



Parent/Student Handbook 2009-2010

**2009-2010 Parent/Student Handbook
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Introduction to Notre Dame

Mission Statement

Notre Dame High School, a Catholic, co-educational high school, ministers to students of the Diocese of San Bernardino in Riverside, California and the surrounding areas. The school strives to educate the whole person by providing a rich variety of spiritual, academic, athletic and extra curricular experiences for students' use now and in the future.

Philosophy

Notre Dame High School participates fully in the developing role of the Catholic/Christian community in our ever-changing world. The school has a significant role:

“It is designed not only to develop with special care the intellectual faculties but also to form the ability to judge, rightly, to hand on the cultural legacy of previous generations, to foster a sense of values, to prepare for professional life. Between pupils of different talents and backgrounds it promotes friendly relations and fosters a spirit of mutual understanding; and it establishes as it were a center whose work and progress must be shared together by families, teachers, associations of various types that foster cultural, civic, and religious life, as well as by civil society and the entire human community”.

Gravissimum Educationis

Pope Paul VI

October 28, 1965

Notre Dame emphasizes academic achievement to meet the challenges of a rapidly changing future. We aim to educate the whole child since our primary focus is on those young people, who expect to pursue higher education at the conclusion of their years at Notre Dame. In striving to achieve these goals, we recognize and seek to complement the parents' role as primary educators of their children.

Notre Dame serves as a resource for the greater community by providing strong college candidates and well-prepared young adults able to make significant contributions to society. In its efforts to promote the holistic education of each student, Notre Dame High School concentrates its educational efforts in the areas of:

- Religious development where, to live as active believing Christians, students are provided with both religious knowledge and spiritual formation. Therefore, our priority is the deepening of personal faith and the building of our Catholic/Christian community among students, faculty and staff.
- Academic development where Notre Dame High School encourages the growth of life-long learning skills including: intellectual discrimination, careful judgment, and disciplined articulation. The curriculum is flexible, satisfying the requirements of a college preparatory high school, capable of accommodating varying needs of its students through foundational college prep courses, standard college pre courses, and honors and Advance Placement courses.
- Physical development where students learn the value and relationship between one's physical health and emotional/spiritual well being.
- Co-Curricular development that fosters cooperation, initiative and close interaction with the school community and the larger city community.
- Cultural development where students come to know and appreciate their own cultural background as well as the uniqueness of others on our world.

- Preparation for life where students begin assuming a more adult-like role of community service in the communities of family, Church and the world.

History

Notre Dame is a coeducational, secondary school originally founded in 1956 by the Most Reverend Charles F. Buddy, Bishop of the Diocese of San Diego, as a Diocesan secondary school for boys. The first Principal was the Rev. J.V. Sullivan, a Diocesan priest. In 1957 the administration of the school was taken over by the Holy Ghost Fathers, who staffed Notre Dame until 1970, at which time plans were made to merge Notre Dame with St. Francis de Sales Girls High School. Under the direction of the Most Reverend Leo T. Maher, Bishop of the Diocese of San Diego, the present school was started in 1971.

In 1978, the Diocese of San Diego was divided and the new Diocese of San Bernardino was created with the Most Reverend Philip F. Straling as its first Bishop. Since the formation of the new Diocese, Notre Dame has become a self-sufficient high school with an enrollment of approximately 600 students.

School Symbols

Crest

The Notre Dame crest symbolizes the Catholic tradition of this high school. The title, "Notre Dame", is French in origin and means "Our Lady", the Blessed Virgin Mary, the patroness of our school. The banner within the crest carries the Latin slogan, "one heart and one spirit". The dove symbolizes God, the Holy Spirit, the source of wisdom and learning.

The school crest has been revised as of 2006/2007 school year to include both school colors and has a new three dimensional quality. The crest is closely associated with our scholastic and spiritual identity and is used in formal applications. Also included are the interlocking "ND" and the dove, a symbol of the Holy Spirit and a reminder that Christ is among us.

School Colors

Notre Dame Green and Titan Gold are best reflected in our Notre Dame Varsity Letter. Notre Dame Green can be described as dark green or forest green. Titan Gold can be described as athletic gold or "old gold" and is close to yellow-orange.

Interlocking "ND"

The interlocking "ND" is generally represented in Notre Dame Green and Titan Gold, with a three-dimensional appearance in the form of blocking. The letters are drawn in a collegial style with serifs. The interlocking "ND" is closely associated with our athletic programs and with informal applications.

Titans

The school nickname is "TITANS", the earliest of the Greek gods, denoting power and strength.

Alma Mater

Hail, all Hail, to Our Lady
Standing, Guarding over thee.
Hail, all Hail, to Notre Dame

You stand in highest majesty.
Our school stands in high esteem
it leads us to our eminent dream.

Sing our love to alma mater
Hail to thee, O Notre Dame!

-Written by Cathy Loera, Class of 1979. (Sung to the melody: "Ode to Joy" by L. von Beethoven)

Contact Notre Dame

Office Hours

Main Office
(Monday-Thursday)
7:00 a.m. to 3:30 p.m.
(Friday)
7:00 a.m. to 3:00 p.m.

Student Services (Counseling)
(Monday-Thursday)
7:00 a.m. to 3:30 p.m.
(Friday)
7:00 a.m. to 3:00 p.m.

Attendance Office
7:00 a.m. to 2:30 p.m.

Athletic Office
9:00 a.m. to 2:00 p.m.

Bookstore (Mon-Thurs.)
7:30 a.m. to 1:00 p.m.

(Summer hours are reduced and will be posted.)

School Address

Notre Dame High School
7085 Brockton Avenue
Riverside, CA 92506-2662

Web Address

www.ndhsriverside.org

Faculty members can be contacted by e-mail at “first initial and last name”
@ndhsriverside.org (e.g. ewagner@ndhsriverside.org) or through the Contact Us
page on the website

Phone Numbers

Main Office 951-275-5896 Fax 951-781-9020

To reach the following departments, press:

Attendance	Press 2
Counseling	Press 3
Tuition	Press 4
Athletics	Press 5
Library	Press 6
Bookstore	Press 7
Dial by Name	Press #

Voicemail

Dial the Main Office at 951-275-5896 then press “ * ” and enter the four digit extension

Timothy Albrecht	4923	Roxana Loson	4922
Maribel Arguelles	5886	Matt Luttringer	5875
Reeba Bakhsh	4901	Jeanette Pascua	4972
Elizabeth Barcenas	4902	Dian Pizurie	4928
Tonya McPherson	4920	Mark Rader	4909
Anotnio Galvez	4910	Jack Richardson	4925
Vincent Giglio	4912	Rob Robinson	4929
Claudette Goux	4935	Harvey Rodriguez	5867
Tamara Griffey	4917	Peter Salvador	4932
Brian Griffith	4913	Fr. Paul Schmidt	5881
Craig Hargis	4915	Nancy Sebastian	4933
Jesse Harris	4926	Gina Smith	4936
Belinda Hines	4916	Kathy Svatos	4937
Sheila Jimenez	4919	Eric Wagner	4938
Michelle Laughlin	4906		
Sr. Mary Yarger	4911		

School Personnel

Administration

Dr. Jo Dean Salley	Principal
Harvey Rodriguez	Asst. Principal, Student Services
Robert Beatty	Asst. Principal, Finance/Development
Matt Luttringer	Dean of Students

Administrative Offices

Natalie Ramirez	Admin. Assistant-Front Office
Carole Ward	Admin. Assistant-Development Office

Campus Ministry

Fr. Paul Schmidt	Chaplain
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Attendance

Sr. Mary O'Mahony	Attendance Director
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Athletics

Ken Scott	Athletic Director
Linda Marino	Athletic Secretary

Activities and ASB

Maribel Arguelles	Activities Director
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Academic Counseling

Karen Cook	Academic Counselor
Stephanie Swiecki	Academic Counselor
Corinne Swiecki	Student Services Secretary

Library

Lydia Dashkovitz	Librarian
Patricia Salvador	Asst. Librarian

Business Office

Barbara Booher	Book Keeper
Rebecca Ainsworth	Tuition Manager

Bookstore

Linda McFerren	Book Store Manager
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Staff

Roy Densmore	Maintenance
Ben Roberson	Parking Attendant
Sylvia Aguilar	Campus Supervisor

Faculty

Math Science Department

Reeba Bakhsh Department Chair
Timothy Albrecht
Maribel Arguelles
Mark Rader
Sheila Jimenez
Sr. Mary Yarger
Harvey Rodriguez
Tonya McPherson

Foreign Language

Elizabeth Barcenas Department Chair
Claudette Goux
Roxana Loson
Harvey Rodriguez
Antonio Galvez

Religion Department

Fr. Paul Schmidt Department Chair
Danielle Espinoza
Jeanette Pascua
Kathy Svatos
Nancy Sebastian

Social Studies Department

Peter Salvador Department Chair
Jesse Harris
Vincent Giglio
Jesse Harris
Kathy Svatos

Fine Arts Department

Eric Wagner Department Chair
Tamara Griffey
Michelle Laughlin
Nancy Sebastian

Technology Department

Brian Griffith Department Chair
Antonio Galvez

English Department

Craig Hargis Department Chair
Belinda Hines
Tamara Griffey
Dian Pizurie
Jack Richardson
Matt Luttringer

Physical Education

Ken Scott Department Chair
Gina Smith
Rob Robinson

Section I

Admission and Open Enrollment

Non-Discrimination Statement: Notre Dame High School admits students of any race, color, nationality, ethnic origin, or gender. The school does not discriminate on the basis of race, color, nationality, ethnic origin, or gender in administration of its educational policies, admission policies, scholarship and loan programs.

Notre Dame gives preference in admission first to Catholic students enrolled in local Catholic feeder schools, second to Catholic students in outlying feeder schools, third to Catholic students attending local and outlying parishes, and fourth to non-Catholic students.

Many students with disabilities are accepted and are successful. While the school does not have the facilities to meet all learning needs, the existence of a disability does not preclude non-acceptance. The counselors and administrators will evaluate students on a case-by-case basis. The school is equipped with an ADA bathroom and all classrooms, the gymnasium, the counseling offices, and main office are handicap accessible.

All students admitted to Notre Dame are admitted on a probationary status for one year and are evaluated to ensure that Notre Dame can meet the student's individual needs. In the event that the administration determines Notre Dame is unable to meet a student's individual needs through the programs offered, then the student will be withdrawn.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a student if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Therefore, the administration of Notre Dame reserves the right to refuse registration or re-registration and to require a student to withdraw when parents are un-cooperative or do not comply with school policies.

Freshman Admission to Notre Dame

1. Take a placement examination and submit a non-refundable registration fee at the time of application.
2. Placement examinations are usually administered in February and March of each year.
3. Acceptance into Notre Dame High School is based on the result of the placement examination and on the applicant's recommendation from the last school attended.
4. Students must be able to satisfy Notre Dame's graduation requirements.
5. A recent Tuberculosis test and physical exam is required prior to attending classes.

Transfer Students Admission to Notre Dame

1. Complete an application and submit a non-refundable registration fee.
2. An overall and most recent semester GPA of 2.00 is required of all students requesting consideration for admission.
3. Students must have the appropriate number of units for their grade level; sophomores: 60; juniors: 120; seniors: 180. Please be prepared to provide copies of current transcripts, most recent report cards, most recent standardized test results, current class schedule, and any other documents pertinent to the admission decision.
4. The student shall not have any significant disciplinary actions on record at their

- previous school. A letter from the Dean of Discipline or other appropriate administrator will be accepted as verification of this fact.
5. Students must be able to satisfy Notre Dame's graduation requirements. The only exception would be the Religion requirement. Students are only held accountable for Religion courses while attending Notre Dame.
 6. All accepted transfer students are placed on a mandatory two-semester probation period and may be accepted conditionally. The probationary period does not prevent a transfer student from participating in extra-curricular activities or sports.
 7. Any student interested in pursuing admission as a transfer student must send copies of documents verifying the information requested above. The information will be evaluated and a determination of placement will be made. The Counseling Office will contact applicants and set up an appointment to continue the admission process.
 8. Transfer students are accepted at the semester only and must follow the transfer student procedure obtained from the counseling office. Exceptions require approval from the Principal.
 9. No transfer students will be accepted for athletic purposes.
 10. A recent Tuberculosis test and physical exam is required prior to attending classes.

Section II Financial Policies

Tuition

Notre Dame High School is a financially self-supporting school operating under the authority of and owned by the Diocese of San Bernardino. The principal sources of income to the school include tuition, donations, and fundraising. Notre Dame does not receive direct financial support from the Diocese of San Bernardino.

The cost of educating a student at Notre Dame for the 2009-2010 school year is estimated to be \$7000, not including fundraising, books and uniforms. Included in this tuition figure are administration, instruction, some student activities, counseling, campus ministry, library, AV services, standardized testing, lab supplies, art supplies, ID cards, and student insurance (except football insurance).

Tuition and fees for the 2009-2010 school year are as follows:

Registration

Before June 1	\$200.00
June 1 or After	\$275.00

Fees

Matriculation	\$300.00
Smart Coupon Booklet	\$43.00 (monthly payment)
	\$15.00 (semi-annual payment)

Matriculation fee includes technology, drug testing, locker maint., on-campus retreats, ASB, tuition guarantee, library/av and other fees as necessary.

Tuition

	Monthly Payments	Annual Tuition if Paid:	
		Semi-annual/Annual Credit Card*	Annual Cash/Check**
Registered Parishoner	\$5,950.00	\$5,850.00	\$5,750.00
Non-Registered Parishoner	\$6,250.00	\$6,150.00	\$6,050.00

**Semi -annual payments made on July 1 and December 1 on Master Card, Visa, check or cash.*

***Annual payment made on July 1 by check or cash.*

Additional Fees

Yearbook	\$99.00 (Must be purchased on-line after contract signing)
Earthquake	\$25.00 (Freshmen and Transfer Students Only)
Graduation	\$100.00 (Seniors Only)

Families with serious financial need may apply for tuition assistance. Application forms are available to parents of enrolled students upon request in the tuition office. In order to maintain personal dignity in requesting tuition assistance, all applications are strictly confidential with family names and personal information known to the Principal and the Johnson and Cuevas Scholarship funds committees, if applicable. Please meet the deadlines for applying for tuition assistance as noted on the application.

Registration Fee

The registration fee for all students is \$200.00 (\$275.00 after June 1) per student per school year. This registration fee is non-refundable.

Matriculation Fee

The matriculation fee is \$300.00 and is not refundable after the first day of class. The Matriculation fee is distributed as follows:

Technology Enhancement-The Technology Enhancement fee helps to defray on-going costs of technology development and upkeep.

Drug Testing-Notre Dame has mandatory random drug testing. Parents may request a drug test for an additional \$50.00 fee.

ASB Fee-The ASB fee funds some student activities and provides to each student an A.S.B. card that will admit students to all home games free of charge with the exception of C.I.F. playoff games.

Tuition Guarantee-The Tuition Guarantee fee covers tuition only for the remainder of the year for a student, should a financially responsible parent die while the student is in attendance at Notre Dame. A financially responsible parent is generally considered to be the signing parent(s) on the Notre Dame Tuition and Enrollment Contract. In order to ensure the student's financial ability to continue at Notre Dame through graduation, financial assistance will be provided as needed for the remainder of the student's tenure at Notre Dame.

Retreats-Class retreats are scheduled on campus each year for each class level.

Locker Maintenance-The maintenance fee is used to help defray the cost of locker upkeep and repair.

Library Fee-The library fee is used to maintain the library collections and to provide library services to student, including before and after school access to library services.

Per Capita Fee-A fee of \$45.00 is paid to the Diocese of San Bernardino to help fund the Office of Catholic Schools and other support services.

Earthquake Preparedness Fee

A one-time fee of \$25.00 is charged to all freshmen and transfer students. This fee covers the purchase of individual earthquake emergency kits, medical supplies, and other emergency supplies.

SMART Tuition Payment Fee

A fee of \$43.00 will be charged at registration for monthly automatic deductions from a checking account or for a coupon booklet and \$15.00 for semi-annual billing. SMART Tuition determines all late fees per agreement.

Graduation Fee

The graduation fee is \$100.00 for seniors only. This fee covers the cost of the cap and gown and other school-related graduation expenses. This fee is non-refundable after November 1.

Yearbook

Yearbooks are available at a cost of \$99.00 per copy if ordered when the tuition contract is signed. Yearbooks may be purchased after the contract signing on-line directly from the yearbook company at a cost of \$99.00. The cost of the yearbook is not refundable after December 31 and the yearbook may be picked up when it is delivered.

Student Expenses

Students are required to have the appropriate books and materials for their courses, in addition to gym uniforms, school uniforms, and one or two locks. All locks must be purchased from the school bookstore. School uniforms must be purchased from Option B uniform company. Some classes may require a lab fee.

Returned Checks

The charge for returned checks is \$25.00. Repeated returned checks are subject to the maximum allowed under the law (a charge of up to three times the amount of the check or \$500.00, whichever is greater). The repayment, including service charges, must be made in cash, money order, or cashier's check. After a second returned check, all further payments must be made by cash, money order, or cashier's check.

Late Payments

Smart Tuition determines all late fees per contractual agreement for families on monthly payments. Annual and semi-annual payments must be made according to the terms of the contract and are subject to a \$100.00 late fee.

Delinquent Accounts

Failure to keep tuition accounts current will prevent students from taking required quarter or semester exams and may prevent a student from attending classes. Additionally, seniors with delinquent accounts will not be able to take final exams and participate in any year-end senior activities. The administration reserves the right to withhold any student from class if a monthly account falls thirty days in arrears. Any late payments must be made to the school in cash, money order, or cashier's check. No post-dated checks will be accepted at any time.

Accounts must be paid and up to date in January and in May in order for students to take semester exams. Late payments made after January 20th or May 20th must be made in cash or by money order or cashier check made payable to Notre Dame High School. Payments that are normally made to SMART, but which are late, must be made directly to Notre Dame High School. Late payments should not be made to SMART Financial.

Students who do not take quarter or semester exams for financial reasons will receive Incompletes in their courses. It is the student's responsibility to clear Incompletes. Any Incomplete not cleared within 15 calendar days of the end of the term will revert to an "F" on the permanent transcript. No credit will be given for incomplete courses.

Withdrawal

Tuition charges continue to accrue until a withdrawal form is completed and signed by the parents and the student has been officially withdrawn. Full tuition is due for any part of a month in which the student is enrolled and one additional month's tuition will be charged. A student will not be considered officially withdrawn until the withdrawal process is completed through the Tuition Office.

Fundraising Obligations

The fundraising obligation for each family is \$500 per year, \$250.00 to be contributed through the Annual Fundraising events and \$250.00 to be contributed through the ***Building the Future*** pledge drive. Outstanding fundraising obligations will prevent a student from re-registering for the upcoming school year and will prevent a graduating senior from participating in end-of-the-year activities and graduation ceremonies. Outstanding fundraising obligations must be made current by third quarter testing to avoid missing end of the year activities.

Annual Fundraising

Participation in the two major fundraising events requires each family to contribute \$250. Money raised through the two fundraising events is used to offset budgetary needs. Families may select fundraising options at the time of registration.

Pledge Drive

Participation in the Notre Dame ***Building the Future*** pledge drive requires a four-year pledge of \$1000 to be paid annually through installments totaling \$250 per year. The pledge drive is intended to raise money for the **Campus Renewal Project** in order to meet the physical needs of the campus. Money collected from the pledge drive will be deposited into a reserve account for the purpose of improving campus buildings and infrastructure, classrooms, outdoor spaces, and campus athletic facilities as outlined in the Campus Renewal Project's five-year plan. Money collected from the pledge drive will not be used for regular maintenance and operating expenses.

Section III Academics

Notre Dame High School offers a college preparatory curriculum which attends to student differences. We recognize that students have varying strengths, interests, and abilities and we wish to successfully address these differences to maximize student success. In this light, we have developed a variety of college preparatory courses. These courses are listed on The College Board's A to G list of high school courses meeting college acceptance standards.

Advanced Placement (AP) and Honors Courses

AP courses help students advance in their knowledge and abilities. Students who have strengths and interests in English and literature, mathematics, the sciences, drama, and social studies may elect to study these courses. The students must meet course entrance requirements, be recommended by their teacher, and successfully complete summer work.

Advanced Placement courses are instructed on a college level and students, after successfully passing the standardized AP exam, may choose to petition their college for college credit. It is advised to check with the colleges—most do accept the AP exam score for college course credit, but some may not.

Traditional Level College Preparatory Courses

These courses are for students taking the regular college route. These courses, too, meet The College Board's A to G list standards. Courses range from English, the sciences, mathematics, social studies, to the arts. Many students, depending on their strengths and interests, take these courses and one or more honors or AP courses.

Foundation-Building College Preparatory Courses

We also offer college-preparatory courses to address the needs of students who may need more review or time to master specific coursework. We have provided for this in mathematics with Algebra Concepts I and II and with the Principles of Geometry, in science with Essentials of Chemistry, and in English with the freshman-level Literature and Composition course. All of these courses are accepted by The College Board and meet the course entrance requirement for college. Students may take one or more of these courses in addition to the traditional classes or honors and AP courses.

Honesty and Integrity in Personal Academic Work

Basic Christian values call each individual student to use one's God-given gifts and talents and to do so honestly. Developing personal honor and integrity leaves no room for dishonesty, copying, or offering to complete assignments, test or homework for another student. Students are expected to do their own work. Parents are encouraged to monitor their student's homework. Parents should **not** do their student's homework.

Plagiarism is defined as stealing or passing off the ideas or words of another as one's own without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source. This includes not properly citing information presented to the teacher.

Cheating is defined as the use of any unauthorized notes, books, PDA's, calculators, cell phones, laptop computers or other electronic devices for the completion of student work. Use of another student's work or loaning your work to another student who may reasonably be expected to turn it in as his or her own is also defined as cheating.

Failure to follow a teacher's instructions during a test, quiz or assignment, such as putting away materials or taking out materials after being instructed to clear your work area may be interpreted as an attempt to cheat and may result in disciplinary action. This includes unauthorized communication about test material between students.

As per the discipline code outline in the Discipline section of the Parent/Student Handbook, a lack of honesty, cheating or plagiarism may result in:

First Offense

- No credit for that particular assignment
- Referral to administration for conference and disciplinary consequence

Second Offense

- No credit for that particular assignment
- Suspension
- Behavior contract
- Conference with parents, teacher, and Administration
- Failing grade in the course

Third Offense

- Mandatory withdrawal or expulsion

Grading Policy

It is the goal of every teacher at Notre Dame High School to design lessons that provide students many opportunities to learn the content of each course. Every effort will be made to create opportunities for success in all academic courses.

When grading a student's performance, teachers consider each of the following: initiative, application of facts and principles, effort, accuracy, pride in work, achievement on tests, class preparation, meeting deadlines, attentive listening, and participation.

The percentage grading range used by Notre Dame is as follows:

100%-90%	"A"	Grade Range
89%-80%	"B"	Grade Range
79%-70%	"C"	Grade Range
69%-60%	"D"	Grade Range
59%-0%	"F"	Grade Range

"A" grade signifies superior achievement and contribution in the class.

"B" grade signifies above-average achievement and contribution in class.

"C" grade signifies average achievement and contribution in class

"D" grade signifies below-average achievement and contribution in the class.

"F" grade signifies lack of achievement and denial of academic credit.

Pass/Fail status is used only in designated curricular programs.

An "I" signifies a temporary grade of Incomplete. The student has 15 calendar days from the last day of the term to complete all work unless additional time is deemed appropriate by the Administration. Failure to make up the Incomplete within the designated time period will result in no credit for all work missed and will be reflected in the final grade.

Incompletes will be permitted in the following cases:

- a. Prolonged illness substantiated with documentation
- b. Appearance in court
- c. Quarantine
- d. Attendance at a funeral of a family member

For eligibility reasons, an Incomplete is equivalent to an "F". Refer to the Academic Eligibility Section.

Absences occurring on a day when a major project/paper with at least one week advance notice of due date or during quarter or semester finals, will only be excused if the absence was due to one of the following:

- a. Illness accompanied by a doctor's note specifying the diagnosis and prognosis and the exact date of treatment.
- b. Attendance at the funeral of a family member.
- c. Unpaid financial obligations

Failure to make-up Incompletes within fifteen calendar days will result in no credit for all work missed and will be reflected in the final grade.

Monitoring Student Progress

Student Planners

All students are required to purchase and use the Notre Dame Student Planner, which is available through the bookstore. Each student will be required to track assignments and grades with this book. Parents' should monitor their child's progress by reviewing the child's assignment book. Teacher comments recorded in the planner may also be used as a form of communication between the parents and teacher.

Student Evaluations

Student evaluation forms (computerized or hand written) are issued by teachers each quarter. The evaluations are primarily for students receiving a grade of "D" or "F" on their report cards. Parents should review these evaluations with their child and consult directly with the appropriate teacher when lack of progress is indicated.

Receipt of an evaluation is not a pre-condition for a student receiving a poor or failing grade at the end of each grading period. Parents should maintain contact with teachers and should monitor their child's progress.

Parent Connect

Parents may obtain a PIN number and a password to access student grades on-line. Please contact the school office in person to obtain the necessary information to access your student's grades

Parent Night

Parent Nights are regularly scheduled to allow for teacher/parent contact regarding a student's progress. Parent Night meetings allow for a 5 minute opportunity to discuss a student's progress. For an in-depth conversation about a student's progress, please schedule a meeting with the student's teacher.

Communication with Teachers

Teachers may be contacted through e-mail by logging on to www.ndhsriverside.org and clicking on the Parent page. Other useful information may be found on the website. Parents may also contact teachers by phone using the school voicemail system. Voicemail extensions are listed within.

Students with Disabilities

Otherwise qualified students with disabilities will be provided reasonable accommodation within the schools resources. Accommodations for students with disabilities that exceed school resources will be provided at the expense of the parent.

Academic Eligibility

To be in good academic standing while at Notre Dame, a student must maintain a G.P.A. of 2.0 (on a 4.0 scale) with no grades of "F" or Incompletes. Failure to meet any of these conditions will result in a student's loss of extra-curricular eligibility and the student being placed on Academic Probation. Students may elect to attend summer school to regain eligibility for the following school year.

Academic Probation

If a student does not meet eligibility requirements, he is placed on academic probation for the duration of the grading period. Should the student re-establish eligibility at the end of the next grading period, he will be released from probation when the probation list is issued. Involvement in extra-curricular activities for probationary students is as follows:

Pep Squad Athletics	no participation in scheduled events. no participation in any scheduled games, meets, invitationals, tournaments, etc.
ASB	(A.S.B. maintains 2.7 GPA; class officers 2.5) no participation in scheduled events, attendance only; loss of recommendation/voting privileges.
Clubs	no participation in any scheduled events; attendance at meetings only.
Play/Musical	participation in the musical will be determined by Administration.

Students who are on academic probation may regain eligibility by making up D's and F's in summer school. The following conditions apply:

1. The grade earned in summer school will be averaged with the previous grade when calculating GPA.
2. Students must replace all D's and F's from the most recent grade period with passing grades to regain eligibility.
3. A 2.0 GPA must be obtained when make-up grades are averaged with previous grades.
4. Failure to make up a failing grade in summer school may result in mandatory withdrawal from Notre Dame.
5. Make up classes must be taken at Notre Dame during summer session unless prior written approval is obtained from the Principal.

Final Examinations

Final examinations are given at the end of each semester and are conducted for four days as per the Master Calendar. All school rules apply during the "exam week" and must be observed by all students. Specific rules, which require special note, are:

1. All financial obligations (tuition, athletic bills, bookstore & library bills, etc.) must be up-to-date and paid in full (unless previous arrangements have been made with Administration) for students to take their final exams.
2. If a student is absent during exam week, he or she must provide written verification from a doctor that the absence was due to medical reasons only. Such verification will be required before any student may take a make-up final exam.
3. If a student is referred to the office for disciplinary reasons or attends an exam out of dress code, that student will be sent home. No make-up exam will be given under these circumstances and the student will be given a grade of "0" for the exams missed.
4. Students who do not have an exam during a specified exam period are not required to be on campus. Those on campus should study quietly in the library or in the quad. Disruptive students will be sent home.

Community Service

All students are required to document participation in the required minimum community service hours defined by class level:

- Freshman 15 hours
- Sophomore 20 hours
- Junior 30 hours
- Senior 35 hours

Service activities may not result in monetary reward, an academic letter grade or graduation credits. Activities may occur on the school campus for those students who are too young to drive; however, all students are expected to include service hours from the secular and parish communities.

Students who do not make adequate progress toward the required number of service hours will be placed on academic probation each quarter and will be ineligible for participation on sports teams and extracurricular activities. Upon verification of completion of adequate progress, students will be removed from the probation list. For purposes of placing students on probation, adequate progress is defined as having completed one-fourth of the required service hours per quarter. Failure to fulfill the required minimum number of hours per year will mandate participation during the summer months to make up for deficiencies.

Students may not accrue credits in advance of the year in which they participate; however, credits may accumulate toward application, as a senior, for the outstanding male and female Community Service person for that graduating class.

Detailed guidelines for satisfying community service requirements and a list of suggested services can be obtained from the Community Services Director. Services not listed may be approved by written petition that includes justification and rationale acceptable to the Community Service Director. Communicants' service hours within the parish may be applicable to school service credit with the approval of the Community Service Director.

Honor Roll

Academic honors earned during the school year are based upon a student's grade point average for specific semesters of study. Honor students are designated as those with a G.P.A of 3.00-3.49. High Honor students are those with a 3.50-4.0 G.P.A. A grade of "D" or "F" on a

report card will eliminate a student from the Honor Roll. The Honor roll is published each semester for the Notre Dame community.

Advanced Placement or Honor courses that have "weighted grades" (maximum 5.0 scale instead of 4.0, due to the difficulty of the course) are also figured into a student's G.P.A. for Honor Roll status. (Academic Affairs, 11/84) A student must earn a grade of "C" or better in order to receive Advanced Placement or Honors credit.

Academic letters and lamps are earned by maintaining a GPA of 3.5 and above for three semesters.

Outside Courses

Prior written approval is required to receive credit for regular or summer school courses taken outside of Notre Dame to satisfy graduation requirements and to be printed on a student's transcript. Courses will only be approved if the equivalent course is not offered at Notre Dame and if it is needed for graduation.

Graduation Requirements

The minimum requirement for graduation from Notre Dame High School is 240 units and 100 community service hours:

Religion	40 units
English	40 units
Mathematics	30 units
Social Studies	30 units*
Science	20 units
Fine Arts	10 units
Physical Education	20 units**
Word Processing/Intro Computers	10 units
Speech	5 units
Electives	35 units
Community Service Hours	100 hours

*Must include 10 units of World History, 10 units of U.S. History, 5 units of Government, and 5 units of Economics.

**Sophomore P.E. requirements may be satisfied by participation in Varsity Interscholastic sports and by meeting designated criteria established by each sport.

Any student receiving a failing grade in a course during the year must retake and pass the course prior to registration for the following year. Students receiving more failing grades than can be retaken during summer school session may be asked to withdraw from Notre Dame.

Seniors who do not meet graduation requirements will not be allowed to participate in commencement exercises. Seniors may receive a Notre Dame High School diploma if all incomplete or failed work is retaken during the summer school session immediately following the senior year. A minimum of 240 units of work is required for graduation.

Section IV Student Programs and Services

To meet the needs of Notre Dame students, various organizations, services, and programs have been established. These groups and services enhance the academic life and total education of our students.

Campus Ministry

The Religion program at Notre Dame has a two-fold purpose: to direct the mind in an academic study of the truths of faith and to exercise the individual student in a series of practical applications of these truths in daily Christian living.

Campus Ministry works in close cooperation with the Religion Department to enable students to respond to God and His call to Faith. Campus Ministry provides the opportunities for worship through liturgy as well as prayer and reconciliation services.

Retreats are provided along with student projects and Peer Ministry. On campus retreats for each class take place toward the beginning of the school year and are required for all students. An optional off campus retreat for the juniors takes place in the spring as does an overnight off campus retreat for the seniors. These provide opportunities for personal and spiritual growth as student prepare to take on greater responsibilities at an important stage of their young lives. Prayer, reflection, and worship are encouraged in these and other ways by the campus ministry and the chaplain.

Associated Student Body

All students in attendance at Notre Dame are members of the Associated Student Body (ASB). The entire student body elects officers of the ASB. ASB officers meet weekly during the school year to conduct necessary business.

Extra-Curricular Activities

Activities include the athletic programs, theater and musical productions, and clubs chartered by the A.S.B. Functions sponsored by the A.S.B. include dances, assemblies, pep rallies, the Prom, and Homecoming.

Club activity on campus varies from year to year according to student interest. Currently there are several active clubs chartered by the A.S.B. These include the California Scholastic Federation, Junior State, Spanish Honor Society, French Honor Society, Theater Guild, Chess Club, Key Club, and Art Guild etc.

In order for a student to be eligible to participate in any extra-curricular activity (athletics, pep squad, A.S.B., clubs, school play/musical, etc.) on any school day, any absence must have been an excused absence.

Any student who quits any competitive or performance activity such as a varsity team or musical performance or play after the final cut or the first competition or rehearsal, whichever comes first, or is removed from a team or activity for violation of established policies is prohibited from participation in any other activity for one calendar year, except with the approval of the principal.

Bookstore

All textbooks are purchased from Budgettext through Studysource.com on-line bookseller. Books purchased through Studysource.com may be returned via return shipping for return or exchange, according to Studysource.com return policies.

Additional items for purchase in the Notre Dame Bookstore include supplemental books such as novels, physical education clothes, locks, and other school supplies. The bookstore serves as a convenient source for these necessities. Store hours are posted in the bookstore window.

Required summer school texts will be available in the bookstore and will not be purchased on line. Students taking make up courses must retain their original textbook. Textbooks for make up courses will not be available in the bookstore.

In the event of an unforeseen schedule change, students may purchase textbooks directly from the bookstore. The student must present a completed and signed Change of Schedule Form in order to purchase textbooks directly from the bookstore. Supplies are limited and books will be sold on a first come first serve basis.

Students are required to put their names in their books and may request that the book be co-signed by the teacher of that course to authenticate ownership. Textbooks of questionable origin will be confiscated and parents will be contacted to verify ownership.

Book Buy Back

A representative from Budgettext will be present the last week of school (dates to be announced) to buy back textbooks from students. Alternatively, parents may ship resalable books directly to the company for buy back. Please refer to Budget Text buy back policies for details.

Student Lockers

Lockers are assigned at the beginning of the school year. Students are responsible for their lockers and are expected to keep them neat and clean. At no time are students permitted to share lockers. Students own their locks and keep them for the full time of enrollment. Use of lockers is a privilege of convenience that may be revoked if abused.

Students may buy replacement locks through the bookstore at any time. Only locks purchased from the school may be used. All other locks will be removed and discarded by school staff.

Students damaging or defacing lockers will be held financially accountable for the damage and may lose the privilege of locker use for the remainder of the school year.

Anyone using a Notre Dame locker, either a book locker or P.E. locker, must use a Notre Dame issued lock. **Any other locks found on lockers will be cut off and discarded.** Freshmen and sophomores girls must have two locks, one for the P.E. locker and one for the book locker. Pad locks may be used all four years of enrollment at Notre Dame. Combination locks may only be used when participating in P.E. or a Notre Dame sport. These locks belong to the student. Please remember to take them home at the end of the school year.

Parents should advise their child against giving the extra locker key or the lock combination to another student. A spare key should be kept inside of the book locker in case the first key is forgotten or lost. Students who forget their keys at home may come to the bookstore during their free period to have their lockers opened and to retrieve their extra key. In order to have a locker opened, a student must present a Notre Dame I.D. card. Lockers will **not** be opened unless a student can present an I.D. card.

Important Notice:

Notre Dame is not responsible for lost or stolen articles from book or P.E. lockers. Students are responsible for maintaining lockers and retrieving all personal items by the last day of school or the day the student withdraws from school. Any items left in the lockers after the last day will be removed and/or discarded.

Lockers are for day use only and are not secured after school hours. Students leaving personal items in lockers overnight do so at their own risk. Notre Dame assumes no responsibility for article kept in lockers. The Administration reserves the right to search any locker at any time.

Academic Counseling

Notre Dame counselors are specifically assigned to academic concerns, and students wishing to speak to one of the counselors may arrange for an appointment through the Student Services secretary in the Student Services building or may come on a first come, first serve basis. An open door policy is maintained by the Counseling Department.

The responsibilities of the Counseling Department are:

- a) Academic counseling and guidance offered in the selection of a student's courses each semester. Each student is encouraged to visit their counselor once a semester to ensure that the appropriate courses for graduation are being completed.
- b) Counselors assist students who are having difficulty in classes, advise them on study habits, or assist with teacher and student relationships.
- c) College counseling/guidance is offered to all students. Information on colleges/universities including catalogs, videos, view books and applications are available in the Counseling office. College catalogs and videos are also available to be checked out in the Library. Information on college admissions criteria and financial aid is also available. Students also gain valuable experience with standardized tests by taking the Preliminary Scholastic Achievement Test (PSAT) twice, and The Iowa Test twice. Notre Dame is a test center for the Scholastic Achievement Test (SAT) and registration materials for these college entrance exams are available in the Counseling Office.
- d) Career guidance is provided to interested students
- e) The Counselors, in conjunction with the Administration, notify parents of students who will not graduate or will not be permitted to return to Notre Dame due to unsatisfactory academic progress. Parents interested in learning about their student's overall progress may call the Counseling Office as well as the individual teachers.

Field Trips

In recognition of the value of learning experiences that occur beyond confines of the classroom, the Administration permits off-campus field trips and activities that reinforce material presented in the classroom. Students must have a standard Diocesan Field Trip form signed by their parents/guardians in order to participate in all such activities. The field trip permission releases the school and those connected with the activity from liability. Telephone calls will not be accepted as permission to attend field trips.

Students may be denied the privilege of attending field trips if they fail to meet academic or disciplinary standards. Students on disciplinary probation participate at the discretion of the administration.

Library

The library is available to all students 7:00A.M. -3:30 P.M. Monday through Friday, except minimum days.

Books are available for 14-day circulation. Magazines, newspapers and reference materials may be checked out overnight. Videos and DVD's may be checked out for 3 days. A current Notre Dame I.D. card is needed to check out materials or to access computers.

The library collection is available on-line through the student section of the Notre Dame website. Students may view the current collection of items available for check out.

Library computers are for research and word processing only. A current UAP (user agreement policy) compliance form must be on file to access computers.

Word processing printing and duplication copies are .10 per page. The overdue fine on library materials is \$.25 per day, per item and fines accumulate to a maximum of \$10.00 per book. The student shall pay for damage to materials beyond reasonable wear and all losses.

All students are financially responsible for lost or damaged items checked out in their name. We recommend that you do not lend out your library materials. In addition to fees assessed, any action taken by the Administration will be included.

Snack Bar

Notre Dame's snack bar is located at the entry to the Gym. The snack bar staff provides snack and lunch items as well as vending machine food items. Snack Bar hours are posted.

Section V Athletics

Interscholastic athletic programs are an important and rewarding part of the many opportunities afforded Notre Dame students. Through its athletic programs, Notre Dame fosters the emotional and physical maturity of involved students. Through sacrifice and hard work, the athlete is exposed first-hand to the concepts of cooperation and self-discipline in pursuit of individual and team goals. Participation on an athletic team is a privilege and each participant must meet the standards set forth by both the athletic department and the individual coaches.

California Interscholastic Federation

Notre Dame High School is a member of the California Interscholastic Federation (C.I.F.), Southern Section and is governed by the policies set forth in the CIF Blue Book. Notre Dame High School is a member of the Mountain Pass League involved in 2A competition in most sports.

Competitive Sports

The following list indicates the sports programs available to the students:

Fall Sports:	Football, Girls' Volleyball, Girls' Tennis, Boys' and Girls' Cross Country
Winter Sports:	Boys' Basketball, Girls' Basketball, Wrestling, Boys' Soccer, and Girls' Soccer
Spring Sports:	Baseball, Softball, Boys' and Girls' Track, Boys' and Girls' Swimming, Boys' Tennis and Co-ed Golf
Non-CIF:	Cheerleading, Karate

Pay to Play

Student athletes must pay individual expenses to participate on an athletic team. Expenses are determined by the individual program in conjunction with the Athletic Department and include transportation, spirit packs, personal equipment and fundraising obligations. Every effort will be made to minimize the cost of participation in an athletic activity to ensure that students have as many opportunities to participate as possible.

Fundraising

Student athletes may be required to raise up to \$50 through fundraising measures, such as selling carwash tickets. The balance of the fundraising obligation not raised by the student athlete must be met by the individual family. Sports requiring additional fundraising must seek approval from the Athletic Department. By participating in a particular program, each family agrees to meet the fundraising needs of the program determined by the Athletic Department and the coach.

Dress and Behavior

Participation on an athletic team is a privilege and each participant must meet both the Athletic Department standards and the individual team standards set by the head coach. Athletes represent the school as a whole and are expected to demonstrate exemplary behavior

and appearance.

Team uniforms must be kept neat and clean and worn in an appropriate and respectful manner. Appropriate work out clothing must be worn during practice. Student athlete behavior should demonstrate sportsmanship and courtesy, particularly when student athletes are guests of another school.

Failure to meet athletic department or team standards will result in an athlete being suspended or removed from the particular team. On-going violations of athletic department or team standards may result in permanent suspension from athletic participation.

Hazing

Hazing or initiation of new or existing team members is forbidden and will result in disciplinary action up to and including expulsion from Notre Dame High School.

Fulfilling Obligations

Any student who quits any competitive team after the final cut or the first competition, whichever comes first, or is removed from a team for violation of established policies, is prohibited from participation in any other sport for one calendar year, except with the approval of the principal.

Eligibility

If a student does not meet eligibility requirements, the student is placed on academic probation for the duration of the grading period. Should the student re-establish eligibility at the end of the next grading period, he will be released from probation when the probation list is issued. Please see academic eligibility requirements in the Academics Section of the Parent/Student Handbook. Students on academic probation may practice with the team at the discretion of the coach, but may not compete, travel or be dismissed from class early.

Section VI Campus Expectations

Student Use of Facilities

The campus and facilities are for the use of the entire school community. Students are expected to accept personal and community responsibility for the conditions of the campus and classrooms. Litter and trash should be disposed in the appropriate trashcans and wastebaskets set out around the school. There shall be no eating, drinking, or chewing gum in the classrooms. All students must contribute to an atmosphere of pride and order. Students who do not contribute to maintaining this pride will assist in campus clean up.

Graffiti, vandalism, and lack of respect have no place in the Notre Dame community and each student must make sure that such activity does not occur.

Cell Phones and Personal Electronics

Cell phone use on campus is strictly prohibited. Students who possess cell phones must keep them concealed and silent throughout the school day. They may not be used for any purpose without direct individual approval. Parents are advised to refrain from contacting students during the school day by way of a student's cell phone. Contact may be made with a student through the office. Students needing to contact a parent should do so through the front office.

Personal electronics are not permitted in the classroom or in any academic setting unless specifically related to the course (i.e. calculators, etc.) Items including, but not limited to, pagers, cellular telephones, IPOD, CD and tape players, walkman radios and electronic games, if brought onto campus, may be confiscated if they are disruptive to the academic environment. Boom boxes, external speakers, amplifiers or similar items are not permitted at any time.

Violation of the personal electronics policy will result in confiscation of the item and progressive steps of discipline will be followed. **Confiscated electronics must be retrieved by a parent.** It is the student's responsibility to notify his or her parents when an item is confiscated. Parents may make an appointment with the teacher or the Dean of Students for retrieval. Notre Dame High School is not responsible for confiscated personal electronics not claimed by a parent within 48 hours.

Student Identification Cards

Each student is issued a school identification card at the beginning of the school year. This card identifies him as a student of Notre Dame and must be carried and available for presentation to school officials at all times. This card may be used for admission to certain athletic and social events at a free or reduced rate. Any staff member may ask to see or may confiscate a student's ID card. Students will receive ID cards only after reading the Parent-Student Handbook and signing the Compliance Form.

Closed Campus

Notre Dame has a closed campus policy. Student visitors are not allowed. Students who invite unauthorized visitors to campus are subject to disciplinary action. All other visitors must check in at front office prior to entering campus. Students are not allowed to leave campus during the school day unless issued an off campus pass. Students should exit the parking lot and proceed on campus immediately upon arrival to school. Loitering in the parking lots is not permitted.

Section VII Attendance Policies

Attendance Expectations

Students are expected to be in class every school day at Notre Dame. This policy enables students to take full advantage of the educational opportunities provided for them.

The following are allowable reasons for an excused absence from school:

- 1) Appearance in court
- 2) Illness
- 3) Medical, dental, optometric, or chiropractic treatment for the duration of the medical visit
- 4) Attendance at the funeral of a family member

The above reasons for absence will be excused and counted as one of the seven (7) absences permitted per quarter by Notre Dame when accompanied by a parent/guardian note. All absences accompanied by a note from parent will be excused and counted. Absences accompanied by a note from a doctor on letterhead will not be counted as one of the seven. Any absences or tardies, counted or not, disqualifies a student from receiving a Perfect Attendance Certificate.

When the absence is for medical treatment, it is the responsibility of the parent/guardian to provide a note in writing from the attending physician as to the date and time of each appointment to be presented to the Attendance Office upon the student's return. One note for inclusive periods will not be accepted unless there are highly unusual circumstances.

Absence for any other reason including family vacations will not be excused.

Liturgies, assemblies, and other related activities during the school day are essential aspects of Notre Dame's community life, and all students are required to attend.

Parents are required to notify the Attendance Office by telephone before 10:00 a.m. any time a student will be absent. A written note is also required before a student can return to class.

Truancy

A student is considered truant when absent without an appropriate excuse. Truancy will result in disciplinary action. Habitual truancy will result in expulsion.

Absences

Any student who is absent more than seven (7) times from any one class during the quarter will receive an "F" for that class. Any student absent more than fourteen (14) times during a semester will receive a final grade of "F" in that class for the semester, regardless of the previous quarter grade. In addition, students more than ten minutes late to class are considered absent from that class.

Planned Absences

Planned absences must be approved in advanced and in writing by the school administration. Parents must notify the attendance office two weeks in advance in writing starting the reason for the absence and the dates of the absence and will be notified in writing when approved. Students are required to complete all assigned work before returning and are subject to existing due dates with no additional time permitted to submit work. Planned absences do not change the above stated policy for allowable absences.

Tardies

Students are considered tardy when they arrive for class up to ten minutes after the final bell. A student receiving more than ten (14) tardies for any one class during the quarter will receive an "F" for that class. Students receiving more than twenty (28) tardies for any one class during a semester will receive an "F" for the semester. Two tardies are equal to one absence in the class in which they occur. It is particularly important for the period 01 that students arrive on time. Students who receive an unexcused tardy will be subject to disciplinary action.

Excused Absence or Tardy

To be excused, an absence or tardy must be verified with a note from the appropriate office. All medical notes must be presented to the Attendance Office on the day the student returns to school. None will be accepted after the fact.

Re-Admittance Slip

Following an absence, students must obtain a Re-Admittance Slip from the Attendance Office before returning to class. To obtain a Re-Admit, a student must arrive at the Attendance Office 20 minutes before class with a note written by the parent/guardian stating the date and reason for absence. If a Re-Admit must be obtained during class time, the student will receive a tardy. Regardless of the student's age, a note from the parent/guardian is still required.

Off-Campus Permission

Off-campus permission is generally granted only for medical appointments. To reduce the time students miss school, parents are urged to arrange for appointments after school hours.

Students who need to leave campus during the school day must obtain an Off-Campus Permit from the Attendance Office. Such permission must be requested in writing from a parent or guardian.

For permission to leave campus during the day, students must bring a written request from parents to the Attendance Office indicating the time and reason for the off-campus permit. This must be done before school or by the end of morning break. An off-campus permit will be issued for the time requested and must be returned to the Attendance Office when the student returns to school.

Students receiving off-campus permits for a medical appointment must bring a note from the doctor on letterhead when returning to campus in order to have the absence excused and not counted. No note results in an unexcused absence. Any student who leaves campus without permission of the Attendance Office will be considered truant and is subject to disciplinary action.

Extra-Curricular Participation

In order for a student to be eligible to participate in any extra-curricular activity (athletics, pep squad, ASB, clubs, school musical, etc.) on any given school day, any absence must have been an excused absence.

Section VIII Discipline

Student Behavior

The Administration and faculty support an atmosphere that fosters basic Christian values in which learning can take place. The Administration and faculty has established specific disciplinary standards which students are expected to follow. The Office of the Dean of Students strives to ensure that students meet or exceed Notre Dame's standards for conduct, both on campus, during school events and activities on and off campus, and extending off campus at any time.

Student behavior will be courteous, attentive, and respectful. The following behaviors have no place at Notre Dame: fighting, intimidation, verbal, non-verbal and electronic harassment, use of profanity, intentional damage to or defacing of school property, ruining another's reputation, displays of affection, possession or distribution of anti-Christian material, derogatory ethnic references, and defiance or disrespect for authority. Disciplinary action, based upon the severity of the incident, may include verbal admonishment, detention, parent conference/call, disciplinary probation, Saturday school, suspension, or expulsion.

Students may be held accountable and subjected to disciplinary action for behaviors outside of school should the school determine that off-campus conduct will affect the on-campus environment. Off-campus behavior that may shed a negative light on the Notre Dame community or which is contrary to Church teaching may result in disciplinary action up to and including mandatory withdrawal or expulsion. Criminal activity will be reported to the local police authorities.

Harassment

Harassment occurs when an individual is subjected to treatment which is hostile, offensive or intimidating, due to a student's race, creed, color, national origin, gender, physical or mental ability, or lifestyle choice. Students who are subjected to harassment should report the harassment to a teacher or administrator.

Vandalism

Vandalism is considered to be the willful and malicious defacing or damaging of property and demands full financial compensation in addition to a conference. Further disciplinary action may include referral to police authorities. The same provisions hold for theft, burglary, etc.

Electronics Accountability Code

With the preponderance of electronic media available to students, Notre Dame has established and Electronics Accountability Code. Students will be held accountable for material posted on the internet, communications through e-mail or text messages, MySpace, Facebook, and U-Tube, etc. which violates the Notre Dame Discipline Policies or that might shed a negative light on the Notre Dame community.

Students may not record by any electronic or photographic means any school activity, formal or informal, before, during or after school, without express written permission of all persons being recorded and without prior written permission from the school administration. Unauthorized photographic or electronic recordings will result in confiscation of the recording device as well as disciplinary action. Posting of any recorded materials will be subject to the above disciplinary standards and illegal activity will be reported to the authorities.

Disciplinary Infractions

The following categories of infractions will be used when addressing discipline issues. This is not an exhaustive list and disciplinary infractions will be categorized as minor, major or serious on a case-by-case basis having examined the facts of each incident.

Minor-Daily disciplinary incidents that require correction by teachers or administrators. Corrective steps will be taken and a consequence may be assigned.

Tardies (compulsive)	Inappropriate language	Plagiarism
Unexcused absences (single)	Cheating (impulsive)	Inappropriate behavior in Mass
Repeated Dress Code	Instigating fight	Disruptive or Inappropriate behavior
Ruining another's reputation	Damaging school property	Classroom disruptions
Verbal altercation	Academic Dishonesty	Referral from teacher
Minor Violation of Electronic Accountability Code		

Consequences might range from but are not limited to reprimand or detention.

Major-Disciplinary incidents that affect the greater Notre Dame Community and require immediate attention. A punitive consequence will be assigned.

Lying to school personnel	Forgery of note	Truancy (multiple periods)
Fighting	Threatening/Intimidating	Verbal assault/Vulgarity Language
Defiance of authority	Cheating (planned)	Disruption in Mass
Use of tobacco	Recidivism (3X)	Disrespect toward a Teacher
Theft	Plagiarism (Recidivism)	Off campus w/o permission
Disregard for school policy	Failure to attend detention	Excessive Dress Code Violations
Major Violation of Electronic Accountability Code		Possession of matches/lighter

Consequences might range from Saturday School to suspension.

Serious-Disciplinary incidents that require immediate administrative action. Ordinary steps may be accelerated and student's removal from school may be immediate and likely permanent.

Use or Possession of Drugs or Alcohol on campus or at school event		
Physical Assault	Threats of violence	Verbal assault
Vulgarity directed at teacher	Academic Dishonesty	Theft of test/teacher material
Refusal to abide by directives of the Administration		Academic Dishonesty
Failure to comply with a Disciplinary Consequence		Plagiarism (Multiple infractions)
Serious Violation of Electronic Accountability Code		Use of Matches/Lighter

Students will be suspended and referred to Principal for further action.

Zero Tolerance-No intermediary steps will be taken. Student will be removed from school immediately pending administrative action, up to and including expulsion.

Sale/distribution of drugs
Possession of Weapon or Incendiary Device
Acts of Violence
Extreme Violation of Electronic Accountability Code
Under the Influence of Drugs/Alcohol
Other Serious or Extreme Violations as Deemed by the Administration

Definitions of Disciplinary Consequences

Detention: A student is retained at break, at lunch or after school for a specified time. All students assigned detention are given one day to arrange transportation. A student may reschedule a detention once per semester at the discretion of the detention coordinator for legitimate reasons. It is the student's responsibility to inform their parents when assigned a detention. Failure to serve detentions will result in a Saturday School. Detentions held by individual teachers require separate arrangements.

Saturday School: Students are required to serve a half-day detention on designated Saturdays. Saturday School dates are set in advance for the school year and once assigned cannot be rescheduled. Students assigned a Saturday School will be assessed a fee that will be added to their tuition. Failure to attend Saturday School may result in a suspension and placement on a behavior contract.

Conference: A parent-teacher conference may be scheduled to discuss repeated disciplinary problems and to create an action plan to correct the problem.

Referral: A formal written warning given to a student that is recorded in the student's personal file. A referral is a serious action taken by a faculty member or administrator when a student violates school policies or standards. A conference with the Dean of Students follows and disciplinary action is taken

Student Action Plan: A written agreement between the student and the Dean's Office identifying a course of action for altering student behavior and for student's acceptance and accountability of disciplinary infractions.

Probationary Agreement: Disciplinary probation may be applied by the Administration in the form of a Probationary Agreement. The terms of the probation will be determined on a case-by-case basis. Students on probation will not be permitted to participate in extra-curricular activities during the probation period.

Suspension: A student will remain on campus or be sent home for one class, one day, or several days depending upon the action taken. Suspensions are assigned when other discipline methods do not affect change in behavior or when more egregious acts are committed that warrant serious punishment

Disciplinary Contract: Disciplinary Contracts are considered the final step before expulsion. These are entered into after conventional methods of discipline have failed or after an egregious violation of the discipline code. Should this situation occur, details of the contract will be provided. Violation of the Disciplinary Contract is grounds for expulsion from Notre Dame.

Expulsion: A student is terminated from Notre Dame permanently and immediately. Parents are notified and transcripts marked accordingly. Potential reasons for expulsion include, but are not limited to:

1. Actions gravely detrimental to the moral and spiritual welfare of the students.
2. Continued disobedience
3. Profanity or vulgarity
4. Defiance of authority
5. Use, sale, possession of drugs/alcohol
6. Vandalism
7. Stealing
8. Habitual truancy
9. Assault or battery, or any threat of force or violence directed toward any student or school personnel.
10. Family's failure to support administration regarding school policy.

Expulsion is a very serious step and the Principal takes such action only after careful deliberation.

Disciplinary Process

Students who violate the disciplinary code may receive a consequence assigned by a teacher or other school personnel or may be referred to the Dean of Students.

Referrals to the Dean of Students will be followed with an inquiry to determine the extent to which the discipline code has been violated. The Dean will administer a consequence in compliance with the Disciplinary Infractions listed above.

Students who accumulate two or more infractions are subject to additional consequences that may include disciplinary probation or referral to the Assistant Principal for a Disciplinary Contract. Failure to comply with the contract is grounds for expulsion or mandatory withdrawal from Notre Dame.

Matters of a major or serious matter will be referred to the Assistant Principal for review as necessary and when deemed appropriate by the Dean of Students. The Assistant Principal will make necessary referrals to the Principal.

Drug Policy

The sale, possession, supply or consumption of alcohol, drugs, or other controlled substances under any conditions related to Notre Dame High School will not be tolerated and the individuals involved are subject to expulsion.

Therefore, according to Diocesan policy, students shall not:

- a) Use these substances on or off campus, in the vicinity of the school, or at school functions.
- b) Possess these substances at any school activity on or off campus.
- c) Possess drug-related paraphernalia on campus or its vicinity.

Use of tobacco is prohibited on campus, in the parking lots, and off campus at all school functions.

Drug Testing

In order to provide the safest educational environment possible, the Administration, at the request of the School Board and parents, conducts random drug tests. Notre Dame High School recognizes that problems stemming from chemical abuse (alcohol and drugs) interfere with life, learning, and all development of the individual.

Students who test positive for drug use, upon first offense, will be offered an "Alternative to Expulsion" program. The only other option is expulsion or withdrawal from Notre Dame High School. At the conclusion of the "Alternative to Expulsion" program, a student will be re-tested. If positive usage is determined, the student will be withdrawn or expelled.

Maternity/Paternity

Pregnancy and paternity are not reasons for dismissal from school. In the event of a pregnancy, a student will be provided a reasonable means for completing their education, which may include attending classes, independent study or some combination, to be determined by the administration.

Expulsion Appeal Procedures

Appeal procedures in expulsion cases begin with the Administration of Notre Dame. The parents meet with the Dean of Students to discuss the disciplinary action taken. Should the Dean decide to uphold the original disciplinary judgment, parents may take their case to the *Notre Dame Expulsion Board of Appeal*. A request to the board to hear the appeal must be made in writing and addressed to the Dean within two weeks of the decision to expel. The parents will be informed of the time and place of the appeal session. The recommendation of the *Notre Dame Expulsion Board of Appeal* is reviewed by the Principal. The Principal will notify the parent of the school's final decision.

If the administration upholds the original decision, the parents may make final appeal to the Diocesan Superintendent of Schools. The request for a hearing must be submitted in writing within two weeks of the Expulsion Board hearing. The parents will be notified whether the Superintendent chooses to hear the case, and if so, the time and place of the appeal session.

Section IX Dress and Grooming

Personal Appearance Philosophy

Notre Dame High School believes that the student's appearance is important and has an impact on their attitude and behavior. As a sign of our mutual respect for one another, and for the creation of an environment of excellence, Notre Dame will have a dress and personal appearance code.

Notre Dame believes that the primary responsibility for the appearance of the student lies with the parent. It is not the province of the school to dictate the family standards of appearance and behavior. Rather, it is the duty of the parents, in conjunction with the school, to guarantee that the student's appearance is in keeping with the educational and Christian mission of the school.

Fashion indicative of divisive and un-Christian attitudes or behavior or of gang affiliation will not be permitted.

Students violating any part of the dress code standards may be suspended for twenty-four hours following the offense. Students will be required to phone a parent for immediate transportation home.

The Administration reserves the right to require that any student change attire when deemed necessary.

Uniform

Notre Dame High School has entered into an agreement with **Option B** to supply uniforms to our student body. Option B is providing Notre Dame with a fully branded uniform that is designed to improve the image of the campus overall by focusing on our school symbols and colors and by providing a well made, modern fitting uniform that is styled to appeal to the young men and woman who will be wearing it.

Option B will supply the following:

For gentleman:

Plain front khaki pants and shorts with Notre Dame label, pocket tab and buttons.

Polo shirt embroidered with our interlocking ND in Notre Dame Green or Titan Gold. Polo shirts are tailored to be worn out while maintain a neat appearance.

Liturgy shirts are white long sleeve oxford shirts embroidered with the Notre Dame crest. Liturgy shirts must always be worn tucked in and with a belt.

Pull over v-neck sweaters in Notre Dame Green embroidered with the Notre Dame crest.

For ladies:

A newly designed skirt with a modern fit worn at the hips and embroidered with the interlocking ND at the hem to insure a uniform skirt length.

Plain front khaki pants and shorts with Notre Dame label, pocket tab and buttons.

Polo shirt embroidered with our interlocking ND in Notre Dame Green or Titan Gold. Polo shirts are tailored to be worn out while maintaining a neat appearance and are tapered for ladies to give a more tailored look.

Liturgy blouse is a three-quarter sleeve blouse with darts, tailored to be worn out with the skirt only.

Cardigan sweaters in Notre Dame Green embroidered with the Notre Dame crest.

Liturgy Attire

Liturgy attire for ladies consists of a skirt and three-quarter sleeve blouse.

Liturgy attire for gentleman include long pants, long sleeve oxford shirt and a tie of choice.

Ladies may choose to wear pants on liturgy day, but must adhere to the gentleman's liturgy dress code. Ladies liturgy blouse may not be worn with pants.

Outerwear

We will continue to offer jackets and sweatshirts through the Notre Dame Bookstore. Only Notre Dame apparel may be worn as outerwear.

Ordering Uniforms

Uniforms may be ordered on-line at www.ndhsriversidestore.com and shipped directly to your home. Please contact the Notre Dame Bookstore for assistance or to try on uniform items before you order.

Notre Dame Uniform clothing is to be worn on campus for the duration of the school day. Uniform clothing must be purchased through Option B. All clothing purchased from Option B must be appropriately sized within one size of the student's actual dimensions. Outerwear must be purchased through the Notre Dame Bookstore. No other clothing, outerwear, blankets or accessories may be worn on campus or school property during school hours (including the hour before and after school) with the exception of approved clothing and blankets sold through the Notre Dame Bookstore.

Dress Code

Students are expected to be in uniform prior to arrival at school. The primary responsibility for insuring adherence to the dress code policy lies with the family. Parents are encouraged to regularly monitor student dress. Questions regarding dress code should be referred to the Dean's Office. Students will not be permitted to attend class out of uniform. Students who come to school out of uniform will be sent home for a change of clothes and repeated offenses will be subject to progressive disciplinary action. Students who cannot arrange transportation will receive an on-campus suspension for the day. Dress code is enforced throughout the school day and one hour before and after school.

No body piercing of any kind is permitted for students with the exception of the soft tissue of the ear for female students. No piercing expanders are allowed, nor items used to retain non-permitted piercing holes. Tattoos are not permitted nor may body markings be visible.

Acceptable for Boys:

Hair and Accessories

Hair that is neat, clean, and styled in such a way that it does not hang in the face. Unusual hairstyles are not permitted. Facial hair and mustaches must be clean and neatly trimmed. Only hats and caps purchased from the Notre Dame Bookstore, Student Store, or from a Notre Dame athletic team may be worn. The bill of the hat and cap must be centered on the forehead. No hats, hoods, sun visors, or sunglasses of any kind are to be worn inside the classroom. Jewelry will be limited to one wristwatch, one ring, and a single modest religious necklace. Ear and nose jewelry is unacceptable at all times on campus. Chains and spiked or studded leather accessories will not be allowed.

Belts

Dress-style belts of regular length appropriate to the wearer's waist size must be worn. Excessively long belts, military-style belt buckles with the initials cut out, and excessively large belt buckles are not permitted. No chains of any type may be suspended from belts.

Jackets and Blankets

Notre Dame uniform jackets, Notre Dame sweatshirts, and Notre Dame letter jackets or other approved Notre Dame team jackets may be worn. Non-Notre Dame outerwear, Notre Dame jackets that have been altered or added to (i.e. patches, iron-ons, logos, cuts or tears, etc.), and jackets that are excessive in length or fit are not permitted. Letterman jackets shall be purchased and worn only by the individual who has earned a varsity athletic or academic letter. Blankets must not violate the basic tenants of the uniform.

Undergarments

Appropriate undergarments must be worn at all times. No part of the undergarment may be revealed.

Footwear

Street or athletic shoes, sandals with straps around the heel or Birkenstock with strap around the heel may be worn. Flip-flops, floppy footwear of any kind, slippers or non-traditional footwear may not be worn.

Acceptable for Girls:

Hair and Cosmetics

Hair must be neat, clean, and styled in such a way that it does not hang in the face. Moderate use of cosmetics and jewelry is permitted.

Hair hanging in the face in such a manner as to impair vision, unusual hair color, earrings, and other jewelry during P.E. classes and while participating in all athletic contests is not permitted. Sun visors or sunglasses of any kind may not be worn inside the classroom. Excessive use of cosmetics, face and body piercing, and tummy jewelry and other unconventional accessories are not permitted.

Jackets

Notre Dame uniform jackets, Notre Dame sweatshirts, and Notre Dame letter jackets or other approved Notre Dame team jackets may be worn. Non-Notre Dame outerwear, Notre Dame jackets that have been altered or added to (i.e. patches, iron-ons, logos, cuts or tears, etc.), and

jackets that are excessive in length or fit are not permitted. Letterman jackets shall be purchased and worn only by the individual who has earned a varsity athletic or academic letter. All blankets brought to campus by students are to be Notre Dame issued.

Undergarments

Appropriate undergarments must be worn at all times. No part of the undergarment may be revealed. Only modest and neutral colored stocking may be worn.

Footwear

Street or athletic shoes, sandals with straps around the heel or Birkenstock with strap around the heel may be worn. Flip-flops, floppy footwear of any kind, slippers or non-traditional footwear may not be worn.

Skirts

When skirts are worn, length should remain modest, no more than 3 inches above the knee when standing, and 6 inches above the ground when kneeling, measured both front and back.

Liturgy Dress Code

Students are to remain in liturgy dress attire throughout the entire school day.

Required for Boys:

Long uniform pants with belt, a uniform button-down oxford shirt and an appropriate tie must be worn. Nice shoes and socks are required and dress shoes are encouraged. No shorts allowed on liturgy day.

Required for Girls:

Uniform skirt with a uniform oxford button down shirt is recommended. Nice shoes with stockings when appropriate. Also acceptable are long uniform pants with belt with a button down oxford uniform shirt and an appropriate tie. Shorts are not allowed on liturgy day.

Letter Jackets

Letter Jackets must be purchased through an authorized vendor and must be Notre Dame Green with sleeves in Notre Dame Green, Titan Gold or natural. Letter Jackets that do not meet predetermined criteria may not be worn at school. Letter Sweaters purchased through an authorized vendor, either cardigan or pull over, may be worn in Notre Dame Green, Titan Gold or white with green or gold stripes. Letter Jackets may only be worn by students who are awarded a letter by the school administration.

Casual Day **

On occasions to be determined by the administration, the Notre Dame Dress Code may be relaxed to allow for Notre Dame T-shirts to be worn instead of the designated uniform shirt. The T-shirts must be worn with uniform pants and may be un-tucked. Jeans may be worn with a Notre Dame t-shirt on rare occasion when deemed appropriate by the administration. Notre Dame T-shirts that may be worn include P.E. shirts, approved athletic team shirts; senior t-shirts and shirts purchased from the Notre Dame Bookstore. Shirts must be in uniform colors and must not be torn or tattered. Tank top and sleeveless shirts are not allowed.

Off-Campus Dress Code**

The off-campus dress code is to be adhered to outside of school hours when attending Notre Dame functions. This includes, but is not limited to, casual dances, club or other extra-curricular activities, field trips and all sporting events.

Acceptable for Boys:

Jeans or casual pants with a belt, walking shorts, polo-style collared shirts, appropriate casual shirts such as collarless button-up shirts or nice T-shirts, clean tennis shoes or other casual shoes. Pants are to be worn at the waistline. Notre Dame apparel is strongly recommended.

Acceptable for Girls:

Modest dresses and skirts, collared blouses or appropriate casual tops that cover the shoulders and midriff, clean tennis shoes or other casual shoes. Skirts and shorts will extend to the end of the wearer's fingertips when her arms are at her side. Thin strap, strapless tops or short dresses shall not be worn. Notre Dame apparel is strongly recommended.

Unacceptable for all Students:

Excessively baggy or excessively tight clothing. Pants and skirts must be worn at the waistline. Skirt length on female students should remain modest, no more than 3 inches above the knee when standing, and 6 inches above the ground when kneeling, measured both front and back. Flip flops, fishnet stocking, and slip-in or strapless sandals. Offensive, derogatory or anti-Christian graphics. Disruptive styles, styles that indicate gang affiliation or styles that draw undue attention to the wearer. Non-Notre Dame caps, bandanas, scarves or blankets. Gentlemen may not wear earrings.

****All other dress code provisions outlined in the dress code not specified here are in effect.**

Any item not specifically approved in the Uniform Dress Code cannot be worn. The Administration may alter or amend the dress code policy at any time to reflect current trends.

Section X Health and Safety

Closed Campus

The Notre Dame campus is closed to all visitors during school hours except for individuals conducting official business with the school administration. Visitors on official school business must check into the front office and sign in the appropriate visitor's book and receive a visitor's badge.

Students from other schools are not permitted to visit campus at any time during school hours, unless visiting as a perspective student for the upcoming term. Such visitors must be scheduled in advance with the Counseling Office or Development Office and must be approved by the administration before visiting. Appropriate attire is required.

Currently enrolled students must remain on campus for the duration of the school day. Students who are dismissed for the day due to class scheduling may leave after the last scheduled class, but may not return before the end of the school day.

Personal and Community Health and Safety

Students must be aware of the health and safety guidelines at Notre Dame High School.

Fire Equipment is installed in school buildings. Tampering with these items will result in disciplinary action and may result in referral to authorities (Penal Code 148.4A).

City and state laws, as well as the Education Code, protect students from potential exposure to harm from any weapon, firecracker, or other explosive device. Possession or use of these articles as well as matches, lighters, O.C. spray (pepper spray) or any item that endangers the community will result in severe disciplinary action.

No student, staff or faculty member will bring onto campus any "injurious object" as defined in Ed. Code, S 49330, 171b and 12403.7 CPC (i.e., tear gas and tear gas weapons). In addition, no objects capable of inflicting substantial bodily damage, not necessary for academic purpose of the pupil, will be allowed on campus.

Bicycles

Bicycles are to be parked in designated areas. Students are urged to secure their bikes with locks. Bike racks are provided for the students' convenience and the school is not responsible for theft or vandalism of any bicycle. Bikes are not to be ridden on campus. Skateboards are not to be ridden on Notre Dame property.

Student Parking and Driving Safety

Parking in Notre Dame parking lots is reserved for Juniors and Seniors only. Due to limited space, parking permits will be issued to sophomores only if space is available.

All motor vehicles to be parked in the Notre Dame parking lots on Brockton and on Nixon Street must be properly registered with the school. Students will be required to pay a parking/registration fee. The appropriate N.D. tags are available in the Bookstore and must be displayed or violators will be fined. Cars must be parked in marked spaces in the lot or be subject to parking citations from the school or the Riverside City Police Department.

Street parking is available if not restricted by the city. Areas NOT for student parking include

the back lot by the athletic field (reserved for St. Catherine's playground and faculty parking), St. Catherine's Church lot, and the Riverside Medical Clinic lot. Students are not to park in the reserved spaces on the north side of the Nixon Parking lot. These are reserved for the St. Catherine's Counseling Center. All parking violators will be subject to the actions designated by lot owners.

Student may not drive or park on campus at anytime unless directed to do so by the Notre Dame Administration and only when directly supervised during the driving.

Notre Dame High School is not responsible for damage or loss of property resulting from use of the school parking lots.

All students are expected to observe safe and courteous driving habits while in the parking lots or nearby streets before, after and during school hours. This includes:

- a) A 10-mile per hour speed limit in all parking lots at all times.
- b) Entering, passing through, exiting the parking lots shall be done in the direction of the arrows painted in the lots.
- c) Students are to remain clear from parking areas at all times during the school day unless coming to or leaving school. There is no loitering in the parking lots at any time.
- d) No motor vehicles of any kind are allowed on campus without specific permission of the Administration.
- e) No loud music is to be played while entering, leaving or while in the parking lots or in the vicinity of the school.
- f) All students are expected to observe the rules and regulations of the Vehicle Code, State of California.

Anyone parked illegally on Notre Dame property will be towed at the owner's expense. Failure to abide by the driving and safety regulations established by Notre Dame will result in a \$25.00 fine. All fines will be added to your tuition. These safety regulations will be strictly enforced. Extreme violations or excessive infractions may result in loss of parking privileges.

Non-Motor Vehicle Use on Campus

For personal, as well as community safety, skateboards, roller skates, bicycles, etc. are not to be used on campus or in the parking areas at any time. Student should not drive or park on campus unless directed to do so by a school authority and only when directly supervised by that school authority.

Campus Safety

The quad areas in front of the gym and between C and D buildings provide ample room for students to sit, talk, study, eat lunch, etc. Students are not permitted between C and D Buildings during lunch. Students are not permitted on the Athletic field or adjacent to the gym during lunch. Picnic benches are available in these areas for student use. It is expected that all students assume responsibility for making sure all areas of campus remain neat and clean at all times.

For personal safety, students are expected to remain in the quad areas and avoid the following areas: maintenance areas behind the gym, custodial closets, parking lots, behind "D" building, the practice field, and all unsupervised areas of campus. For the privacy of our neighbors living in close proximity to the campus, all students must remain in the fenced area of the athletic field. Students are expected to display respect for the neighbors living along Nixon Street (adjacent to the campus) by using the sidewalks and parking areas appropriately.

Immunizations and TB Testing

Parents of first time students to Notre Dame are required by law to provide official documentation of immunization, a current TB skin test and a current physical. These health requirements must be completed prior to enrollment in summer school and for the school year.

Students who do not have the above health requirements in the attendance office will not be allowed to attend classes until records are submitted.

Section XI

General Policies and Procedures

Communication with Faculty

Parents are encouraged to keep open communication with student's teachers. Teachers can be reached via the school website, through direct e-mail, or by phone. See the school directory for voicemail numbers. Please allow one to two days for a response from a teacher.

Messages and Telephone Calls

Due to the large number of telephone calls received by the School Office, messages to students will be delivered if time permits. Emergency messages will be delivered promptly. For all other messages, students will be notified to report to the School Office at break, lunch or after school. Only phone messages from parents will be delivered.

Complaints

Complaints should be handled at the lowest possible level. Persons with concerns about a teacher or a staff member should first attempt to address that concern with the individual.

The following procedures should be followed:

- If the matter is not thus resolved or the complainant refuses to do the above and yet demands action on the part of the Principal, the Principal shall request a written signed statement of the complaint. This shall be a brief but specific summary of the nature of the complaint and the facts surrounding it.
- Complaints not resolved at the point of origin must be submitted in writing for study and possible resolution.
- The individual employee involved shall be advised by the Principal of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as the employee sees them. This is to be submitted in writing.
- The Superintendent will intervene only if the complaint cannot be satisfactorily resolved at the local level and only on receipt of a written referral
- On receipt of a written referral, the Superintendent will solicit from the complainant, the Principal, and the employee concerned, a written summary of the issue together with supporting documentation. After reviewing the documentation, and when necessary, conferring with the parties to the disputed action or policy, the Superintendent will only determine:
 1. Whether the local policy is in accordance with applicable Diocesan policies and regulation
 2. Whether the policy is fairly and equitably applied.

Confidentiality

The faculty, staff and administration will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. Parents will be promptly notified of concerns regarding a student's well being.

Custodial Parent Policy

Notre Dame will release student information to custodial parent(s) contracted with Notre Dame High School. Non-contracted parents must obtain written permission from contracted parents to receive student information. In the event of joint custody, court documents must be on file for release of student information to non-contracted parents. A contracted parent is defined as a parent who has entered into a contractual relationship with Notre Dame High School by signing a Tuition and Enrollment Contract.

Student Image and Information Release

Notre Dame High School may publish photos, news information, and videos concerning school activities of students in the school's yearbook, Notre Dame internet web site, Notre Dame newsletter, Notre Dame student newspaper, and video productions and announcements for the purpose of general interest for the school. Notre Dame may release information and images to outside media sources such as newspapers, magazines and television. To revoke permission, the parent or guardian must notify Notre Dame in writing before the beginning of the academic school year.

Class Scheduling

All students are counseled in the selection of their classes for the following school year. Ordinarily, students are expected to remain in their scheduled classes at the beginning of the semester. However, if changes must be made for special reasons, the student may obtain a course change form from Counseling and make the appropriate changes during the first two weeks of scheduled classes for the semester. Changes after two weeks are considered exceptions and must have the approval of the teacher and the Principal. Changes are not made to accommodate sports or jobs.

A.S.B. Activities

All student activities (i.e. sales of any kind, dances, etc.) must be approved by the A.S.B., the Director of Student Activities, and the Administrative Council. The procedure to be followed when requesting a class or club activity is:

- a) All activity requests must be submitted in writing to the A.S.B. for consideration at least one month in advance of the proposed date and detail all plans for a well-conducted activity. A.S.B. will present the request to the Director of Student Activities for submission to the Administrative Council for final approval.
- b) Upon final approval, the coordinators of the activity must secure the necessary chaperones, keys, permissions, etc., to conduct the activity. An individual must also be designated to handle all financial arrangements and monies.
- c) The request forms are available with the A.S.B. Officers or Director of Student Activities.

In order for a student to be eligible to participate in any extra-curricular activity (athletics, pep squad, A.S.B., clubs, school musical, etc.) on any given school day, any absence must have been an excused absence.

Clubs and Organizations

When a group of students has a common interest and wishes to form a school club, the students must first draft a charter for submission to the A.S.B. The charter must include the purpose of the club, the faculty or staff member to serve as advisor, and a list of students wishing to form the club. The A.S.B. then presents the club to the Administrative Council for final approval. If students are to participate in any organized function using the name of Notre Dame High School, that function must be sponsored and approved by the A.S.B.

Dances

Notre Dame High School dances, whether on or off campus, will be conducted in accordance with the rules and regulations established by the A.S.B., the Administrative Council, and the Principal. Enforcement of the rules is the responsibility of the moderators and sponsors of the dance with the assistance of the faculty and parent chaperones. Specific rules for the dance include:

- a) All dances are to be held on campus with the exceptions of Homecoming, the Winter Homecoming, and the Prom (exceptions must be approved by the Administration). Dances will run from 8:00 p.m.-11:00 p.m. Junior/Senior prom has an extended ending time of 12:00 midnight.
- b) Students must arrive within one hour of the start time and will not be admitted thereafter.
- c) Should a student leave a dance, he will not be allowed to re-enter at any time for any reason.
- d) Students are not required to stay until the end of the dance. It is the parents' responsibility to discuss their expectation of how long their child is to remain at the dance.
- e) Students and guests must remain in designated areas when attending dances.
- f) A Notre Dame ID card is required for admission to all dances (or a bid purchased on campus for special dances). The student's ID card must be shown at the check-in table.
- g) Guests will be allowed at Fall Homecoming, Winter Homecoming and Prom only. Guests may be allowed at other semi-formal dances, to be determined on a case-by-case basis. Students may bring one guest per dance. Guests must be registered with the school one week prior to the dance by filling out the appropriate guest request form and obtaining the appropriate signatures. Guests must display their own school ID card when entering. All guests are expected to abide by Notre Dame rules, dress code, and must be under twenty-one years of age. The student hosting a guest is responsible for his guest's behavior. Guests will not be allowed at other school dances on or off campus.
- h) Chaperones and security are provided throughout the dance. Chaperones must be present at each dance to supervise overall conduct. Chaperones must be scheduled prior to granting approval for the dance and should include a disciplinary administrator.
- i) Students who are in possession of, using, or selling illegal or controlled substances (drug/alcohol) while at a school dance or other school activity will have their parents contacted as well as the police authorities. The student(s) will be escorted from the dance and final determination of disciplinary action will be made by the Administration. (Revised, A.S.B., 6/83)

Dress Code for Dances

Students are required to dress appropriately for dances in accordance with the standard set for the particular occasion. Formal dances require a tuxedo or suit for gentleman and a formal dress for ladies. Semi-formal dances require a suit or sport coat and tie for gentleman and an appropriate evening dress for ladies. Excessively short or low cut dresses are not permitted. Casual dances require tasteful attire.

The administration may refuse to admit a student or guest who does not meet the minimum dress requirements. Students may submit attire for approval prior to a formal dance to ensure compliance.

Late Pick-up

Students are required to be picked-up within 15 minutes of the conclusion of a dance or other school activity (including sporting events and practices). Failure to pick-up a student within one half hour of the conclusion of a dance or other activity will result in a fine of up to \$25.00 to be added to the student's tuition.

Decorations and Posters

The Director of Student Activities and the Administration must approve and stamp any decorations and posters before they are placed on any school facility. Unapproved posters not bearing an approval stamp will be removed. Posters and decorations must be placed only in designated areas and secured only with masking tape. All decorations and posters must be removed immediately following any given activity. A \$20.00 deposit must be given to the Director of Student Activities for all posters put up on campus, refundable when all posters or decorations are removed. All posters or decorations must bear the name of the person or group responsible for it. (Revised, A.S.B., 9/82)

Lost and Found

Articles that are lost or found on campus are kept for a reasonable amount of time in the bookstore or the school office. All items should be claimed by the appropriate person within two days. Notre Dame is not responsible for personal items students bring to campus, and non-essential personal items or large amounts of cash should not be brought to school.

Hall Pass

If a student must be excused for a portion of the class, the teacher will issue a hall pass. Students out of class without a hall pass will be referred to the Dean of Students.

Injury or Illness

Students who become ill or injured at school must report to the school office or attendance office. An attempt will be made to notify the student's parent to have the student picked up or released. No students will be released without parent permission. If parents cannot be contacted, the emergency contact will be notified. Parents must keep all emergency information up-to-date with the School Office.

Basic first aid and medical supplies are maintained in the School Office and in the P.E. areas for student needs. All injuries must be reported to the front office and an injury report must be filed.

Medication

All medication must be stored in the attendance office. Written permission from a parent must accompany all medications. All medication must be in the original or prescription bottle. Prescription medication must be accompanied by a physician's note and written parental permission. No medication will be given to a student without written permission.

Campus Emergency

If an emergency necessitates the evacuation of a school building, students will exit the classrooms in a quick, orderly manner and proceed to the assigned areas. The fire bell will always be used as the evacuation signal. Once each semester an evacuation drill will be conducted on a no notice basis as required by state law.

Fire Extinguishers and fire alarms are placed at vital locations throughout the school and their only use is for fire emergencies. Tampering with fire equipment violates local codes and disciplinary action will be taken.

Lock Down

In the event of an intruder on campus who poses a potential risk to students or faculty, or in the event of dangerous activity adjacent to the school or civil unrest, the following lockdown protocols will be enacted:

1. Any member of the Faculty, Staff or Administration may initiate a campus-wide lockdown.
2. Using the PA or all-call feature of the phone system, the words “lockdown, lockdown, lockdown” will be announced. The person should repeat the word lockdown three times and as many times thereafter as necessary.
3. After securing their students or area, the person initiating the lockdown will immediately phone 911 and report the danger.
4. The person initiating the lockdown will contact the front office and communicate the problem.
5. Teachers and staff will contain students in classrooms and lock doors and windows. Outside doors of the A and B building should be locked, if safe to do so.
6. The front office will lock all doors and windows.
7. Students in the quad will be contained in the gymnasium and doors will be locked.
8. The front office will contact each building with information and updates. The contact will be made to the classroom with the lowest number (i.e. A1, B1, C1, and D1). These teachers will then contact the other rooms in the building to inform them of the situation.
9. When the situation is contained and deemed safe, the all clear will be given by an administrator through the front office.

Natural or Man-made Disaster

1. Students will remain on campus until picked up.
2. Faculty and staff will remain on campus until the last student is picked up or until dismissed by the administration
3. Students will be released to parent or designate family member only.
4. Students who transport themselves will remain on campus due to traffic safety issues, unless released by a parent to drive home.

Power Outage

In the event of a school wide or city wide power outage, the following protocols will be followed:

Before School

1. An effort will be made to determine the cause of the power outage and possible duration
2. If the duration is deemed more than half a day, school will be cancelled and students will be sent home after parent permission is obtained.
3. If unable to determine the duration, students will remain at school until duration is determined.
4. If the duration is determined to be less than half of a day, students will remain on campus and school will be in session
5. All faculty and staff will report to work and will be dismissed after the last student has been picked up, if a school closure is necessary

During School

1. Students will remain on campus until the end of the school day or until picked up, whichever is latest.
2. Faculty and staff will remain on campus until the end of the school day or until the last student is picked up, whichever is latest or until dismissed by the administration
3. Students who transport themselves will remain on campus due to traffic safety issues, unless released by a parent to drive home.

After School

1. Students will be released to parent or designate family member only.
2. Students will remain on campus until picked up
3. Students who transport themselves will remain on campus due to traffic safety issues, unless released by a parent to drive home.

Principal's Right to Amend

The Principal of Notre Dame High School retains the right to amend the Notre Dame Parent/Student Handbook for just cause. Parents will be given prompt notification if changes are made.

Parent Agreement

As part of the registration process, parents and students are required to sign the Parent/Student Handbook and Policy Acknowledgement form.

Section XII

Parent Programs and Organizations

It is the desire of Notre Dame High School to involve parents in all aspects of the "total education" of its students. Several organizations and programs have been established to meet this need.

School Board

The Notre Dame High School Board is an advisory body for educational progress at this school. It is subject to the regulations and directives of the Diocese of San Bernardino. The School Board is accountable for reviewing policy concerning the aspects of the school's formal educational program. The School Board can make recommendations to the Administration for the refinement of the aforementioned educational program. It shall have as its most important charge the implementation (at the local level) of the policies of the Diocesan Board of Education, Diocese of San Bernardino. A list of further duties and responsibilities is contained within the Constitution of the School Board of Notre Dame High School found in the appendix.

Parent Association

The Notre Dame Parent Association is an organization composed of all parents of Notre Dame students. The Parent Association elects the members of the Notre Dame School Board. Members of the Notre Dame Parent Association will be called upon from time-to-time to donate their time, talent and treasures to Notre Dame High School.

Parent/Teacher Conferences

Periodically throughout the school year, opportunities are provided for parents to speak with members of the faculty concerning their student's progress. Parent Night's will be announced through the school new letter and all parents are encouraged to attend. At other times, parents wishing to speak with an individual teacher are welcome to call the School Office and leave a message or to schedule an appointment.

Volunteer Policy

Volunteers are important to the school and add an important supportive dimension to our programs. Unless otherwise cleared, all volunteers must be at least 21 years of age. There are two steps that potential volunteers must take prior to being able to become a volunteer.

1. Obtain Department of Justice and FBI Fingerprint Clearances: All volunteers must be cleared by the live scan fingerprint process through the specific school site in which they wish to volunteer. This applies to everyone even if fingerprinted through a public school or a police or fire department. Please come to the main office to request the fingerprint form and the location of nearby sites. The cost is incurred by the individual. If you have live scan clearance through another school in the Diocese of San Bernardino, please come to the office to obtain a transfer form. Cleared parish volunteers may need to repeat the clearance process.
2. Submit the Safe Environment Training Certificate of Completion: Bring in the certificate of completion to the main office. This training is no cost and can be done on line following the instructions stated below.

From any computer with internet access, use the Diocese of San Bernardino web site to log onto the safe environment training. Set aside time to complete the training, then:

1. Go to <http://www.sbdiocese.org>
2. On the Home Page, click onto the listing "Diocesan Child and Youth Protection."
3. Once there, click onto the box labeled "On-Line Training."
4. Follow directions to complete the training
5. Print out the certificate and bring in a copy to the school. A copy will be retained at the school and another is automatically submitted on-line to the Office of Child and Youth Protection.

Appendix

Notre Dame High School Expected School-wide Learning Results

Community Minded Catholic/Christians who:

- Are given the opportunity to develop spiritually and morally
- Possess and are committed to Christian values toward life, others, the world
- Have a well-rounded education in scripture, church history, morality, sacraments, world religions, Christian lifestyles and ethics
- Demonstrate positive and productive citizenship and leadership in the Notre Dame and wider community; contribute time, energy, talent, and resources to improve the quality of life in these communities

Academically Prepared Young Adults who:

- Have received a sound basic education, which will prepare them to meet the academic and technological challenges of the 21st century
- Are prepared for college
- Set, manage and accomplish goals
- Possess a sense of personal responsibility
- Are able to work under pressure and finish work on time

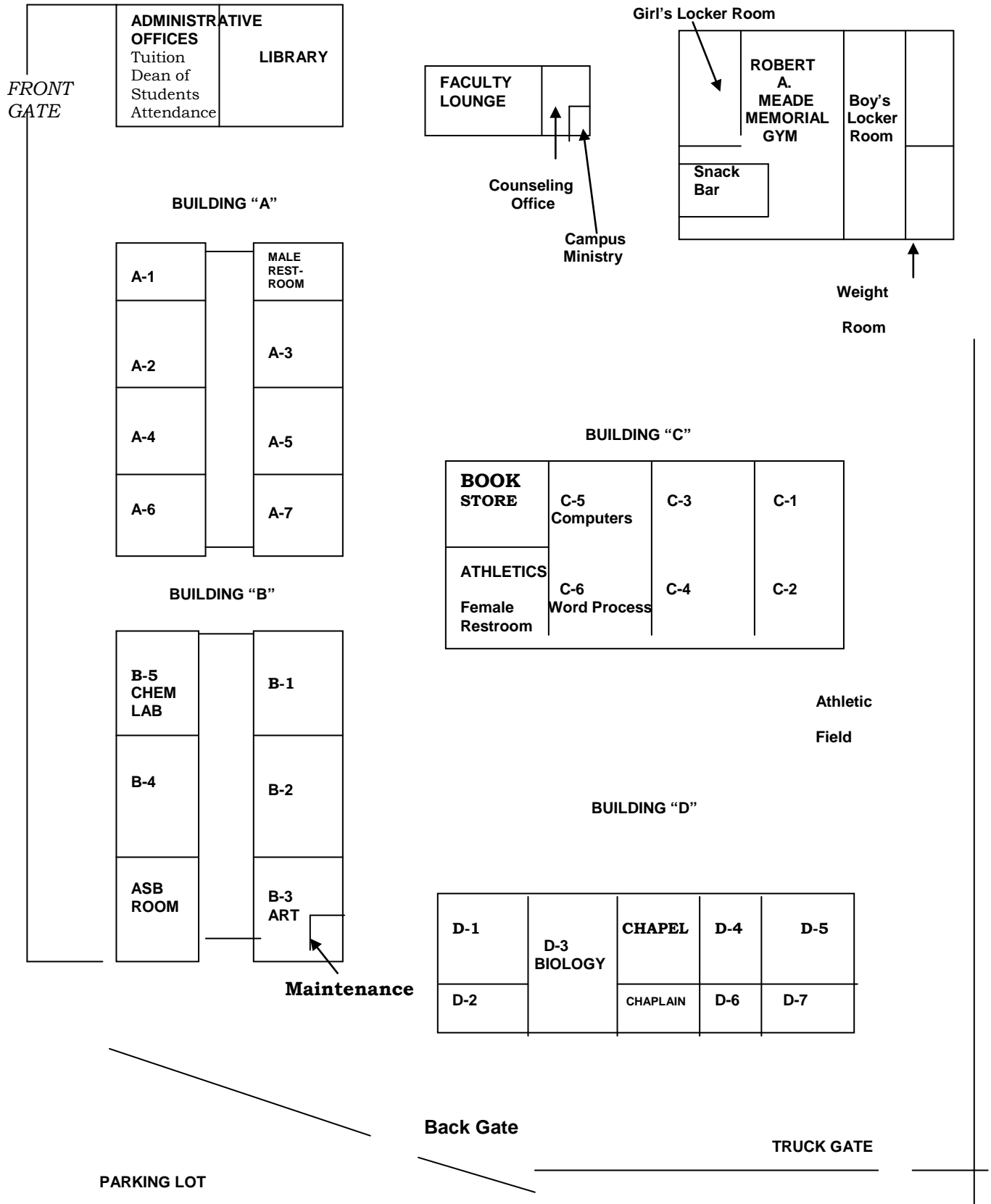
Collaborative Workers who:

- Establish, foster, develop, and maintain relations within groups to achieve common goals
- Develop skills to work with both peers and authority figures
- Develop creative problem solving and critical thinking skills
- Is well-rounded socially with a sense of responsibility to self and society
- Is prepared to go into the working world either immediately after high school or after further training

Effective Communicators who:

- Through written and oral communication, opinions, positions, and ideas are identified
- The written, spoken and physical messages of others are clearly comprehended and interpreted
- Develop creative problem solving and critical thinking skills
- Recognize and apply problem-solving procedures and critical thinking to real life scenarios
- Recognize, analyze, interpret, evaluate and synthesize significant concepts within various contexts

Campus Map



Bell Schedule

Regular Schedule

01	7:40 to 8:30
02	8:35 to 9:20
Break	9:20 to 9:35
03	9:40 to 10:25
04	10:30 to 11:15
05	11:20 to 12:05
06	12:10 to 12:55
07	1:00 to 1:45
08	1:50 to 2:35

Liturgy Schedule

01	7:40 to 8:20
02	8:25 to 9:00
03	9:05 to 9:40
Liturgy	9:50 to 11:00
Break	11:00 to 11:15
04	11:20 to 11:55
05	12:00 to 12:35
06	12:40 to 1:15
07	1:20 to 1:55
08	2:00 to 2:35

Mini-Minimum

01	7:40 to 8:10
02	8:15 to 8:45
03	8:50 to 9:20
04	9:25 to 9:55
05	10:00 to 10:30
06	10:35 to 11:05
07	11:10 to 11:40
08	11:45 to 12:15

Special Event

01	7:40 to 8:25
02	8:30 to 9:10
Break	9:10 to 9:25
03	9:30 to 10:10
04	10:15 to 10:55
05	11:00 to 11:40
Activity	11:45 to 12:20
06	12:25 to 1:05
07	1:10 to 1:50
08	1:55 to 2:35

Minimum Day

01	7:40 to 8:15
02	8:20 to 8:55
03	9:00 to 9:35
04	9:40 to 10:15
05	10:20 to 10:50
06	10:55 to 11:25
07	11:30 to 12:05
08	12:10 to 12:45

Minimum Liturgy Day

01	7:40 to 8:05
02	8:10 to 8:35
03	8:40 to 9:05
04	9:10 to 9:35
Liturgy	9:45 to 10:55
Break	10:55 to 11:05
05	11:10 to 11:30
06	11:35 to 11:55
07	12:00 to 12:20
08	12:25 to 12:45

First Bell rings at 7:35 a.m.

First period is 5 minutes longer on each schedule to allow for announcements.

Green and Gold Initiative

To promote our school colors and school symbols and to reassert our school identity, we have adopted the Green and Gold Initiative.

Premise: Our school symbols reflect the fact that:

We are proud of our school;

We are proud of our students;

We are proud of our teams;

We are proud of our families, and;

We are proud of our faculty, staff and administration.

School Colors:

Notre Dame Green and Titan Gold

These colors are best reflected in our Notre Dame Varsity Letter. Notre Dame Green can be described as dark green or forest green. Titan Gold can be described as athletic gold or “old gold” and is closer to yellow-orange. Titan Gold is **not** yellow or metallic gold.

School Symbols:

Interlocking “ND”

The interlocking “ND” is generally represented in Notre Dame Green and Titan Gold, with a three-dimensional appearance in the form of blocking. The letters are drawn in a collegial style with serifs.

The interlocking “ND” is closely associated with our athletic programs and with informal applications.

School Crest

The school crest has been revised as of 2006/2007 school year to include both school colors and has a new three dimensional quality. The crest is closely associated with our scholastic and spiritual identity and is used in formal applications. It includes the school motto in Latin, “Cor Unum Et Anima Una” which means “One Heart and One Spirit”. Also included are the interlocking “ND” and the dove, a symbol of the Holy Spirit and a reminder that Christ is among us.

School Policy:

School Colors

Notre Dame Green and Titan Gold must be used in school uniforms, school jackets, sweatshirts and athletic apparel. Imprinting and embroidery are included in this policy. In the case of home and away uniforms, home uniforms may be predominantly white and must have dominant Notre Dame Green and Titan Gold accent colors.

School Symbols

The interlocking ND is to be incorporated into all athletic uniforms and the school crest is reserved for formal applications, such as letterhead and liturgy day uniforms. Variations of the interlocking “ND” are not permitted unless approved by the administration.

Clarification

Black is never to be used in team uniforms, in any form. Athletic grey is not to be used for sweatshirts, t-shirts, club shirts or in team uniforms. White polo shirts are no longer offered as a uniform option and are discouraged in other applications. White shirts of any kind must be approved by the administration and only for special circumstances. White shirts will only be approved if green and gold are dominant design features.

Letter Jackets

Letter Jackets must be purchased through an authorized vendor and must be Notre Dame Green with sleeves in Notre Dame Green, Titan Gold or natural. Letter Jackets that do not meet predetermined criteria may not be worn at school. Letter Sweaters purchased through an authorized vendor, either cardigan or pull over, may be worn in Notre Dame Green, or Titan Gold or white with green or gold stripes. Letter Jackets may only be worn by students who are awarded a letter by the school administration.

Approval

All school apparel, team uniforms, team apparel and Letter Jackets and Sweaters must be approved by the administration before purchase.

Notes

Notes