

## NOTRE DAME / PALMA ACTIVITIES

### YEARBOOK

The Summit yearbook is jointly produced by Notre Dame and Palma students. Notre Dame’s Yearbook is a co-curricular endeavor and thus the staff meets outside of school hours. From time to time, the Yearbook Staffs from both schools meet to work collaboratively on the publication.

### SCHOOL DANCES

During the school year, Notre Dame sponsors dances for the enjoyment and social growth of the students. Appropriate behavior and dress are always expected of each student. Understanding that the dances are sponsored by Catholic Institutions, the attire at these events must continue to promote the dignity of each student. In the advertising of the dances, a dress code is published.

Notre Dame is aware that finding a dress that fits the Notre Dame/Palma Dress Guidelines for formal events may be challenging. While there are many dresses that may be appropriate for other events, they may be deemed inappropriate for a Catholic school formal. Therefore, it is recommended that a student’s

dress be shown to the Principal for approval before tags are removed and alterations are made. We hope that students and parents are supportive of the spirit of the event and keep the Mission and Philosophy of our Christ-centered communities.

## EVENTS COMMONLY HOSTED BY BOTH NOTRE DAME AND PALMA

Notre Dame and Palma have a positive working relationship and work collaboratively to provide opportunities to the students of both schools. Historically, Notre Dame and Palma have collaborated on Homecoming Spirit Week and Rally, the Homecoming Dance, the Winter Ball, Coming Home Spirit Week and Rally, Powder Puff Football game, and Prom. Additional events have included ASB Mixers, the freshman mixer, Game Nights, Movie Nights, and lunchtime activities. Additionally, both schools encourage students to attend athletic competitions, drama productions, band concerts, and other events.

It is expected that students are respectful and appropriate at all times, whether on Notre Dame's Campus, Palma's Campus, or another venue. If at any time, a supervisor, chaperone, or employee of either school speaks to a Notre Dame student regarding respectful behavior, concerns of safety, or general behavioral expectations, students are expected to comply with the request.

## OTHER ACTIVITIES IN COLLABORATION WITH PALMA

### CLASSES

At times, both Notre Dame and Palma Schools' may offer classes on their respective campuses that are available to students at both schools. Notre Dame students who take an approved course at Palma will earn the appropriate class credit and will appear on her transcript.

### THEATRE PRODUCTIONS

Notre Dame invites Palma students to audition for its theatre productions. Auditions are announced at both schools. Rehearsals are held after school and on select weekends. Generally, the fall production is a play and the spring production is a musical.

### TEAM SPORTS

Notre Dame and Palma co-sponsor three athletic teams: cross-country, swimming, and track and field. Notre Dame allows all approved Notre Dame / Palma team t-shirts, sweatshirts, and jackets to be worn as part of the Friday uniform.

### ACTIVITIES ON PALMA'S CAMPUS

At various times of the year, students will attend events held during the school day on the campus of Palma School. Activities hosted at Palma have included the Homecoming Rally, a College Fair, and lunchtime activities. When these times arise, Notre Dame High School employees will supervise students at Palma, unless otherwise communicated.

# ATHLETICS

Notre Dame High School is a “Pursuing Victory with Honor” school. We believe in the value of the Six Pillars of Character: Caring, Citizenship, Fairness, Respect, Responsibility, and Trustworthiness. We ask that our coaches, athletes, and parents strive to follow these pillars when participating, coaching, and attending sporting events.

## BELIEFS AND GOALS OF THE ATHLETIC DEPARTMENT

- We believe students are our highest priority.
- We believe the dignity, worth, and self esteem of participants should be paramount to all athletic activities.
- We believe that the athletic program will promote and instill Christian values.
- We believe the most important result of competition is the development of lifelong values and skills.
- We believe the athletic program is an integral part of the high school experience.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- We believe positive parent support and involvement enhances student growth and program quality.

## TEAM SPORTS

Notre Dame High School competes in the Pacific Coast Athletic League (PCAL). There are four divisions within this league: Gabilan Division, Mission, Cypress and Santa Lucia Division. Teams are placed in one of the four divisions of PCAL based on the strength of program. Division placement is evaluated at the conclusion of each sports season and is voted on and approved by Athletic Directors and PCAL Board of Managers.

Regionally, Notre Dame and PCAL are part of the Central Coast Section (CCS), one of the 10 regions in the state of California. The California Interscholastic Federation (CIF) is the governing body for high school sports in the state of California. “Member schools are responsible for monitoring and assuring compliance with CIF standards, rules and regulations, as well as responsible for any matters of school administration or pupil supervision. Membership of schools in the California Interscholastic Federation is contingent upon compliance with the rules and regulations of the organization’s Constitution and Bylaws.” (Approved May 2001 Federated Council) \*From Article 1 of CIF Governance Constitution

Notre Dame competes in the following sports:

- Fall Sports: Cross Country, Field Hockey, Golf, Tennis, Volleyball and Water Polo
- Winter Sports: Basketball, Soccer, Wrestling
- Spring Sports: Softball, Swimming, Track & Field and Lacrosse

## ELIGIBILITY FOR PARTICIPATION IN ATHLETICS

### ACADEMIC REQUIREMENTS

See Academic Eligibility, Academic Probation, and Academic Ineligibility sections.

## ATTENDANCE

To be eligible to participate in any practice, game, or contest, an athlete must attend ALL of her classes on the day of a game or contest. If a student is absent from school for any length of time on the day of a game or contest, that student cannot participate in the game or contest. Absences from class to participate in or assist a Notre Dame sponsored event does not qualify as an absence.

Exception: Should the student have a medical appointment or extenuating circumstances (for example, a funeral, emergency, etc.) on the day of a game or contest, she may participate in the game or contest as long as she provides proof of the appointment/event upon her return to school.

## OTHER REQUIREMENTS FOR PARTICIPATION

- Attendance at the mandatory Parent Player Coach Meeting, held at the beginning of each season.
- Payment of an athletic participation fee. Fees are charged for each sport in which a student participates.
- Completion of their Authorization for Emergency Medical Care card, which must be carried with them to all athletic practices and contests.
- Tuition accounts in extreme delinquency may result in a student being ineligible to participate in co-curricular activities.

## National Collegiate Athletic Association (NCAA) INITIAL ELIGIBILITY

For the purpose of determining intercollegiate eligibility, the NCAA Initial-Eligibility Clearinghouse has, on file, the list of courses offered at Notre Dame High School. See the College and Guidance Counselor and/or the Athletic Director for information.

## IN SEASON RULES & CIF / CCS RULES FOR ELIGIBILITY

Athletes will follow all rules set by the CIF, CCS, MBL, Notre Dame High School, and the coach. Each athletic governing body may impose consequences for violations of their rules. Notre Dame may also impose additional consequences.

- Athletes will attend all practices and contests, as designated by the coach. Excused absences must be approved by the coach PRIOR TO the missed practice or contest.
- No Sunday practice/lessons/team meetings are allowed during the season of competition.
- Students will not be allowed to join a team after the second week of practice without the permission of the coach and Athletic Director. Athletes who quit a team will not be allowed to participate on another team until the first team's entire season is completed.
- Athletes who violate in season rules may be suspended or removed from the team by the coach, in consultation with the Athletic Director and Administration.
- Athletes are responsible for school equipment and uniforms issued to them. They must return them at the time designated, in good condition.
- Parents will be billed for replacement costs if a student fails to return, or damages athletic equipment and/or uniforms. The athlete's privilege to participate in Notre Dame athletics may also be limited or denied.

- Athletes will always conduct themselves in a manner that reflects positively on Notre Dame High School, both on campus, in the community, and on social media. This includes language, demeanor, and sportsmanship.
- Notre Dame High School does not provide general supervision for student athletes between the end of the school day and late afternoon or evening practices. Students have the opportunity to study in the Media Center until 4:00 p.m. on most school days.
- A student on a high school athletic team becomes ineligible if the student competes in a contest on an “outside” team, in the same sport, during the student’s high school season of sport. (CIF Rule #600)
- No student whose nineteenth (19th) birthday is attained prior to June 15th, shall participate or practice on any team in the following school year. (CIF Rule # 210)
- Facial piercing is not permitted. No jewelry is to be worn during any athletic contest.

## CONFLICT RESOLUTION

If there is a conflict or question of playing time, conduct, or enforcement of rules, etc., between a coach and a player, the proper procedure is as follows:

- The student athlete speaks with the coach.
- The student athlete and her parents speak with the coach.
- The student athlete and parent(s) speak with the coach and the Athletic Director.
- All appropriate parties meet with the Administration.

## YEAR ROUND EXPECTATIONS

- Athletes will not use steroids or other illegal performance enhancing drugs/substances. Athletes will not use stimulants, depressants, narcotics, or other drugs, with the exception of doctor prescribed medications.
- Athletes will not use alcohol or tobacco products.
- Athletes will refrain from language or conduct that reflects negatively on the school.
- Athletes will follow all rules and regulations of Notre Dame High School, as stated in the Student-Parent Handbook.

## SPORTSMANSHIP

There are lessons to be learned in athletic activities. One of these lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our school and society. Sportsmanship is the practice of playing fair, of taking loss or defeat without complaint, accepting victory without gloating, and treating opponents with fairness, generosity, and courtesy. When a spectator buys a ticket to an event, the spectator is given the privilege to view the action and to voice support of our teams. Notre Dame High School wants that support to be positive so that the educational value of these events is developed and communicated to Notre Dame students.

The highest degree of sportsmanship is expected of our athletes at all times. If any athlete is ejected from pre-season, league, or post-season contest as a result of flagrant misconduct or unsportsmanlike behavior, she will be disqualified from participating in the next scheduled contest. If the ejection occurs in a CIF/CCS playoff contest, the athlete will be disqualified from all future contests in that sport for the duration of the playoffs.

The Notre Dame athletic program is fully committed to “Pursuing Victory with Honor.”

Students and spectators should:

- Show respect for an injured athlete.
- Refrain at all times from negative cheers, heckling, or jeering the opposing team.
- Refrain at all times from the use profanity or obnoxious behavior.
- Remain in the stands or spectator areas; never enter the athletic field or court.
- Refrain from criticizing the athletes or coaches, regardless of the outcome of a contest.
- Respect school authorities and school property.
- Respect and respond enthusiastically to spirit leaders.

The following behavior is unacceptable at all contests:

- Complaining about officials' calls.
- Negative cheers, banners, placards, and signs.
- Berating opposing players.
- Obscene cheers or gestures.
- Artificial noisemakers.
- Berating an opponent's school or mascot.

## ATHLETIC LETTERING

Athletes must finish the season in good standing in order to be eligible for an award. Athletes must participate in 90% of all games and contests and 90% of all scheduled practices in order to earn awards, varsity blocks, chevrons, emblems, and championship patches.

An athlete who is injured is still eligible to letter and be considered for an award by remaining a contributing member of the team. Students should attend practices and competitions, be available to assist the coaching staff when asked, and positively support their teammates.

Athletes who quit or are removed from a team for academic or disciplinary reasons will not be eligible for a letter or other awards in that sport. All decisions concerning lettering will be made by the coach of the team, in consultation with the Athletic Director.

## ATHLETIC AWARDS

Each athletic team at Notre Dame gives a limited number of awards that are selected by the coach. The Athletic Department also presents one major award at the end of the school year. The Joseph O'Connor Memorial Scholar Athlete Award honors a senior who possesses no less than a 3.5 GPA, has participated in at least two varsity level sports (both junior and senior year), and has demonstrated leadership qualities, Christian values, high standards of sportsmanship, and outstanding athletic ability.

The Athletic Department will provide the athlete with a sport emblem for her first year on a non-varsity team and a Notre Dame letter for her first year on a varsity team. The athlete will receive a sport chevron for the second and third year that she is on a team in the same sport.

## TRANSPORTATION FOR ATHLETICS

Students may not drive to games, meets, or matches outside of Salinas. They are to ride with adult drivers (25 years of age or older). Those who transport students must be fingerprinted, complete the volunteer portion of the Shield the Vulnerable Program of the Diocese of Monterey, and participate in a Driver's Education session as mandated by the Diocese of Monterey. Athletes may drive themselves to games in Salinas only. Any exceptions to this rule must be cleared by the Athletic Director at least one day in advance.

## SPORTS LOCKERS

Athletes will be issued a Sports Locker while they are in season. Athletes are encouraged to use their assigned locker to store all sports related equipment. In some cases, students will need to take the bats or other equipment out of the bag for the bag to fit in the locker. Sports equipment should not be left in the hallways, on top of the lockers, or around the campus. Locks on all lockers should be locked at all times. Students should never share their locker combination with others.

# GENERAL SCHOOL POLICIES

## STUDENT TRANSPORTATION

Student driven vehicles may not be used for field trips or school activities.

## FACILITY USE

- Students may not use any facility, including classrooms, without faculty/staff supervision.
- Students are to treat classrooms, other facilities, and equipment with proper care and respect.
- Students are not to sit or stand on tables or counters tops at any time.
- All requests for facility use are scheduled through the Business Manager.

## POSTING OF SIGNS

All signs and posters must be approved by an administrator or designee before being posted. Signs and posters cannot be placed on any painted surface. Posters, tape, ribbon, or other materials used to hang posters must be removed by the specified deadline. Chalk cannot be used on walls, pavements, or other surfaces unless administratively approved.

## LOST AND FOUND

All lost and found items of value (jewelry, glasses, phones, etc.) are kept in the Main Office. All other items are kept in the locker room for a period of two weeks, after which they may be given to a local charity.

## PICTURE AND PRESS RELEASE

Unless otherwise advised by parents, pictures of students and student activities may be used in the school yearbook. If parents do not want pictures of their daughter to appear in the yearbook, the school must be informed in writing no later than September 15. Images may also be used on the Notre Dame website and in other school publications. Parents who do not want their daughter's image used must complete the "Press/Photo/TV Release Form" which is available for download on the Notre Dame website.

## FAMILY SERVICE HOURS

In accordance with the Notre Dame tradition of service and family, the school asks for the involvement of each student family in various activities that serve the needs of the school and help build a sense of community. Each family is expected to perform a minimum of 20 hours of volunteer service each year for the benefit of the school and its program. Forms are mailed as part of the Orientation Packet in July and may be downloaded on the Notre Dame website. In order to avoid a charge of \$25/hour for undocumented work, the forms must be returned to the Main Office according to the published due dates.

## MEDIA CENTER

The Huttenhoff Media Center is available for student use throughout the day. Computer technology is available for educational purposes.

**The Media Center is open at the following times:**

**Monday-Thursday 7:30 AM-4:00 PM**

**Friday 7:30AM-3:30 PM**

- The Media Center is a place for students to use the school's computers, access the printer, and/or study alone or quietly with a friend. Students using the Media Center are responsible for keeping it neat and clean at all times. Personal belongings or backpacks may not be kept in the Media Center during the day.

## THE COMMONS

The Commons is provided as a gathering place for students before school, at break, and at lunch. Students using The Commons are responsible for keeping the area neat and clean at all times. Additionally, students using the microwaves and the sink are responsible for leaving them clean.

**The Commons are open at the following times:**

**Monday-Friday 7:30 AM-5:00 PM**

**All campus gates are locked daily at 4:00 PM. Students not involved in a scheduled or supervised evening activity or sport, should be off campus by 5:00 PM when the Commons is locked. After 4:00 PM, students should exit through the gate closest to the Gym.**

- Personal belongings or backpacks may not be kept in the Commons or Media Center.

## LOCKERS

Each student has an assigned locker. Lockers are provided to students for their use during the school year; however, lockers are the property of the school. It is the responsibility of the student to maintain her locker, both inside and out. No student may deface or write on her own or another student's locker.

A student should not share her combination. The student to whom the locker is assigned is responsible for its contents. Any question about or difficulty with lockers should be referred to the Main Office. At the end of each semester, all students are required to empty and clean their lockers.

Locker security is the responsibility of the student. All lockers should be closed and locked after each use.

In order to assist in keeping the campus neat and safe, and personal possessions secure, students may not store their belongings on top of the lockers, on the ground near lockers, or in any other public place. Possessions must be stored in the student's assigned locker.

## COLLEGE COUNSELING

The College and Guidance Counselor works closely with seniors during the college application process.

Additionally, the College and Guidance Counselor is available to assist parents as they support their daughter's educational experience at Notre Dame. In addition to personal communication with parents, the College and Guidance Counselor hosts informational parent meetings to address topics of particular importance. The dates for these meetings are publicized on the school calendar and school website.

College and career information is available to all parents in the College Counseling Office located upstairs in the Media Center.

Notre Dame's School Code, which is used when registering for tests such as the SAT or ACT, is 052748.

## NAVIANCE

Notre Dame provides the Naviance software program to all students and families. Each student is assigned a Naviance account and is expected to regularly utilize Naviance for a variety of guidance related activities, including career exploration, college search, scholarship search, and applying to select colleges. Naviance provides a link for direct communication from the College Counselor regarding guidance related events, opportunities, and deadlines. Parents may access Naviance using their daughter's access information.

## STUDENT SUPPORT SERVICES

The Student Support Coordinator will work closely with students who are seeking additional support at school. All students are welcome to seek assistance from the Student Support Coordinator located on the first floor of the Media Center.

## PARENT COMMUNICATIONS AND MEETINGS

Notre Dame makes use of a variety of tools for communicating with parents. In addition to PowerSchool, Notre Dame regularly distributes information through the mail, email, and via text or phone messages. Please do NOT disregard these important messages.

Please assist Notre Dame in communicating with you by keeping all contact information up-to-date. To update your contact information email the registrar, Valerie Garcia, at [vgarcia@notredamesalinas.org](mailto:vgarcia@notredamesalinas.org).

If a parent has a concern relating to his/her daughter's subject teacher(s), the teacher(s) should be consulted first. To request a meeting with a teacher, please contact the teacher via his/her email address. Email addresses are available on the school website and on the syllabus for each course.

The Administration expects a teacher's first priority to be the instruction of students, so emails and phone calls are returned during their limited periods of free time or after hours. Generally, most calls and emails will be returned within 24 hours.

## SOLICITATION

Parents and students may not solicit the sale of items to parents or students without written permission of the Principal.

## ON-SITE VENDORS

### NATIONAL RECOGNITION PRODUCTS

Notre Dame provides the opportunity for a representative from National Recognition Products to come to campus to facilitate the ordering of class rings (spring of sophomore year) and graduation gowns and announcements (fall of senior year). Distribution of the items also takes place on campus. It is the responsibility of families to reconcile all outstanding balances with the vendor directly.

### ROOM FOR DESSERT

Room for Dessert provides an opportunity for students to purchase food on campus. Room for Dessert is open before school, during break, and at lunch. Additionally, Room for Dessert facilitates the concession stand during home volleyball and basketball games. Students and parents may purchase a “Zing Card” and load money for ongoing use at Room for Dessert. It is the responsibility of families to reconcile all outstanding balances with the vendor directly.

## HEALTH AND SAFETY

### PHYSICIAN’S REPORT

A completed physician’s report (not more than three months old) is required of all incoming students prior to the start of classes.

### MEDICATION

School personnel are not permitted to dispense medication of any description to students unless the Diocese of Monterey form is completed and on file in the Main Office. Medications are to be stored in the Main Office. Information related to medications will be treated confidentially. The Diocese of Monterey Policy on Administration of Medication and the Physician Order and Parent Authorization to Administer Medication documents can be obtained from the office.

### ILLNESS AND INJURY

Students who feel too ill to report to class must report to the Main Office before they can be released from class or campus.

Should your daughter contact you during the school day, particularly if she is upset or if there is an emergency, please ask your daughter to request to speak with someone in the Main Office before

returning to class. In addition, please call the Main Office to alert the school so we can provide assistance and facilitate communication with home regarding the situation.

Parents are required to keep emergency information updated.

## ILLNESSES REQUIRING SCHOOL-WIDE COMMUNICATION

The Center for Disease Control requires that schools notify families when a student has been exposed to a number of illnesses. The Diocese of Monterey provides Notre Dame with letters that maintain the confidentiality of the ill student but communicates the possible exposure to the other families.

Parents of students diagnosed with any of the illnesses listed below must contact the Principal and Assistant Principal for Academics as soon as possible.

Illnesses that must be communicated to the Notre Dame High School community are:

- Coxsackie virus a (“hand, foot & mouth disease”)
- Head lice
- Herpes virus 1
- Herpes zoster (“shingles”)
- Meningitis
- Methicillin-resistant staphylococcus aureus (“mrsa”)
- Mumps
- Pertussis (“whooping cough”)
- Scabies
- Streptococcus bacteria (“strep”)
- Tinea infections (“ringworm”)
- Varicella (“chickenpox”)

## IMMUNIZATION RECORD

Students must have a completed California School Immunization Record to be admitted to classes.

Immunization records are required of all students. California state law requires the following for school entry:

- Polio- 4 doses
- TP/DTAP/DT/TD2- 4 doses, but one more is needed if the last one was given before the 2nd birthday. After the 7th birthday at least 3 doses are needed, but one must be after the 2nd birthday.
- MMR3- 2 doses for Kindergarten, 1 dose for grades 1-6, A 2nd dose is required for 7th grade.
  - Hepatitis B 3- 3 doses for K-7 • Varicella- 1 dose for dose children under 13 years old
- All 9th through 12th graders are required to get a whooping cough (Tdap) shot.

Immunization exemptions may be granted for medical reasons or for personal beliefs. As part of the Notre Dame application process, the school informs the parents that if their daughter is accepted for admission, and if the parents will request a waiver of the immunization requirements, the waiver process must be completed before the student may start school. Parents must complete the Diocese of Monterey Request

for a Waiver of the California Student Immunization Requirements form prior to the start of school in August.

## MARRIAGE POLICY

A student who marries while enrolled as a student at Notre Dame may be allowed to remain in the school. The school must be informed of the marriage and any change of address or guardianship of a minor student.

## PREGNANCY POLICY

A student who becomes pregnant while enrolled at Notre Dame High School must meet with the Principal (along with her parents) to determine a plan for her health, personal wellbeing, and academic success. A doctor's release will be required for her to continue to attend classes. An additional release may be required for the student to participate in various school activities, including but not limited to field trips, retreats, or activities.

## LIVING ARRANGEMENTS

Parents or legal guardians must notify the school's administration within 3 days of any change in their daughter's living arrangements.

## REFERRALS

When a student refers herself, or is referred for an alcohol, drug, pregnancy, or other serious problem, the Notre Dame Administration works with that student and parent(s) on an individual basis to determine the best way to help the student.

## NONCUSTODIAL PARENTS

In accordance with the Buckley Amendment, noncustodial parents will be given access to unofficial copies of student records, and staff will be available to discuss the student's records, unless a Court Order providing otherwise is filed with the school. Divorced parents must file a notarized copy of the custody section of the divorce decree with the school.

## INSURANCE

Coverage is maintained for students while on campus for classes and school sponsored events. The policy offers parents further coverage for an additional fee.

## CAMPUS TRAFFIC SAFETY

The administration, in order to promote the safety of students and others as it relates to the campus/neighborhood, has asked that all students and families cooperatively follow these simple safety measures:

- Drivers dropping students off in the morning or picking up students in the afternoon will use the NDHS side of Palma Drive.
- Parents/other drivers should not use the faculty parking lots before, during, or immediately after school to drop off students or to turn vehicles around.
- Drivers must drive slowly while on campus and be mindful of their surroundings and pedestrians.

## SAFE ENVIRONMENT PROGRAM

Notre Dame High School operates in compliance with the Safe Environment Program of the Diocese of Monterey in order to assure the safety and security of students and employees. A copy of the complete text of the program can be obtained in the Main Office.

## NOTRE DAME HIGH SCHOOL NOTIFICATION TO PARENTS OF THE PRESENCE OF ASBESTOS CONTAINING BUILDING MATERIALS

The Asbestos Hazard Emergency Response Act (AHERA) signed into law in October 22, 1998, required the Environmental Protection Agency (EPA) to propose rules regarding the inspection of all private and public school buildings for Asbestos Containing Materials (ACM), the description of circumstances requiring response actions and a description of what those response actions should be.

The “Asbestos Containing Materials in school: Final rule and notice 40 CFR part 763 is the end product of AHERA. Section 763.84 (C) of this rule requires that “building occupants or their legal guardians are informed at least once each school year about inspections, response, and post response action activities, including periodic inspection and surveillance activities that are planned or in progress.”

Notre Dame was re-inspected by an industrial hygienist, who is certified to perform AHERA inspections and to develop management plans, and who has had extensive experience inspecting buildings for asbestos. The ACM found that this school is in a non-friable condition, which means it does not pose a health hazard or exposure risk in its present condition.

The Department of Catholic Schools, Diocese of Monterey, has adopted the policy that we will engage only licensed, registered asbestos abatement contractors to handle ACM in our parochial and diocesan schools, even though most of the ACM found in the schools is exempt from this requirement. All work involving ACM will require a permit from the administration

## TUITION

Tuition is due and payable according to the terms of the annual Enrollment & Financial Agreement. A signed copy of Enrollment & Financial Agreement must be filed with the Business Office as part of the Registration process.

## TUITION ASSISTANCE

Notre Dame High School recognizes that families choosing a private high school education have varying financial needs. We strive to help those families who, even with personal sacrifices, are unable to meet the full tuition obligation.

Families who need tuition assistance must submit an application to FACTS Management by February 1 to receive a financial aid award letter with registration materials in March.

If the February 1st deadline is missed, families may still apply for financial aid although an award letter may not be received when registration materials are available in March. All tuition assistance applications are due by May 1.

Students and families receiving tuition assistance must sign an agreement to meet the expectations of a Notre Dame tuition assistance recipient.

## NOTRE DAME FOUNDATION AWARDS & SCHOLARSHIPS

In the early 1980's, a group of parents and friends of Notre Dame High School formed the Notre Dame High School Foundation, an independent charitable organization with the purpose of ensuring the financial support needed to continue the tradition of high quality education for young women. As a non-profit corporation, the Notre Dame High School Foundation helps provide the financial support necessary for academic scholarships, educational equipment for athletics, drama, technology, and capital improvements.

Students can apply for ND Foundation Scholarships. Beginning in March, applications are available in the Main Office and on the Notre Dame website.

## RETURNED CHECKS

There is an automatic \$30 charge on any check returned to Notre Dame.

## REFUND POLICY

In reliance upon the signed Enrollment & Financial Agreement, Notre Dame High School will take certain actions in planning for the academic school year. These actions may include, among other things, hiring additional staff, allocating additional classes or staff time, and denying admission to other potential students. Accordingly, unless parents/guardians notify Notre Dame in writing by July 1 that the student(s) will not be attending Notre Dame for the upcoming academic school year, parents/guardians are obligated to pay the full amount of yearly tuition and fees according to the Enrollment & Financial Agreement, even if the student does not attend Notre Dame for the academic school year or leaves at some point prior to the end of the school year.

## DELINQUENT TUITION

It is extremely important that student tuition accounts be kept current. In the case of delinquent tuition (fifteen days past due), the following procedures will be followed:

- A past due reminder letter, email, and/or phone call from Facts Tuition Management Company will be mailed or made if tuition is not received by the designated payment date..
- If there is no response within 10 days of contact, a second attempt will be made informing the parent that if their tuition is not brought current, possible suspension may result.

- If there is no response within 10 days of our second contact, the student may be suspended from school and future correspondence may be with our Collection Agency and Diocesan Attorney.
- Students' final exams will not be corrected and course grades will appear as "I" (Incomplete) in Power School unless tuition is up to date.

## EXTREME CASES OF TUITION DELINQUENCY

As a caring, Catholic community, Notre Dame is dedicated to working with families who are experiencing extreme hardship or unexpected expenses. While remaining fiscally responsible to the school budget, the Notre Dame Administration will work with families to the extent possible. Additional consideration is given to families who have been in communication regularly with the Notre Dame Business Office and Principal.

Families who have experienced the inability to meet financial obligations are strongly encouraged to apply to FACTS Management to participate in the Notre Dame Need Based Tuition Assistance Program as well as apply for the various scholarships offered through Notre Dame High School and the Notre Dame Foundation.

Following each grading period, the Business Office will communicate with the Principal regarding delinquent tuition accounts. Students may be suspended from all activities, sports, school events, and/or classes until the tuition account is current.

## NOTRE DAME HIGH SCHOOL WEEKLY SCHEDULE

A	B	C	D	E
1 8:05 – 8:50	1 8:05 – 8:50	1 8:05 – 9:25	Collaboration 8:05 – 9:25	1 8:05 – 8:50
2 8:55 – 9:40	2 8:55 – 9:40	2 9:30 – 10:50	5 9:30 – 10:50	2 8:55 – 9:40
3 9:45 – 10:30	3 9:45 – 10:30			3 9:45 – 10:30
Break 10:30 – 10:38 Announcements 10:43 – 10:45	Break 10:30 – 10:38 Announcements 10:43 – 10:45	Break 10:50 – 11:08 Announcements 11:13 – 11:15	Break 10:50 – 11:08 Announcements 11:13 – 11:15	Break 10:30 – 10:38 Announcements 10:43 – 10:45
4 10:50 – 11:35	4 10:50 – 11:35	3 11:15 – 12:35	6 11:15 – 12:35	4 10:50 – 11:35
5 11:40 – 12:25	6 11:40 – 12:25			7 11:40 – 12:25
Lunch 12:25 – 1:00	Lunch 12:25 – 1:00	Lunch 12:35 – 1:15	Lunch 12:35 – 1:15	Lunch 12:25 – 1:00
6 1:05 – 1:50	7 1:05 – 1:50	4 1:20 – 2:40	7 1:20 – 2:40	5 1:05 – 1:50
7 1:55 – 2:40	5 1:55 – 2:40			6 1:55 – 2:40
Tutorial 2:40 – 3:10				

## ADDITIONAL SCHEDULES

Notre Dame provides many opportunities for students to be honored, participate in school wide liturgies, rallies, and other events. As a result, there are many times the schedule needs to be adjusted to accommodate the time commitment of various activities. Modified schedules will be announced to students and reflected on the Notre Dame School calendar.