

STUDENT-PARENT HANDBOOK

2010-2011



NOTRE DAME

HIGH SCHOOL

Educating Hearts and Minds
In the Holy Cross Tradition

Notre Dame High School is accredited by:

Western Association of Schools and Colleges
Western Catholic Education Association

13645 Riverside Drive – Sherman Oaks, CA 91423
Telephone: (818) 933-3600 Office Hours: 7:30 AM - 3:30 PM
Twenty-Four Hour Attendance Answering Machine: (818) 990-1856
Fax: (818) 501-0507 – website: www.ndhs.org

THE ADMINISTRATION

President	Mr. Brett Lowart	818.933.3610
Principal	Mrs. Stephanie Connelly	818.933.3625
Vice Principal of Academic Affairs	Mr. Richard Klee	818.933.3622
Vice Principal of Instruction	Ms. Courtney Kassakhian	818.933.3621
Vice Principal of Student Life	Mr. Robert Thomas	818.933.3650
Dean of Men	Mr. Tom Dill	818.933.3624
Dean of Women	Ms. Ann McClung	818.933.3626
Director of Admissions	Mr. Alec Moss	818.933.3632
Director of Athletics	Mr. Kevin Rooney	818.933.3630
Director of Campus Ministry	Ms. Reese Abbene	818.933.3662
Co-Director of Counseling	Ms. Mae Greenwald	818.933.3642
Co-Director of Counseling	Mrs. Joanne Taylor	818.933.3643
Controller	Br. Lawrence Skitzki, CSC	818.933.3615
Director of Plant Management	Ms. Mary Oyler	818.933.3607
Director of Technology	Mr. Louis Weiss	818.933.3689
Director of Information Systems & Technology Planning	Ms. Miriam Brady	818.933.3671
Director of Development & Community Relations	TBD	818.933.3609
Director of Mission Outreach & Parent/Volunteer Programs	Mr. Terry McGaha	818.933.3609

CAMPUS MINISTRY

Director of Campus Ministry	Ms. Reese Abbene	818.933.3662
Assistant Campus Minister	Mr. David Savage	818.933.3663
Chaplain	Fr. Joseph Moyer, CSC	818.933.3646
Kairos Director	Ms. Adrienne Colvin	818.933.3667
Christian Service Coordinator	Mr. Roger DeSilva	818.933.3670
Liturgical Music Director	Mr. John Bonaduce	818.933.3600, ext. 464

COUNSELORS

Freshman	Mrs. Valerie Pantell	818.933.3645
Sophomore	Mrs. Emily Bieber	818.933.3644
Junior	Mrs. Joanne Taylor	818.933.3643
Senior	Fr. Joseph Moyer, CSC (A-K)	818.933.3646
Senior	Ms. Mae Greenwald (L-Z)	818.933.3642
Counselor – Special Programs	Mrs. Danielle Burness	818.933-3647

DEPARTMENT CHAIRS

Communications	Mrs. Sabrina Landinguin	818.933.3652
Computers	Ms. Talin Shahoomian	818.933.3688
English	Mrs. Sara Hinds	818.933.3600, ext. 446
Library	Ms. Edith Darling	818.933.3664
Math	Mr. Joseph Spelta	818.933.3600, ext. 440
Modern & Classical Language	Mrs. Marie Madden	818.933.3600, ext. 441
Physical Education	Mr. Kevin Rooney	818.933.3630
Religion	Mr. Roger DeSilva	818.933.3670
Science	Mrs. Shannon Genova	818.933.3685
Social Studies	Mrs. Shannon Kobielusz	818.933.3600, ext. 437
Visual & Performing Arts	Mrs. Judy Welden	818.933.3649

ATTENDANCE

Calling in an absence 818.990.1856

PARENT VOLUNTEERS

Call the Development Office: 818.933.3608

The Definition of the School

Notre Dame High School is a private Catholic secondary school open to qualified young women and men of diverse backgrounds, abilities, and beliefs. Founded by the Congregation of Holy Cross, Notre Dame exists to provide a Catholic education based upon the teachings of the Roman Catholic Church as set forth by the Archdiocese of Los Angeles.

Nondiscrimination Policy

Notre Dame High School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Notre Dame High School does not discriminate on the basis of race, color, disability, sex, or national and/or origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the school does not discriminate against students with special needs, full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

School/Parent Relationship

For any school to be effective with the student, it is essential that a spirit of cooperation, trust, and support exist between the school and the parents. It is for this reason that we ask the family to become familiar with the philosophy, policies, and procedures developed and enforced by Notre Dame High School.

It may sometimes happen that a family is not supportive of the school and its Mission. Should a manifest lack of agreement reach the point where the school judges that the necessary and appropriate relationship no longer exists, the family will be required to withdraw the student from the school.

Notice of Implied Agreement

The registration of students at Notre Dame High School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school as outlined in this Handbook. Notre Dame High School reserves the right to make revisions in this Handbook when deemed necessary by the school Administration. The most current handbook in effect shall be posted on the school website.

Agreement to be Governed

The Student-Parent Handbook is published to provide information regarding the rules, policies, and procedures that govern students and parents at Notre Dame High School. In order to ensure that parents and students have read the Student-Parent Handbook, and agree to be governed by this handbook, it is necessary that both student and parents sign the Agreement to Be Governed. The Student-Parent Handbook may be found online at www.ndhs.org. A print version will be distributed during the first week of school. The

The Agreement to be Governed must be returned to the Main Office by Friday, September 3, 2010, after that date students will not be allowed to attend class until the signed form is returned. All rules, policies and procedures will be in effect as long as the student remains enrolled at Notre Dame High School.

THE VICTORY MARCH

Cheer, cheer for Old Notre Dame
Wake up the echoes cheering her name,
Send a volley cheer on high,
Shake down the thunder from the sky,
What though the odds be great or small
Old Notre Dame will win over all,
While her loyal sons and daughters
March on to victory.

THE ALMA MATER

Notre Dame Our Mother

Notre Dame, our Mother,
Tender, strong and true,
Proudly in the heavens,
Glams the gold and blue,
Glory's mantle cloaks thee,
Golden is thy fame,
And our hearts forever,
Praise thee, Notre Dame.
And our hearts forever,
Love thee, Notre Dame.

STUDENT-PARENT HANDBOOK

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HERITAGE AND MISSION

MISSION

Notre Dame High School, a Catholic, college preparatory school in the Holy Cross tradition, educates the hearts and minds of students who are diverse in talent, ethnicity and society. As a faith community, Notre Dame strives to provide each student with a rich academic background, an appropriate sense of self, an opportunity for growth, a commitment to family, community, nation and world, and a respect for the spiritual dignity of all persons.

THE HERITAGE

The heritage of Notre Dame High School can be traced to the aftermath of the French Revolution. Because of the erosion of religious values following the attack on God and the Church in early nineteenth century France, many religious groups were established to address the critical task of re-evangelizing young people. One of these groups was the Congregation of Holy Cross founded in 1837 by Father Basil Moreau. To the Priests and Brothers were later added a group of Sisters to educate girls. One of the first and most important foundations of the Congregation was a first class secondary school in Le Mans called Notre Dame de Sainte Croix (Our Lady of Holy Cross).

On the invitation of the Bishop of Vincennes in Indiana, Father Moreau sent a group of Holy Cross Brothers to start a technical school in his diocese. By late 1842, they had arrived at a spot in northern Indiana, which was to become the University of Notre Dame.

It was from the University of Notre Dame that several Brothers of Holy Cross were sent to found Notre Dame High School in Sherman Oaks, which opened its doors in 1947 with 125 ninth grade boys. Notre Dame High School has the unique distinction of sharing the name of its rich historical antecedents -- Notre Dame de Sainte Croix in Le Mans, France, and the University of Notre Dame here in the United States. However, the links are stronger than in name only. From its founding and long association with the Congregation of Holy Cross it has acquired distinctive characteristics including the courage to take risks, an international perspective, the commitment to provide educational opportunities to all those with potential, and a faith community with a prevailing family spirit.

Since its founding, Notre Dame has always sought new ways to respond to the changing needs of the Catholic families it serves. The school is now coeducational. Most of the faculty and staff are laymen and laywomen who participate fully in the task of Christian formation with the religious and priests on the staff. An independent governing board has been empowered to operate the institution consistent with its heritage and mission.

PHILOSOPHY

"We can state in a word the kind of teaching we wish to impart. We do not want our students to be ignorant of anything they should know. To this end, we shall avoid no sacrifice. We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life."

-Fr. Basil Moreau

Founder of the Congregation of Holy Cross

VALUES

Integral to the Holy Cross educational philosophy is the formation of the whole person. In keeping with this philosophy, Notre Dame bases its mission on these shared values: Spiritual - We strive to give students a comprehensive understanding of the Catholic faith, a respect for the value of the individual, and the experience of a faith community, lived out through liturgy, prayer, and service. Intellectual - We seek a curriculum, which meets the highest standards of accreditation and society, which prepares students for college and post-secondary pursuits, and which fully develops students' skills for communication and critical thinking. Personal - Notre Dame seeks to mold students who value themselves and others, who apply Gospel values in moral decision-making, who have a strong aesthetic sense, and who exhibit self-discipline and a cooperative spirit. Communal - Notre Dame aims to promote an active interest in the well being of others, understanding and acceptance of diverse cultures, and an awareness of the responsibilities of citizenship.

VISION

Based on our Mission and Values, Notre Dame will be the school of choice for students and families seeking an institution that:

- Maintains a strong Catholic identity and sense of faith community in the Holy Cross tradition
- Enjoys a reputation for academic excellence, curricular innovation, and state-of-the-art technologies in and out of the classroom
- Offers an experientially-based and diverse extra-curricular program
- Seeks and retains faculty who enhance the Mission of the school
- Provides safe, modern, and well-maintained facilities
- Develops the resources necessary to fund a growing endowment program
- Keeps the Notre Dame education as an accessible option to the deserving population of diverse backgrounds and academic statures
- Ensures the vitality of the school through aggressive marketing, recruitment and retention
- Invites, encourages, and facilitates active participation by alumni and past parents in the school community

MISSION AND THE SCHOOL COMMUNITY

The mission of Notre Dame High School is accomplished through a structured and sequential curriculum and through the lived example of the administration, faculty and staff. The school's programs and services, including campus ministry, guidance and counseling, the library, discipline, student activities, and interscholastic athletics, are designed to this end. The parents, directors, faculty, staff and alumni witness to Notre Dame's mission in their relationships with one another and thereby provide example and encouragement of students.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

Notre Dame High School graduates will be educated in heart:

- They will have a comprehensive understanding of the Catholic faith and an appreciation of the search for truth by all religions.

- They will demonstrate an understanding of the importance of a personal relationship with God through service, prayer, and participation in the faith-based activities of the school community.
- They will draw upon an informed conscience and a passion for justice rooted in the gospel values in order to make decisions.
- They will demonstrate the capacity for developing mental, physical and emotional wellness in themselves.
- They will exercise the virtues of civility, respect, integrity, and honesty.
- They will be responsible stewards of the community and the environment through giving of themselves to improve the quality of life for others.

Notre Dame High School graduates will be educated in mind:

- They will be knowledgeable individuals who have the intellectual, creative, technological and organizational aptitudes necessary to succeed in the academic environment and in the work world.
- They will be effective communicators who have the skills necessary to interact in a global society.
- They will be critical thinkers who are able to examine a situation and respond appropriately.
- They will be conscientious individuals who can prioritize options, access and process information, manage time, and fulfill requirements.
- They will be collaborative workers who employ appropriate communicative and leadership skills to be productive contributors in a variety of settings.
- They will be concerned citizens who recognize their duty to participate in the democratic process.

ACADEMICS

The Mission Statement of Notre Dame High School clearly defines the outcomes and expectations of a Notre Dame education. In the spring of each academic year, a course catalog is published which defines the curriculum, course offerings, and prerequisites for courses. The curriculum is designed to meet the

Expected School-Wide Learning Results defined in the Mission Statement. Once students are enrolled in their classes, they will find not only faculty committed to helping them learn, but also counselors, tutors and administrators willing to assist them.

This section contains policies and procedures that insure that a student is making satisfactory progress toward the completion of his/her diploma, and that academic standards are met equitably throughout the school community.

CLASS REQUESTS AND SCHEDULES

A student is usually assigned to the courses that he/she requests for an academic year, provided that all prerequisites for these courses are met. It is important that the student select these courses giving consideration to future study plans, interests, and career goals. A parent signature is required when students are selecting courses. Some classes listed in the course catalog require additional approval for admittance; consult the course catalog for more information. A student is required to have the signature of an academic advisor and a parent when submitting a request for courses for the sophomore, junior and senior years. A student's schedule should be considered carefully, as it often cannot be changed after submission. In the event that a schedule modification is unavoidable (see reasons delineated below), requests for change take place for one designated week during the summer, at the beginning of each year or other time period as designated by the school. Schedule changes carry a fee of \$20.00 per class.

ADDING/DROPPING COURSES

Because of space and class size constraints, it may not be possible to accommodate all class change requests. Priority will be given when a clerical error has been made, a graduation requirement has been omitted, or a prerequisite for a required course has not been completed. As a general policy, students may not change a class because of teacher or period-specific preference. In addition, students generally may not drop an honors or Advanced Placement class.

ADMISSION TO CLASS

A student ordinarily must have completed all the steps of the registration process, have submitted all required information and forms to the school office, and have made payment on any outstanding financial obligation to the school before being admitted to class. Students who have not filed forms required by law or by the school will not be admitted to class.

BASIS FOR GRADES

Daily in-class work, quizzes, tests, projects, essays, class participation, home assignments, and attendance may all be considered in determining a student's grade. Each teacher is required to distribute to students a "Course Expectation" sheet, which summarizes the particular course's policies and procedures. Parents and students are advised to study and retain these documents throughout the semester. Students are expected to adhere to these stated guidelines for a given class and instructor throughout the duration of the course. Excessive absence may seriously affect a student's grades and could result in loss of credit (see "attendance" section). In the case of an extended absence, parents are to comply with the "extended absence" policy, which is also explained in the section on attendance. For each grading period, a student's grade is based on a minimum of eight assignments (six minor and two major) for each course. Parents should be aware that many classes at Notre Dame High School will exceed these minimum requirements.

"EXTRA CREDIT"

Students and/or parents should never expect "extra credit" as a means of replacing or supplementing a grade. "Extra credit" is given solely at the discretion of the individual teacher and must be offered to all students in the class.

GRADES

All classes at Notre Dame have a uniform grading scale:

%	Grade	Grade Points
93-100	A	4
90-92	A-	4
87-89	B+	3
83-86	B	3
80-82	B-	3
77-79	C+	2
73-76	C	2
70-72	C-	2
67-69	D+	1
63-66	D	1
60-62	D-	1
below 60	F	0
Incomplete	I	

"Incomplete" indicates that required work has not been completed; normally this occurs when a student has been absent for several days at the end of a grading

period. Unless other special arrangements are made by the school administration, the "I" becomes an "F" if the work is not completed and submitted to the teacher within 10 school days of semester's end. Any questions or disputes regarding grades must be brought to the attention of the school administration as soon as possible, but no later than within 14 calendar days of the date that grade verifications are submitted by the teachers. After that date, grades will be considered final and permanently recorded.

GRADE POINT AVERAGE

Grade points are based on a four (4) point scale: A=4 points; B=3 points; C=2 points; D=1 point; F=0 points. Plus and minus grades do not affect the grade point average. Students may receive an extra grade point for grades of A or B for honors and Advanced Placement courses. The extra point is used in calculating the Notre Dame grade point average (GPA). Colleges and universities have their own methods for computing grade point averages, and make their own determination as to the inclusion of the extra point for honors and Advanced Placement courses. Grades from summer school courses and/or courses taken apart from the regular school year schedule may be listed on the Notre Dame transcript, but are not included in the Notre Dame GPA. Grades from repeated or remediated classes do not replace or remove the original grade, which will still be listed on the transcript. Colleges and universities use their own methods for including such courses in their GPA calculation.

PROGRESS REPORTS/REPORT CARDS

The scholastic year is divided into two semesters, each of which is composed of three grading periods. At the end of the first two grading periods, the student's progress report is e-mailed to the parents, semester grades will be mailed unless otherwise requested. These reports are usually mailed within seven days of the end of a grading period. Parent-Teacher Conferences are held once each semester. Parents/Guardians are advised to take note of these dates on the calendar. Semester grades (January and June) are the only grades that become part of the student's permanent record (transcript).

STUDENT/PARENT ONLINE ACCESS TO GRADES AND INFORMATION ("ABI")

Notre Dame High School provides an online system, Aeries Browser Interface or "ABI", for student and parent access to grades and other information. Because

important information is disseminated through this system, all students and parents are required to create an ABI account.

FINAL EXAMS

The dates and times for semester final exams will be published on the school calendar. Any variations to the schedule will be communicated to parents. Semester final exams will be given on the published day and time only. Students may only make up semester final exams on the scheduled make-up exam day. Students who do not avail themselves of the opportunity to make up missed final exams on make-up exam day will not have further opportunities to do so. Students will receive a grade of zero for missed exams.

ACADEMIC DISTINCTION LIST

The Academic Distinction lists are published at the end of each semester. To qualify, a student must earn a semester grade point average in the ranges delineated below:

- MAXIMA CUM LAUDE Honor Roll: 4.0 and above grade point average
- MAGNA CUM LAUDE Honor Roll: 3.70 to 3.99 grade point average
- CUM LAUDE Honor Roll: 3.30 to 3.69 grade point average

HONORS NIGHT

Notre Dame High School Honors Night is held in May. Students are honored for various achievements. Specific criteria for recognition may vary from year to year as some awards are given by outside organizations.

REQUIRED SUMMER SCHOOL

Students who fail a graduation requirement for Notre Dame High School must successfully complete an approved make-up class in the same course to be eligible to return to Notre Dame for the fall semester. If the subject failed is not offered at Notre Dame summer school, then another approved course may be substituted for the failed course.

All units lost in failed coursework must be made up before returning to Notre Dame. In addition, if a course is repeated during the school year, the units lost must be made up during the following summer. These courses may be taken at an accredited public or private institution, community college, or approved university extension program during summer school. Signatures to

to enroll in these classes must be secured through the Counseling or Registrar's Office.

The grades from a Summer School class are never used to recalculate the student's official cumulative grade point average posted on the transcript. The original grade will remain on the transcript. However, the remediation course and grade are also formally recorded on the student's transcript. For admissions purposes, colleges and universities use their own methods for including such courses in their GPA calculation.

ONLINE CLASSES

Courses that a student needs to repeat or remediate can be done through an approved online school. In the case of online classes that require proctored finals, it is the student's responsibility to make arrangements in advance with the counseling office or the Vice Principal of Academic Affairs. In addition, all online course work for failed classes must be completed and an official published grade must be submitted to Notre Dame High School before the start of the new school year.

SCHOLASTIC DISQUALIFICATION

A student is scholastically disqualified from further attendance at Notre Dame High School if the student receives three semester grades of "F" in any academic year. A student who is academically disqualified will be withdrawn at the end of the semester in which disqualification occurs.

ACADEMIC PROBATION

A student whose semester academic grade point average falls below 2.0 is automatically placed on Academic Probation for the following academic semester. As a result of Academic Probation, the parents will be required to attend Parent-Teacher Conferences, and the student will meet with his/her counselor on a regular basis.

If, at the conclusion of the next academic semester, a student again falls below a 2.0 semester GPA, the case will be reviewed by the school administration. The administration will evaluate the student's academic performance as well as his/her participation in extracurricular activities and his/her individual needs and attitude as assessed by teachers and counselors. They will make one of the following recommendations based upon this evaluation:

- That the student continue on academic probation for an additional semester;
- That the student be disqualified from further attendance at Notre Dame High School.

ACADEMIC ELIGIBILITY FOR PUBLIC PARTICIPATION

According to California Interscholastic Federation (CIF) rules, in order to participate publicly on an athletic team, students must comply with these guidelines:

- A student who does not maintain a grade point average of at least 2.00 during the previous semester grading period will be placed on probation for a semester. If the student fails to maintain or earn a grade point average of 2.00 at the end of the semester of probation, the student will be placed on an ineligibility list. The student will continue to be ineligible until the student earns at least a 2.00 grade point average in a subsequent semester. Only semester grades will be used to ascertain eligibility or ineligibility.
- Although ineligible students may attend athletic practice during the period of ineligibility, they may not take part in any athletic contests.
- If a student who has been declared ineligible takes courses to remediate deficient grades, the grades earned in those courses will be used to recalculate the student's grade point average for the purpose of establishing eligibility only.

EXTRACURRICULAR ELIGIBILITY

The California Interscholastic Federation - Southern Section (CIF-SS) has defined the criteria for athletic eligibility. By extension these criteria apply to student participation in other extra-curricular public performance activities. The section on "Athletics" defines CIF and School eligibility policies.

ACADEMIC HONESTY

Because academic dishonesty affects a student's grades and has serious disciplinary repercussions, this section is included here for your consideration. The following are examples of behaviors considered dishonest by the Notre Dame community:

- lending or copying homework, in or out of class;
- giving or receiving answers to quizzes, tests, and examinations;
- entering an academic testing situation with an unfair advantage;

- violating testing procedures as defined by a teacher in an individual classroom;
- making a copy or recording an image of an exam;
- Plagiarism: Notre Dame High School uses the Modern Language Association definition of plagiarism: "Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud" (*MLA Handbook for Writers of Research Papers*, 2003).

These are matters of serious consequence which may result in a failing grade for the homework, test, paper, quiz, exam, or essay, as well as a disciplinary referral. In addition, a student who steals or accepts a copy of a stolen test, makes a copy or records an image of an exam, or alters records may be subject to immediate dismissal from school.

SPECIAL NEEDS

Notre Dame is a college preparatory high school. Only college prep, honors and Advanced Placement classes are currently offered. Notre Dame does not have the resources to offer classes or instruction that can meet special educational needs. We do have the ability to offer time and a half for semester-end exams during finals week, only if a student has documented educational needs by a licensed or certified professional evaluator. These arrangements must be made through the grade level counselor no later than one month prior to final exams week. The counselor should be contacted if other accommodations are requested. The administration will determine if these needs can be accommodated. All accommodations must be requested through the counseling department. No requests should be made directly to the teacher.

The following are guidelines for documentation that are specified by the College Board:

1. state the specific disability, as diagnosed;
2. be current (in most cases, the evaluation should be completed within three years of the request for accommodations);
3. provide relevant educational, developmental, and medical history;
4. describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation date(s) and test results with subtest achievement, and information processing);

5. describe the functional limitations supported by the test results;
6. describe the specific accommodations requested, and state why the disability qualifies the student for such accommodations on standardized tests; and
7. establish the professional credentials of the evaluator, including information about license or certification and area of specialization.

The presence of an IEP, 504 Plan or other plan, or professional evaluation does not guarantee that a student is eligible for testing accommodations.

PROFESSIONAL CAREER POLICY

The benefits of an education at Notre Dame High School are best experienced through the daily participation in a structured and sequential curriculum. The community wishes to express serious reservations regarding students who miss class time due to external commitments such as employment in the movie/television industry or participation in amateur or professional athletics. For students involved in such activities, the following policy will apply. A meeting will be held at the beginning of each semester with the counselor, Vice Principal of Academic Affairs, the student and his/her parent or guardian. The meeting will outline the arrangements between the student, parent/guardian, tutor and Notre Dame High School. At the conclusion of the academic semester, another meeting will be held to evaluate the student's progress. A recommendation may be made at this time to allow the student to proceed, to proceed with modification, or to end his/her external involvement if the student wishes to continue at Notre Dame.

Teachers may require students to take exams on campus. Students who will be absent because of an external commitment such as those listed above must inform the attendance officer at least twenty-four hours in advance of an absence. Tutors are expected to maintain close communication with Notre Dame High School. Work permits must be on file as applicable with the Principal or designee. The academic grades recorded on the permanent transcript will be those assigned by the applicable Notre Dame faculty member.

WITHDRAWAL FROM SCHOOL

Students whose parents wish them to terminate their attendance at Notre Dame High School must complete the withdrawal procedures and file proper information. To initiate the withdrawal process, parents are required

to schedule an exit interview with the principal and then notify the registrar's office, in person, of their desire to withdraw their child from Notre Dame High School. An official reason for withdrawal is required. If a student leaves during a semester without officially withdrawing, the student will receive a grade of "F" in all courses. All students leaving Notre Dame High School prior to their normal graduation date must file a parental consent form authorizing the release of their grades-to-date to their new school. Tuition and financial accounts must be current upon withdrawal.

GRADUATION

GRADUATION REQUIREMENTS

A total of 135 units are required to graduate from Notre Dame. These units must include:

Computers	2.5 semester units (1/2 year)
English	20 semester units (4 years)
Mathematics	15 semester units (3 years)
Modern & Classical Languages	10 semester units (2 years)
Physical Education	5 semester units (1 year)*
Religion	20 semester units (4 years) **
Science (laboratory)	15 semester units (3 years)
Social Studies:	17.5 semester units (3.5 years)
Visual & Performing Arts	5 semester units (1 year)

*Physical Education (PE) is required unless excused by a doctor for a sufficient cause (physical disability). In this case, any non-physically demanding classroom-based portions of the course must still be attended.

**Each student, whether Catholic or non-Catholic, is required to be enrolled in the program of Religious Studies for credit each semester he/she attends Notre Dame. For transfer students, the requirement is adjusted according to the requirements of the school previously attended.

PUBLIC GRADUATION

Public graduation (which includes "Grad Nite," Baccalaureate Mass, Honors Night, and the Graduation

Ceremony) is a privilege, which can be denied to any senior for reasonable cause. Any student receiving 3 semester F's their senior year, will not be allowed to walk in graduation ceremonies. The diploma will be held if 1 or 2 semester F's are received.

CHRISTIAN SERVICE GRADUATION REQUIREMENT

All students participate in the required Christian Service Program. The Coordinator of the Christian Service Program will verify for graduation only those students who have met the requirements of this program. No student will be awarded a Notre Dame diploma without this verification.

VALEDICTORIAN

The valedictorian at graduation will be chosen by the administration based on the student's grade point average and strength of program. The Notre Dame valedictorian will be honored during the graduation ceremony.

GRADUATION HONORS

The following describes the honors bestowed at graduation for superior scholastic achievement:

- MAXIMA CUM LAUDE: 4.0 and above grade point average
- MAGNA CUM LAUDE: 3.70 to 3.99 grade point average
- CUM LAUDE: 3.30 to 3.69 grade point average

These honors are noted on the diploma.

PRESIDENT'S AND PRINCIPAL'S ACADEMIC EXCELLENCE AWARDS

The President's Academic Excellence Award is given to graduating seniors with a cumulative GPA of 4.5 or higher, having no grade lower than a B- during their four years at Notre Dame. The Principal's Academic Excellence Award is given to graduating seniors with a cumulative GPA of 4.0 or higher, having no grade lower than a B- during their four years at Notre Dame. These students will be honored with a medallion which is worn during the graduation ceremony.

GRADUATION SPEAKER

The student speaker at graduation will be chosen from the top 5% of the senior class. Eligible students will be contacted and invited to prepare a suitable graduation speech. Students who choose to participate will appear

before a committee and will read their speech. A faculty committee will then choose the student whom they believe best represents all facets of Notre Dame to speak at the graduation ceremony.

COUNSELING SERVICES

Counseling services at Notre Dame include academic and personal counseling. While there is a specific academic advisor assigned to each class level, students having personal difficulties may consult with another member of the counseling staff better suited or able to assist with a particular issue or problem. Spiritual counseling is provided through the Campus Ministry Department. Parents have access to the counseling staff and are encouraged to consult with the Director of Counseling or the grade counselor. The Counseling Department sponsors various parental educational opportunities throughout the school year.

GRADE-LEVEL COUNSELORS

Freshman	Mrs. Pantell	818.933.3645
Sophomore	Mrs. Bieber	818.933.3644
Junior	Mrs. Taylor	818.933.3643
Senior/ College	Fr Joseph Moyer, CSC (A-K)	818.933.3646
Senior/ College	Ms. Greenwald (L-Z)	818.933.3642
Spec. Prog.	Mrs. Danielle Burness	818.933.3647

ACADEMIC COUNSELING

The grade counselors assist students in planning their class schedules and pay particular attention to students whose grades reflect poor academic performance. This guidance may be done in group or in individual sessions. At the freshman and sophomore levels, emphasis is placed on the development of good study habits and skills, introduction to Naviance to allow students the opportunity to begin exploring college options as well as the requirements for college admittance. At the junior and senior levels, emphasis is placed on college planning and career decision-making. Additionally, throughout the school year, the senior counselors schedule visits from college and university admissions counselors. Students at all grade levels are encouraged to meet with these representatives.

PERSONAL COUNSELING

By virtue of its mission, Notre Dame is committed to educating the whole person. Sound psychological and educational research verifies the positive correlation between self-esteem and academic success. For these reasons, the school community is committed to educating and working with the whole person. Therefore, counselors work to address the emotional needs of the students through a variety of programs. Those programs include Bullying Prevention, Freedom from Chemical Dependency, Rape Prevention Education as well as group and personal counseling. The personal counseling program incorporates various approaches and techniques to help students enhance their self esteem. These include:

- Parent-teacher-student conferences;
- Individual student referrals from others, parents, or personal requests for counseling;
- Utilizing resources and professionals in community agencies and clinics.

Teachers, Counselors, Retreat Leaders, and other school personnel will respect the verbal or written confidences of students, except in cases where the health or safety of the student or others is involved, or as otherwise required by state law regarding “mandated reporters.”

National Honor Society

The National Honor Society is a national organization that seeks to award and promote scholastic achievement, leadership, character and service. Juniors and seniors with a cumulative grade point average of 3.5 are invited to complete an application that is available in the Counseling Office during the spring semester. Grade point average alone does not guarantee membership. Applications are reviewed, and students are then invited to become a member of the National Honor Society. All members of the National Honor Society participate in a peer tutoring program.

California Scholarship Federation

The California Scholarship Federation (CSF) is a statewide organization that fosters high standards of scholarship, service, and citizenship on the part of California high school students. Membership for the current semester is based on the grades earned during the preceding semester. Membership applications are available at the beginning of each semester. CFS Members who earn four semesters of membership (one of which must be based on grades earned during the

senior year) will be recognized as Life Members/Gold Sealbearers. Life Members/Gold Sealbearers earn the right to apply for special CSF college scholarships and graduate wearing gold honor cords and the life membership pin. Freshmen are invited to apply for Honorary Membership in February, once they have completed one semester of high school work. Sophomores, Juniors and Seniors may apply for full membership.

CAMPUS MINISTRY

The focus of the Campus Ministry program is to provide significant and meaningful religious experiences for students, faculty and staff. The execution of this principle involves the affirming and calling forth of gifts of ministry in all.

GOALS AND OBJECTIVES

1. To aid the student to attain the goals set down by the American Catholic Bishops in their pastoral letter on education, To Teach as Jesus Did: "The educational mission of the church is an integrated ministry embracing three interlocking dimensions: the message revealed by God which the church proclaims; fellowship in the Holy Spirit; service to the Christian community and the entire human community". (Reference: #14)

- by proclaiming the Christian message through a comprehensive four-year religion program supported by all activities in Campus Ministry;
- by fostering fellowship in the Holy Spirit through daily prayer in class often led by individual students, and by retreats for both students and faculty;
- by promoting service to the Christian community and the entire human community through support of the Christian Service programs, and all activities and programs of Campus Ministry. To aid the student to make a faith commitment by providing the student with spiritual, prayerful experiences on retreats, prayer services, liturgies, and personal counseling.
- to aid the student to form a valid system of personal values, individual and social, based upon the fundamental concepts of the Catholic religion:
 - by challenging and encouraging the student to formulate a valid system of personal values;
 - by creating an atmosphere of charity in and out of the classroom so that the student may

express his/her own values individually and socially.

ORGANIZATION

Campus Ministry supports the Holy Cross Mission of educating hearts and minds at Notre Dame by fostering the faith formation of students, faculty and parents that is central to Catholic education. It provides opportunities for prayer, reflection and liturgical celebration to nurture the spiritual community. Moreover, it offers students the ability to participate as Christian leaders, provides pastoral counseling and guidance in the discernment process of vocations.

LITURGIES

On special school occasions and on certain dates of the liturgical calendar, the entire Notre Dame community celebrates Mass together in the gym. Teams, clubs, and activities are encouraged to pray together and to celebrate the Eucharist frequently. These celebrations are scheduled with the Campus Ministry Team.

TIMES FOR PRAYER AND REFLECTION

Kairos Retreat

Kairos is a powerful four day retreat offered to upperclassmen where students grow in relationship with themselves, their peers, their families and God. Through this process of self-reflection students are able to better understand themselves and Christian love.

Junior Immersion Experience

The Junior Immersion Experience provides students with an opportunity to better understand the Catholic missionary spirit of Blessed Father Moreau and the Congregation of Holy Cross by fully immersing themselves in a commitment to social justice activities. The students live, dine and work together for four days as a community on the Notre Dame campus. Each day the students will work at various locations/agencies throughout the Los Angeles area to help make a difference for others by building respect for the homeless, the aged and needy. This four day experience satisfies the senior service commitment.

Sophomore Retreat

All sophomores are expected to attend the "Respect and Responsibility Retreat," which occurs during the course of a regular school day. These are single sex retreats that give students the opportunity to reflect upon healthy decision making while evaluating their personal values and boundaries. Topics covered include self-image, sexuality, relationships, and substance abuse.

Sophomores	20 hours
Juniors	30 hours
Seniors	30 hours

Freshman Heritage Seminar

Freshman will participate in a day of reflection focused on Holy Cross Heritage and Mission. They will consider what it means to be student in a Holy Cross tradition to be family, to build respect, to be educated in the heart and mind, and to bring hope into the world.

Frosh Friendship Retreat

All freshmen are expected to attend the “Frosh Friendship Retreat,” which occurs during the course of a regular school day. This day retreat allows freshmen to mingle with new people in their class while evaluating their first semester journey at Notre Dame. Students will pray and play while reflecting upon personal changes that have occurred since beginning High School and setting goals for the upcoming years.

Christian Leaders

Christian Leaders are seniors who apply and are accepted into the Christian Leadership class at Notre Dame. They serve as retreat leaders, organize liturgies and prayer services, and lead the school in morning prayer. As the student component to Campus Ministry, they seek to enhance the spiritual community at Notre Dame as servant leaders.

SACRAMENT OF RECONCILIATION

During the school year, the sacrament is offered during the Advent and Lenten seasons. The sacrament is also available on an appointment basis with our Chaplain. A scheduled time can be arranged through the Campus Ministry office.

CHRISTIAN SERVICE

All students participate in the required Christian Service Program. Community Service opportunities are listed on the school website under school activities – scroll down to Campus Ministry – click on Christian Service. The due date for senior projects is determined by the Christian Service Coordinator.

Freshman, sophomore and junior students are allowed to begin their senior project early in addition to completing the service requirement for their grade level. Projects must be approved by the Christian Service Moderator before starting the project.

REQUIREMENTS: Freshmen 20 hours

ATTENDANCE

State Law requires regular and punctual attendance at school. Credit is awarded for each course when the student has met the minimum standards established by the school for academic achievement and regular attendance. To receive credit for a course offered by Notre Dame High School, a student must pass the course with a grade of "D" or better and be in attendance in that particular class with no more than six absences per semester.

ABSENCES

All absences, both excused and unexcused, except for school related absences (field trips, athletics, retreats, etc.) are counted toward a students’ total number of absences. A student is considered absent if they miss 45 minutes or more of any class.

Excused Absences

Absences are excused only in cases of personal illness, severe illness in the family, death in the family, or similar situations in which it is not possible for the student to be in school. The only exception to this policy will be made by the Principal prior to the absence. A family vacation is not considered an excused absence. The student is expected to make up all class assignments, quizzes, tests, etc., in a timely manner. The teacher is free to determine the method by which the work is to be made up.

Unexcused Absences

For absences other than the above reasons, including family trips—without prior approval by the principal—and truancy, the student may not make-up any class work, quizzes, tests, etc., for credit.

OBLIGATION TO REPORT ABSENCES

When a student is going to be absent from school, for any reason, a parent/guardian must telephone the school prior to 9:00 AM on the first morning of the absence and every day of absence thereafter. The school's 24-hour attendance number is (818) 990-1856. An unreported absence, regardless of the circumstance, is considered "unexcused."

WRITTEN EXCUSES AFTER EACH ABSENCE

Upon returning to school after an absence, and prior to attending class, the student is required, by State Law, to turn in to the Attendance Office a written note signed by the parent/guardian explaining the reason for the absence. The absent note must legibly include the following:

- student's full name
- date of the written note
- date(s) of absence
- reason for absence
- parent/guardian signature

FAILURE TO TURN IN A WRITTEN EXCUSE

Failure to turn in a written excuse signed by the parent/guardian to the Attendance Office on the first day back to school after being absent may result in a one hour detention. More hours will be assigned accordingly until the note is received. Any student who returns to school without a parent/guardian phone call to report an absence, and without a written excuse is considered truant and will not be allowed to return to class until a valid written excuse is received by the Attendance Office.

FALSIFICATION OF NOTE/MISREPRESENTATION BY PHONE

Forging a parent/guardian signature on a note, altering a note in any way, making (or having someone else make) a phone call in which the caller falsely identifies him or herself as a parent/guardian, are all illegal and dishonest, and will be dealt with accordingly. Notes written by a parent/guardian giving false reasons for absence or off-campus dismissal are dishonest and set a poor example for students. This type of activity will not be tolerated by Notre Dame High School (*see "school/parent relationship"*).

REQUEST FOR EXTENDED ABSENCE

Students who will miss school for an extended period of time (generally four (4) or more consecutive days) must first complete a "Request for Extended Absence" form and submit it to the Principal for evaluation and approval. Approval of an extended absence is generally given only in extraordinary circumstances (medical treatment, death of a family member out of the area, etc.). Extended absence approved by the Principal is considered "excused," however, these absences, like all absences, are counted toward the student's total number of absences in determining "loss of credit for excessive absence." Extended absences may result in loss of grade or credit if the student fails to make up all

necessary work. Extended absence taken but not approved by the Principal is considered "unexcused." Extended absences due to extreme medical illness will be dealt with on a case by case basis.

MISSED SCHOOL WORK DUE TO EXTENDED ABSENCE

Students are responsible for keeping up with missed school work via ABI and e-mail. during an extended absence. Parents should contact the Counseling Office and Attendance Office when students are absent from school due to extenuating circumstances or if students need special accommodations. This should only be done if a student will miss four or more consecutive days.

"MAKE-UP" WORK

Students have the right to make up homework, class assignments, quizzes, tests, etc., which they miss because of an excused absence. Some departments, however, make occasional exceptions to this rule (such as the English department's senior research paper) to insure that a long-term assignment is completed in a timely manner. The teacher is free to determine the method by which work is made up, and these individual guidelines will be outlined in the "Course Expectations" sheet of a given class. It is the student's responsibility to abide by the teacher's guidelines and make up all work in a timely manner upon returning to school.

LOSS OF CREDIT FOR EXCESSIVE ABSENCE IN A PARTICULAR CLASS

When a student is absent for any reason whatsoever (excused or unexcused) more than six (6) times per semester in a particular class, the student will receive a grade of "F" in that class and will lose credit for that class. The Deans will hear appeals from students and their parents/guardians for reinstatement of credit.

PARTICIPATION IN SCHOOL ACTIVITIES AND ATHLETICS

Students who wish to participate in or attend any school activity, including athletics, must be in school at least 2 full blocks, lunch and X-Period not included. Only the Principal, Vice Principals or a Dean may excuse a student from this restriction.

TRUANCY

Any student who is away from school without a valid excuse or without parent/guardian consent is considered truant. Once on campus, any student who misses an individual class or classes without a valid

excuse is considered truant. Any student who misses a class because he or she came late to school and failed to check in with the Attendance Office for a hall pass before going to the next class is considered truant. Any work missed because of truancy may not, under any circumstance, be made up for credit. Notre Dame considers truancy to be a serious disciplinary matter, which will result in multiple detention hours and/or suspension, probation, expulsion.

TARDINESS

Classes begin at the sound of the second bell. Any student not seated at that time is considered tardy.

Tardy To School

A student arriving late to school is to report to the attendance office for a tardy slip or detention slip regardless of the time the student arrives. The slip is presented to the teacher upon entering the classroom. Students, arriving to school late from a doctor/dentist with a note from the doctor/dentist, will be issued a hall pass. Students who are tardy to school more than four (4) times in one semester will receive the following consequences:

5th = 1-hour daily detention

6th = 1-hour daily detention

7th = 2-hour Saturday detention

8th + 2-hour Saturday detention & parent conference

Tardy To Class

A student not seated in class when the second bell rings must report to the Attendance Office for a detention slip. This slip will be time-stamped and is to be shown to the teacher upon entering the class. The student must have the detention slip signed by a parent/guardian and return it to the Attendance Office before school the next morning. The student will serve a one-hour detention after school on the next school day following the tardy, regardless of when the signed slip is returned.

LEAVING CAMPUS DURING SCHOOL

(off-campus permit/school pass)

Parents/guardians and students should make every effort to have appointments scheduled at other-than-school hours. If it is imperative that an appointment be scheduled during school hours, such appointments should be scheduled so that the student does not miss the same class repeatedly.

It is important to remember that after arriving at school, under no circumstance is a student to leave campus during the school day without first receiving an off campus permit from the Attendance Office.

The Required Note

Students, who must leave campus, must bring to the Attendance Office a written request from the parent/guardian before school that day. The note must be legible and include the following:

- student's full name
- date
- departure time
- doctor's name and phone number
(If applicable)
- parent/guardian signature

The Off Campus Permit

The student will be issued an off-campus permit to be shown to the classroom instructor at the time of departure. When the student returns from an off-campus trip, the student is to report to the attendance office before going on to class and must return the permit with the appropriate signature verifying the appointment.

INJURY/ILLNESS DURING SCHOOL

Any student who becomes ill anytime after arriving on campus is to inform his or her classroom teacher, obtain a pass to go to the attendance office, and wait for the attendance officer to complete the necessary phone calls and issue an off-campus permit. Students should not call parents from cell phones before coming to the Attendance Office.

COLLEGE VISITS

Seniors may take two days during the school year to visit college campuses. Upon returning to school, the student must present proof of the visit from the college admission's office. College visits without documentation are considered "unexcused."

DISCIPLINE

PHILOSOPHY

The rules and regulations for student discipline exist in order to create a positive environment for learning. These rules and regulations are not ends in themselves, but the means by which an atmosphere for effective

learning is established and the rights and safety of students, faculty, and staff are protected.

The school respects the rights of the individual student and provides for the common good of the student body and the entire school community. The rights of individual students bring with them the responsibility to respect the rights of others. Any students conduct, whether on or off the school campus, which is deemed by the administration to be detrimental to the reputation of Notre Dame will result in disciplinary action.

IMPLEMENTATION

Discipline Procedure For Teachers In Dealing With Students

The individual faculty member is the primary disciplinary authority in the school. Any student who, in the opinion of a faculty member, violates class or school rules is liable for disciplinary action. The student may be verbally corrected at the time of the incident or be asked to discuss the situation with the faculty member later in the day. The teacher may also find it helpful to contact the student's parents directly to discuss the situation. Teachers may also fill out either a "Minor Disciplinary Infraction Slip" or write a disciplinary referral to the deans depending on the circumstances.

Minor Disciplinary Infraction Slip

A teacher may give a student a "Minor Disciplinary Infraction Slip" when the teacher observes the student violating one of the infractions listed on the slip. The teacher may give the student this slip directly or may turn it into the Deans' Office, which, in turn, will see that the student receives the slip. Upon receiving the infraction slip, the student serves a one-hour detention after school on the next school day regardless of when signed slip is returned. The infraction slip is to be signed by a parent and returned to the Attendance/Deans' Office by 7:45 AM the next school day to avoid any additional detention hours.

Major Disciplinary Infraction

If, in the opinion of the teacher, a student has committed a more serious rules violation, or has not shown significant improvement after receiving minor infraction slips, the teacher may refer the student to the dean for a Major Discipline Infraction. The dean will assess the incident/situation and usually assess multiple detention hours to be served on Saturdays. Additionally, a Warning from the Dean letter may result

from the student's failure to follow school rules. NOTE: A teacher may send a student to the deal immediately if the teacher believes this action is necessary to maintain good order in the classroom. Students sent from class will go directly to the dean's office. If the dean is not available, the student will report to the attendance office and remain there until the dean is available. Failure to observe this procedure is considered a serious matter and may result in suspension, probation or expulsion.

The Dean of Women/Men

The Dean of Women and the Dean of Men have the responsibility of maintaining good order at school and at all school activities and are empowered to impose penalties for the violation of school policy, to suspend students from school, to place students on disciplinary probation, and to refer to the Discipline Board for expulsion, any student guilty of a single major offense or a series of minor offenses against school policy.

DISCIPLINE PROCEDURE FOR THE DEANS IN DEALING WITH STUDENTS

When the Dean is notified that a student has violated class or school rules and is referred to the Dean, the Dean will meet with the student to discuss the situation and determine the consequences. A referral to the Dean will usually result in detention and in more serious cases, suspension. Students are required to be honest and forthcoming during the course of the interview/investigation. Continued disregard for school and/or class rules or a single serious violation, may result in an official "warning," probation, suspension, or expulsion.

DETENTION Schedule

Detention is held daily, Monday through Friday, from 3:00 to 4:00 PM on both "Blue" and "Gold" days unless otherwise announced. Saturday detention is scheduled periodically throughout the school year and begins at 8:00 AM. Students begin their detention by checking in to room 15.

Detention

When detention hours are given, the parents are informed by means of a detention slip, which records both the infraction and the penalty. Detention slips are to be signed by the parents and returned to the attendance window before school begins the next day (a student serves a one-hour detention on the next school day after the detention slip is given to the student regardless of when the slip is returned). Only a dean or the principal may excuse a student from detention.

detention. Failure to return a detention slip, failure to serve a detention, and forging a parent's signature on a detention slip are all serious matters and will result in at least a Saturday detention.

There are two detention classifications, daily and Saturday:

- Students should check in for detention at Room 15 unless otherwise instructed.
- Daily Detention—Monday through Friday (unless otherwise announced) from 3:00 to 4:00 p.m. on both “Blue” and “Gold” days.
- Saturday Detention—Saturdays throughout the school year (as indicated on the monthly calendar) beginning at 8 AM.

Students must serve detention hours when they are scheduled and not at the convenience of the student/parent. Should a student be unable to serve a daily detention, for any reason (athletic contest or appointment, etc.), when it is scheduled, the student must see a Dean ahead of time to reschedule.

Saturday detentions are generally scheduled far enough in advance so that the student is able to plan their schedule accordingly. However, should a student need to re-schedule a Saturday detention, the student must make arrangements with the appropriate Dean in advance.

Suspension

Suspension is the temporary (usually one to three days) removal of a student from the school. A student may be suspended for a serious violation of school rules or continual behavior inconsistent with school policy (discipline as well as attendance). A student may also be suspended pending an investigation into a particular incident for which the student may face expulsion. Students who are suspended may not participate in or attend any school activity. Class time missed due to a suspension is considered excused. A suspended Student will be re-admitted to school only after he or she demonstrates a willingness to cooperate with school policies.

If a student accumulates an unacceptable number of infractions they will first receive a “Warning from the Dean” letter. This is an official written statement to parents that a student’s conduct is becoming a problem. If the student’s conduct does not significantly improve, the student will be placed on probation and/or referred to the Discipline Board for possible expulsion.

Probation

When a student is placed on probation for repeated minor offenses or for a senior’s first offense, there will be a meeting with the student, parents and dean.

Conditions of the probation contract will be clearly stated and will be in effect for at least one semester, at which time the student’s behavior will be evaluated. If the student is a senior, their senior privileges (free dress, Grad Nite, Prom) will be put on hold until significant improvement is shown.

Expulsion

Expulsion is the permanent removal of a student from Notre Dame. A student may be expelled should his or her behavior not significantly improve after either a warning from the Dean or probation. Moreover, a student is subject to this action should he or she be involved in an “exceptional” situation as described below.

NOTE: Students dismissed from Notre Dame High School are restricted from the Notre Dame campus and any Notre Dame-sponsored activity (including athletic contests) for a period of 12 months from the date of dismissal. Only the Principal, in writing, may make exceptions to this rule.

EXCEPTIONAL CASES

In exceptional cases resulting from a single major offense, Notre Dame High School reserves the right to immediately suspend a student pending further investigation. The Discipline Board will review such matters and may dismiss the student without reference to the student's previous behavior. Single major offenses which are subject to this special action include, but are not limited to, the following:

- violation of electronic communications/device policies
- dishonesty, lying, not being forthcoming when dealing with any school official in order to protect oneself or another student.
- insubordination or flagrant disrespect of any faculty or staff member
- participating in or arranging for a fight
- possessing, furnishing, using, selling, imitating the use of, or being under the influence of drugs (including alcohol) or other intoxicants
- theft of school or personal property
- the sale or acceptance of stolen school or personal property
- vandalism of Notre Dame, its neighborhood, or another school campus

- possession of weapons or explosives (including fireworks)
- “gang”-related activity
- involvement in criminal activity (both on and off campus)
- behavior considered dangerous to the safety of the Notre Dame community
- behavior fundamentally in opposition to the teachings of the Catholic Church or the Mission of Notre Dame High School

NOTE: A student accused by a law enforcement agency of criminal activity may be placed on a home-study program until, in the opinion of the school administration, the matter has been satisfactorily resolved and the student’s presence in the school community does not compromise the safety, good moral order, or reputation of Notre Dame High School.

The Discipline Board

The Discipline Board acts as a hearing board which reviews all exceptional and/or chronic disciplinary cases. The Discipline Board will recommend, to the principal, any disciplinary actions (including expulsion) for the violation of school policy.

The Discipline Board is chaired by the Deans and is composed of the Vice Principal of Student Life, Vice Principal of Academic Affairs & Vice Principal of Instruction, two faculty members elected by the faculty, and two faculty members elected by the students. The principal attends the hearing but does not vote in the process.

Only the Notre Dame student appearing before the Discipline Board and his or her parents/guardians may be present at meetings of the Discipline Board. Only the student may address the Board. Parents are encouraged to submit a written statement to the Chairperson prior to the meeting.

APPEAL PROCESS

When the Discipline Board votes to dismiss a student from Notre Dame, an appeal may be made directly to the Principal. The appeal must be made within five (5) school days of the Board’s decision. The Principal’s decision is final.

EXPECTED CLASSROOM BEHAVIOR

The following is a list of standard classroom policies. In addition, at the beginning of the school year, each teacher will distribute to students a "Course Expectation Sheet" detailing the particular courses policies and procedures. Students are expected to adhere to the following rules and by the instructor's special rules throughout the academic year.

1. Students must conform to the dress and appearance policy of Notre Dame.
2. Students are to be in their seats when the second bell rings. They are not to leave their places in the classroom without explicit permission from the teacher.
3. Students are expected to be prepared for class and have all necessary materials (texts, workbooks, notebooks, pens/pencils, etc.).
4. Students are to be attentive to the instructor and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or to read other-than-class materials, unless given explicit permission to do so by the instructor. Materials for another class or for non-class activities should not be on a student's desk and may be confiscated.
5. Students are to refrain from talking out without permission and avoid any action that is distracting to the learning process.
6. Students are not to congregate around an instructor's desk without permission. All items on the teacher's desk (i.e., papers, grade books, etc.) are considered personal and are strictly off-limits to students, as is the use of any classroom telephone.
7. Students are responsible for the cleanliness around their desk and chair. Students are never to leave old papers, etc., on or around their desks at the end of a class.
8. Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. Students are not to argue about tests, grades, punishments, etc., during the class, but rather should see the teacher after class or at the end of the school day in order to resolve such difficulties.
9. The location of desks, the location and regulation of school facilities and equipment, the condition of windows, blinds, lights, etc., are the teacher's responsibility. Students are not to regulate these unless directed to do so by the teacher.

10. Students should always knock before entering a classroom when a class is in session and should never enter any classroom in which there is no faculty/staff supervision
11. Food and drink are to be consumed in the cafeteria or in the schoolyard only. Eating or drinking, is prohibited in any classroom, building, corridor, or entryway. Gum may not be chewed at any time on campus. Water bottles or sipper bottles are not allowed in classes.
12. Students are not allowed to use stylized graffiti handwriting. No credit will be given for any assignment written in this fashion.

GENERAL BEHAVIOR POLICIES

CELL PHONES

Cell phones must be kept either in the students backpack or locker and may not be seen or heard on campus during the school day violation of this policy will result in detention and the phone may be confiscated. They may not be used to call anyone, text message anyone, record audio, video or photograph anyone without permission, calculate anything, play games or to check the time. Student safety is our first concern as a result, drivers are asked to refrain from using cell phones while driving on campus. On Blue days, cell phones are not to be seen or heard or used for any purpose from 7:40 AM – 3 PM. This pertains to all students including those who do not have a scheduled 4th period. On Gold days, cell phones are not to be seen, heard, or used for any purpose from 7:40 AM – 1:15 PM. At no time are cell phones to be used in any building on campus.

The school reserves the right to access information on student cell phones.

The telephone in the Attendance Office is available for students who need to contact parents or guardians. In case of emergencies, they should come to the Attendance office to use the telephone.

DELIVERIES

Notre Dame does not accept delivery of gifts (i.e., balloons, flowers, etc.) for students.

EATING LUNCH

Areas allowed for eating lunch are: the cafeteria, area around the gym, the front of the Allegretti building and cafeteria, area along the boys locker room, Riverside building and west facing arches of the Burns building; the tables behind the gym and between the bathroom and the black box theatre. Areas considered out of bounds are the parking lot, the Hampton building balcony, the library/offices, any classroom, hallway or stairway, the locker rooms, baseball bleachers east facing arches of Burns building and south facing arches of Riverside building. The gym is available on rainy days. Students may not sit in front of any door. Students are expected to clean their eating area when they leave at the end of lunch. Failure to do so will result in detention being assigned.

GANGS AND GANG ACTIVITY

The California Attorney General's office has defined a youth gang as:

A loose-knit organization of individuals usually between the ages of 14 and 24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together and may commit crimes against other youth gangs or against the general population.

Notre Dame uses one or more of the following criteria in determining gang membership, affiliation, or involvement:

- The individual freely admits membership. The individual has gang tattoos, hair style, or other gang identifying personal appearance
- The individual associates with gang members
- The individual wears gang colors or clothing imprinted with gang names or symbols
- The individual "tags" or marks his/her personal property, school property, or other property with gang names or symbols
- The individual writes or has written about his/her gang affiliation
- The individual uses a special name that identifies him/her as a gang member
- Official documentation from police, probation, court records, or school records indicate the individual is a gang member

Notre Dame High School believes that gang membership (including imitation and "wannabe" gangs) and/or involvement in criminal activity pose a direct threat to the safety and well being of our community. This behavior will not be tolerated on or off campus by

off campus by a Notre Dame student. A student considered a gang member or involved in “gang” activity and/or involved in criminal activity will automatically be suspended from school and have his or her case brought before the Discipline Board for review and determination of consequences.

Students who belong to or are associated with any group (such as cults, satanic groups, hate groups, or anarchist groups) that exhibit characteristics deemed contrary to the safety, the good moral order, and/or incompatible with the philosophy of the school are subject to disciplinary action. The purpose of the policy is to provide for the safest possible environment for students, faculty, and staff in keeping with the philosophy of Notre Dame.

GRAFFITI

Possession of any object (i.e., books, notebooks, backpacks and book bags, clothing, etc.) that is marked with graffiti or possession of items used to “tag” (i.e., spray paint, large markers, etc.) are strictly prohibited from the Notre Dame campus. Students found in possession of such items will face strict disciplinary action including possible expulsion.

HALLWAYS

Students are not to loiter in any hallway between class or during the X-period, nor are they to block students from freely passing while proceeding to class. During nutrition breaks, students are to be in areas designated for nutrition/lunch unless the student has specific instructions to meet with a teacher/administrator in the buildings. “Rough housing”, “horse play,” and/or any inappropriate contact in the hallways will result in disciplinary action.

LOCKERS

Notre Dame is co-tenant of ALL lockers and reserves the right to search them at any time without notice. Lockers (including athletic and PE) are assigned at the beginning of the school year and are not to be changed without permission of a Dean or PE coaches in the case of gym lockers. Only locks purchased from the school may be used. Lockers are to be kept locked at all times and personal belongings are to be stored inside, and not on top of, lockers. Students are responsible for the condition of their lockers (interior and exterior). They are to be kept clean at all times. Students are responsible for reporting immediately any breakage, damage, or vandalism (including graffiti and the like) to the appropriate Dean. Students are not to post any

post any inappropriate material inside or on the outside of the locker. Students whose lockers are not locked properly may receive detention.

LOITERING

State law forbids students to loiter on or around the campuses of other schools, public or private, while these schools are in session. Notre Dame High School policy forbids students from loitering, for any purpose, in the neighborhood immediately adjacent to campus. Notre Dame defines its immediate neighborhood as an area bordered by: Magnolia Avenue on the north, Hazeltine Avenue on the west, the Ventura Freeway on the south, and Fulton Avenue on the east.

Notre Dame students who are found loitering will be subject to disciplinary action. Students guilty of vandalism in the Notre Dame neighborhood or to the property of another school will, at a minimum, be suspended and face expulsion from Notre Dame.

LOST AND FOUND

Students who find lost property must bring it to the Attendance Office. Being in possession of lost/stolen items is a serious matter and will be dealt with accordingly. Students who have lost items can claim them in the Attendance Office.

OUT OF BOUNDS

Students are not permitted to enter the faculty room, copy room, storage areas, or school offices without faculty present. The parking lot is considered off limits to students during the regular school day unless permission is granted from one of the Deans. Students should remain in the inner campus during nutrition and lunch.

PERSONAL BELONGINGS

Students should always exercise care over their property and store personal items in secure locations such as lockers. Students who leave backpacks and other items unattended may receive detention. Beyond being distracting, personal electronic devices, and related items invite thievery. For these reasons, these items are not to be brought to school. Prohibited items will be confiscated. Confiscated items will only be returned to the student’s parent/guardian and may be picked up in the attendance office. Notre Dame assumes no responsibility for personal items being lost or stolen.

PRESENCE ON CAMPUS

DRESS AND APPEARANCE CODE

Students are not expected to arrive on campus until after 6:00 AM on school days once students arrive on campus they are expected to stay on campus. Students are to go immediately to the schoolyard, the cafeteria, the library, or school buildings upon arriving at school. Students are not to loiter in the parking lot nor on any adjacent street at any time. At no time are students to be in the gym, weight room, pool, cafeteria kitchen, classrooms, offices, Brothers' Residence or on any playing field without faculty/staff supervision. During class sessions, students are to maintain quiet in the school buildings and refrain from any loud noise or disruptive behavior in the schoolyard.

It is Notre Dame's expectation that students will be picked up from school within one half hour of the completion of the event, in which they were attending or participating. Supervision by Notre Dame faculty/staff is provided until 9:30 PM during the school week or for one half hour after special events (which ever is later).

SKATEBOARDING

Notre Dame students are prohibited from skateboarding on the Notre Dame campus or in its immediate neighborhood. Skateboards must be stored in a locker during the school day 7:45 AM – 3:00 PM.

TOBACCO

The use of any tobacco product by students on the Notre Dame campus or at any school-sponsored activity is strictly forbidden. Students who possess tobacco products on campus or at school-sponsored events will have the items confiscated and face strict disciplinary action.

USE OF CROSSWALKS

For safety reasons, all students are required to use marked crosswalks when crossing any street around the Notre Dame campus.

VOICING STUDENT CONCERNS AND PROTESTS

Although students are encouraged to have a voice in school matters, this voice must be a respectful one. Students with concerns should see the appropriate school administrator and express their concerns. Demonstrations, protests or petitions will not be tolerated. Students involved in such actions will be subject to disciplinary action.

Notre Dame reserves the right at any time to make adjustments in the dress and appearance code. Final interpretation of the code rests solely with the school administration.

PHILOSOPHY

There are several important reasons why Notre Dame has established a dress and appearance code. The first is that Notre Dame, as a Catholic school, can not allow clothing and accessories that are counter to religious values of modesty and self-respect. A second reason is that we believe uniformed dress produces good behavior and morale. A third reason is that Notre Dame represents itself as a religious school with strong values; proper dress shows who we are to others. Finally, since Notre Dame draws students from a variety of economic backgrounds, the dress and appearance code gives each student equal standing among their peers.

ENFORCEMENT

Conforming to the dress and appearance code is one of the easiest ways for the students to show their cooperation and support of Notre Dame High School. Any teacher or administrator can give a student a "uniform violation" slip. This will result in a one-hour detention to be served after school on the next school day after receiving the violation. If a student receives three uniform/grooming violations in one semester, a Saturday detention will be assigned for each subsequent violation. If the student continues to disregard the dress and appearance code, the student will be subject to suspension, probation, or expulsion. Final determination of the appropriateness of dress/hair style rests solely with the Dean of Women and Men. Notre Dame reserves the right to send home any student who is groomed or dressed inconsistent with these guidelines. Class time missed because of improper dress or appearance is considered "unexcused".

DRESS CODE FOR ALL STUDENTS

Team/Group Dress:

Some school teams/groups have clothing items made specifically for their group. Team/group clothing, that do not conform to administrative guidelines and have not been approved, may not be worn without specific

permission from the Vice Principal of Student Life or the Deans.

Shirts:

Students must wear the Notre Dame monogrammed polo shirt in white, gray, or navy blue from Notre Dame High School, Mills Uniform Company or purchased through a school team or club at all times. Exceptions: Game day apparel that has been approved by the deans or Vice Principal of Student Life.

Pants/shorts/skorts:

Students must wear the pants/shorts/skorts in khaki or navy blue purchased from Mills Uniform Company. They must be worn appropriately and be in good condition. Shorts and skorts must be worn no more than 3 inches above the knee. Pants, shorts or skorts may not be rolled. Boys may not wear girls pants. Except for sizing purposes pants, shorts and skorts may not be altered, no style alterations of any kind may be made.

Sweatshirts:

If students wear a sweatshirt, it must be purchased through a school team or club, or Mills Uniform Company. A school polo must be worn under the sweatshirt. Sweatshirts can be hooded or zippered or crew neck style.

Sweaters:

If a student wears a sweater, it must be solid navy blue. It may be pullover, zippered or cardigan style. No other colors are allowed. A school polo must be worn under the sweater.

Under Shirts:

If undershirts are worn, they must be solid white, gray or navy blue cotton t-shirts and they must not hang below the polo shirt. Thermal undershirts are not to be worn.

Outerwear:

If students wear a jacket, it must be **solid** navy blue, black, white, gray or brown. No denim, flannel, leather, plaid or fur is allowed. Anything that is sweatshirt material must follow the sweatshirt rule. There should be no writing or large logos, team names (other than Notre Dame), mascots, etc. on the jackets. Jackets/coats should be removed while in classroom.

Shoes/Socks:

Shoes must be canvas or leather, athletic style or dress shoe style. They may only be white, black, navy blue, brown, gray or khaki in color. No other colors are allowed. Shoes may not be checkered, plaid, animal

print or any unusual pattern. Shoe laces must be white, black or navy blue. Socks must be worn and visible during the school day. Socks must be white, black or navy blue.

Accessories/Jewelry:

Excessive or inappropriate jewelry, wallets on chains, and the like are not permitted. Sunglasses may not be worn in class or in the buildings at any time.

Head Covering/Hats/Scarves:

Students are not to wear anything on their heads during the school day.

Backpacks/Book bags:

Writing, drawing, patches of anything inappropriate on backpacks/book bags is not allowed.

Tattoos/Piercings/Writing on Skin:

Tattoos, whether temporary or permanent, may not be visible at school or at any school activity. Body piercings (other than the ears for girls) are not allowed. Students should not have writing on their skin.

APPEARANCE CODE SPECIFIC TO BOYS

Hair:

Hair must be clean and neatly combed. Hair that is below the eyebrows, ears or touching the collar is not permitted. This means that if the hair is combed straight down it cannot touch the eyebrows, collar or fall below the ears. (Students who have curly hair or comb their hair back are not excluded from this rule). All hair (top and sides) must be at least one-eighth of an inch (1/8 inch). Hair grown "outward" may be no longer than one inch. Sideburns may not extend below mid ear. Exaggerated styles (spikes, tails, bangs longer than the rest of the hair, uneven cuts, "Mohawks or Faux Hawks," etc.) or excessive use of gels or sprays are not permitted. Hair must be the student's natural color, dyed hair, including bleached hair, is not allowed. All hair styles must be approved by the Dean of Men. All of the above is subject to the discretion of the deans. Failure to comply with the guidelines may result in the student being sent home. Students sent home will only be readmitted to school when their hair conforms to the appearance code specific to hair. Violations of the hair code may result in detention.

Grooming:

Faces must be clean-shaven at all times. Under no circumstance are beards, mustaches or goatees permitted. Students who fail to conform to this policy will be required to shave at school and may receive detention.

Earrings:

Earrings may not be worn during school hours (7 AM - 3 PM, Monday-Friday).

Pants/Belts:

Boys must wear their pants/shorts with a belt, no underwear visible, fitted to the waist. The belt must be “traditional” black or brown leather/leather-like and be an appropriate length for the student’s waist. Belts with large or “military” style buckles, cloth belts, or belts not consistent with the schools interpretation of “modest” (i.e., studded belts) are prohibited. Boys may not wear girls pants. Athletic tights may not be worn under shorts.

APPEARANCE CODE SPECIFIC TO GIRLS

Skorts: Girls may wear a navy blue or Notre Dame Khaki uniform skort. It must be worn no more than 3” above the knee and not rolled.

Leg wear: Girls may wear solid white, navy blue, or black tights. Flesh-colored nylons may only be worn with socks. Leggings, long johns, patterned socks/leggings, thigh-hi hosiery of any kind is not permitted. Half tights are not allowed. Leg wear must be in good condition.

Hair:

Hair must be clean and neatly combed. Hair must be the student’s natural color, no “unnatural” or “two-toned” colors are allowed. No shaved or partially shaved heads are allowed. No uneven length haircuts are allowed.

Cosmetics:

Make-up, if worn, must be in good taste. Excessive make-up or extreme colors are not permitted

Jewelry: Earrings must be limited to no more than two per ear. Any type of excessive or inappropriate jewelry is not allowed during school hours.

“THEME”-DRESS DAYS

At several times during the school year, the school administration approves special dress days (i.e., class T-shirt, red/green dress for Christmas, “Super-hero” dress, etc.). These theme days are strictly voluntary. The ASB will specify what constitutes appropriate dress for these days. Students who choose not to participate must be in normal school uniform. Students who do

choose to participate must conform to the prescribed dress criteria. Any student who, in the opinion of a Dean, fails to meet the “spirit” of these days, will be barred from attending class until appropriate dress can be arranged and/or detention will be assigned other school functions.

DRESS CODE FOR OTHER SCHOOL FUNCTIONS

Attire worn to any Notre Dame-sponsored event, any event that includes the Notre Dame Community, or any event in which a student may be representing Notre Dame (whether on or off the Notre Dame campus) must be modest and deemed appropriate by the Administration for the event. This includes dances, awards nights, field trips, games or any other extra-curricular event. Furthermore, school appearance policies covering hair, grooming, tattoos, piercing, cosmetics, and accessories/jewelry are to be followed completely while attending a school-sponsored event. If a student’s appearance is deemed to be inappropriate or inconsistent with school policy (including excessively baggy or oversized clothing), the student’s parents will be contacted and the student will be required to leave the event. Students who habitually disregard this policy will be barred from attending Notre Dame activities and may face serious disciplinary action (up to and including dismissal from Notre Dame).

TESTING DAY DRESS

Students should be dressed in uniform on all testing days including AP testing days.

DRESS CODE FOR “FREE DRESS” DAYS

Free Dress: “Free Dress” does not exist at Notre Dame. However, on specific days designated by the administration, students are allowed to wear clothing other than the school uniforms. Clothing with controversial statements or images may not be worn on these days. On these days, the following guidelines must be followed.

Pants/Shorts:

Pants and shorts of any color may be worn. They must be clean and neat with no ragged edges. They cannot be oversized or revealing. In light of current styles, pants and shorts must be worn fitted to the waist with a belt so that no underwear is visible! No flannel pajama bottoms allowed. Shorts should be mid-thigh or longer in length. Tights are not to be worn in place of pants/shorts.

Shirts:

No spaghetti straps, tank tops or bare mid-driffs are allowed. Shirts with controversial or inappropriate statements, images, insignias, etc, may not be worn. In light of current styles, all shirts must be of an appropriate length so that when the student lifts his/her arms over their head, no skin is revealed!

Dresses/Skirts:

Dresses and skirts must be modest and appropriate for a Catholic school (at least mid-thigh length).

Sweaters/Sweatshirts:

Sweaters and sweatshirts of any color may be worn. They must be clean and neat with no inappropriate writing, pictures, insignias, etc.

Shoes:

No open toed shoes or high-heeled type allowed.

Other:

All other dress and appearance code standards remain the same as on a “normal” school day, (for example, boys are not to wear hats, earrings and must be clean shaven).

Any student who goes beyond the school’s notion of appropriate “free dress” will be barred from attending class until appropriate dress can be arranged.

FIELD TRIP DRESS

As representatives of Notre Dame High School, it is important that students dress appropriately while they are on a field trip. Ordinarily the school uniform is the appropriate dress for school field trips.

The Principal may approve alternate field trip dress as is necessary. The following items may be worn on field trips when approved by the Principal:

- **Shirts:** Collared polo style shirts or collared dress shirts.
- **Shorts:** Solid color shorts which are not torn or baggy and fit to the waist.
- **Pants:** Pants, which are not torn or baggy and fit to the waist.
- **Socks:** Socks or hosiery must be worn at all times and are not permitted to be ripped or contain holes.
- **Shoes:** Tennis shoes, leather oxfords, topsiders or loafers may be worn.
- **Sweaters:** Solid color sweaters may be worn.
- **Sweatshirts:** Solid color sweatshirts may be worn.

- **Jackets:** The jacket must conform to the normal dress code requirement.
- **Dresses and Skirts:** Appropriate for the occasion may also be worn.

The following items may not be worn on field trips (unless otherwise stipulated):

- Earrings (boys)
- Pants that sag
- Jeans
- T-shirts
- Hats, bandanas, etc.
- Boots of any kind
- Excessively revealing clothing
- any article of clothing inconsistent with the values of a Catholic school (i.e., modesty, etc.)

Any student who is not dressed/groomed appropriately will not be permitted to participate in the field trip, and will be subject to disciplinary action.

GENERAL POLICIES AND ISSUES

ADMISSIONS

Notre Dame High School considers the following criteria for admissions for ninth grade:

- Grades (7th and 8th)
- Recommendations from the applicant’s current school
- An interview by a Notre Dame staff member with the applicant and applicant’s parents
- An entrance exam, which must be taken at Notre Dame High School

Notre Dame High School is a Catholic school. As such, we have an obligation to the Catholic community. Preference in admissions is given to practicing Catholic applicants attending a Catholic school, practicing Catholic applicants not attending a Catholic school, and then non-Catholic applicants.

All admissions decisions are conditional upon the applicant successfully completing grade eight at the same school that provided recommendations and transcripts during the admissions process. Applicants should complete eighth grade with grades of “C” or better and no serious disciplinary or behavior incidents.

June grades and final recommendations from the eighth grade school will determine ultimate acceptance into Notre Dame. Some applicants are offered provisional acceptance on the condition that they successfully complete a summer school program at Notre Dame High School. Summer classes may be required in English, Math, and/or Study Skills. Admissions decisions will be based on grades, work habits, and behavior demonstrated during their summer classes. These students will be notified of the final decision on their admission at the conclusion of the summer school program.

Admission for transfer students is handled on an individual basis as space permits.

VOICING CONCERNS

In the spirit of the Mission Statement, which speaks of a Notre Dame education as a joint venture between parents and the school, you should always expect to receive a courteous hearing of your concerns.

Students and parents should feel free to voice their concerns about any aspect of school life at Notre Dame. As a matter of policy, it is expected that the caller or writer will identify himself or herself. If Notre Dame High School is to be a community of faith, then fear of retaliation should not compel a person to remain anonymous when presenting or discussing a situation or concern. It is also good policy to deal first with the person immediately involved in a situation, be it a teacher, coach, moderator, or administrator.

When parents or students have a concern about a particular class or teacher, it is appropriate to first consult with the teacher. This may be done either at the time of report card counseling or by calling and making an appointment to see the faculty member. You should then voice your concerns to the department chairperson. If the matter has not been resolved, it is then appropriate to call the Vice-Principal of Instruction for curricular matters or the Vice Principal of Student Life for extra curricular matters or the student's grade-level counselor. Only after following this process is it appropriate to call the Principal. For matters of serious consequence, you may appeal directly to the Principal.

This method of communication (i.e., first communicating and addressing the issue at the appropriate level) often resolves difficulties quickly and amicably.

CODE OF CONDUCT COVERING STUDENTS/PARENTS/GUARDIANS

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

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

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

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.
- Any parent/guardian, or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.
- These expectations for students and parents/guardians include, but are not limited

to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

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

DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS

Any parent/guardian or other person who materially disrupts class work or extracurricular activities in a place where a school employee is required to be in the course of his/her duties may be guilty of a misdemeanor and risks the continuation of their child in the school. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills. Any parent/guardian or other family member who insults or abuses any school personnel risks their child's continuation in the school.

Any parent/guardian or other person who insults or abuses the principal or any teacher in the presence of other school personnel, students or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

RECOMMENDED TRANSFER RESULTING FROM PARENTAL ATTITUDE

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents, it is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parent/guardians as described above might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible.

CHILD ABUSE REPORTING

All teachers, counselors, coaches, aides, and administrators of Notre Dame High School who know or suspect that a child under the age of 18 is or has been the victim of child abuse must report this information to a child protective agency immediately (Penal Code, Section 11166). Child abuse is not restricted to physical injuries. The following matters must be reported: physical injuries; indication of child neglect such as

neglect such as failure to provide food, clothing, or shelter, even when there is no physical injury; and indication of sexual abuse, sexual assault, or child molestation.

If a representative from law enforcement or child protective agency requests to interview a student as the result of a report of suspected child abuse, the administration will permit such an interview to take place on the campus.

PREGNANCY CASES

Notre Dame High School upholds the Archdiocesan policy regarding the pregnancy of a student. Although the school subscribes to the Church's teachings regarding pre-marital sex and the sanctity of the human body and family life, it realizes that when a pregnancy occurs, the total school community should seek to offer support to the pregnant student and/or the student father in a Christian and humane manner. The student mother-to-be and the father have changed their status and thus some of their obligations, responsibilities, and priorities. Thus, it is important that there be a change especially in their activities and priorities in the school. When the pregnancy of a student is known to school personnel by whatever means, the girl and both parents/guardians should meet with the Principal to determine the course of action that should be taken. If the father is a student in the school, he and his parents/guardians should also meet with the Principal. The students may choose to remain at Notre Dame High School if it is in their best interest and that of the entire high school community.

They will be required to receive regular medical care and/or professional and spiritual counseling.

ABORTION

The teaching of the Catholic Church is clear regarding the right to life of all human beings and the reverence and respect owed to each person including those conceived and not yet born. Abortion disregards innocent human life, is incompatible with and contradictory to the fundamental teaching of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. Moreover, given the already existing network of prenatal programs and pregnancy counseling available in the Archdiocese of

Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

MARRIED STUDENTS

Central to the philosophy of Notre Dame High School is the belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. Since a married student is in effect no longer accountable to a parent or guardian, the relationship between the school and the parent is compromised. Therefore, any student who marries may not be allowed to attend Notre Dame.

STUDENTS NO LONGER LIVING WITH THEIR PARENTS

Central to the philosophy of Notre Dame High School is belief that parents are the primary educators of their children. In support of this, the school and the parents work in close collaboration in all aspects of the student's educational process. A student not living in the home of a parent or guardian may not be allowed to attend Notre Dame High School.

EMANCIPATED OR MARRIED STUDENTS/YOUTH

An emancipated youth is one who is either over 18 years of age and has declared himself emancipated, is a married juvenile under the age of 18, or is declared such by the courts. As long as an emancipated Student/youth is enrolled at Notre Dame his/her parents/guardians will receive his/her report cards; will be responsible for the paying of tuition and fees and must write any notes for permissions, absences or tardies. Students who indicate that they are married must produce legal documentation or a letter from the parent/guardian for verification. Students who claim emancipation must do so in writing and present verification in writing. Married or emancipated students may not be allowed to attend Notre Dame High School.

NON-CUSTODIAL PARENTS

Notre Dame High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no

information given, it is the responsibility of the custodial parent to provide the school with a current official copy of the court order.

DRIVING

Driving a motor vehicle to school is a privilege. Student drivers will be considerate to other drivers, neighbors, and pedestrians.

1. No student without a valid California Driver's License is to operate any motor vehicle on or near the Notre Dame campus. All laws relating to the operation of motor vehicles in the state vehicle code are to be obeyed when driving to and from school.
2. Excessive speed or careless driving on or around campus, or failure to comply with any of the policies outlined below, will render a student liable to detention and/or suspension of his/her driving privilege.
3. Students may not to go to their vehicles during the school day without permission from a dean.
4. All students who drive to school, regardless of where they park, must register each and every vehicle they may drive. They will receive a placard that must be displayed on the rear view mirror.
5. Those students who are not in an assigned space must park in one of the four streets which form the perimeter of campus (Riverside, Woodman, Sunnyslope and Huston – except for the north side of Huston between Woodman and Ventura Canyon).
6. Students are not allowed to park on Buffalo, Ventura Canyon, Allott, Morrison, La Maida, Mammoth or Woodman Place.
7. Student safety is our first concern as a result, drivers are asked to refrain from using cell phones while driving on campus.
8. All students who drive to school, regardless of where they intend to park, must register their cars with the Deans' Office at the beginning of the school year. If a student begins to drive to school later in the year, he or she must register their vehicle immediately.

Failing to register your vehicle, speeding, reckless driving, illegally parking in handicapped areas, improperly parking outside of lined spaces, moving neighbors trash cans or blocking fire lanes are violations of school policy and/or against the law. A Student violating these regulations will face disciplinary action and may lose his/her driving privilege.

PARKING

All Notre Dame parking stickers must be clearly visible and in the designated location. Everyone who drives to school will be charged a \$25 parking permit fee. Parking in the Main Woodman lot and some of the spaces in the Burns lot as well as the spaces at Westfield Shoppingtown will be rented out to students as reserved parking spaces. Seniors will have priority for reserved parking spaces in the Main Woodman and Burns lots. Parking in the Main Woodman and Burns lot will be \$250 for the school year. Reserved parking in the Westfield lot will be \$100 for the school year, excluding Thanksgiving through New Year's when the lot will not be available to our school. Juniors/Seniors who have chosen who choose to reserve and use a space in the Westfield lot this current school year, will be given priority for a reserved spot in the Main Woodman or Burns lot next year. The parking in the Burns Center lot is reserved for seniors only. The Lot is open from 6:30 – 7:45 AM and 1:15 – 3 PM. The school recommends that all cars be removed by 1:30 PM.

TRANSPORTATION POLICIES

While Notre Dame High School sponsors a number of varied activities, the school cannot assume total transportation responsibilities for every student. Therefore, your son/daughter may be required to provide his/her own transportation or seek transportation from another student or a student's parent. In these cases, Notre Dame High School, by law, cannot assume primary responsibility and liability for any injuries or damage sustained while riding in a private automobile. Primary responsibility rests with the owner and driver of the car. Since your son/daughter may be participating in an activity for which school transportation cannot always be provided, by signing the Agreement to be Governed, you acknowledge the conditions by which your son/daughter may be transported to an extracurricular activity or sanctioned academic field trip.

In short, by signing the Agreement to be Governed, you are simply acknowledging that Notre Dame High School makes no pretense about its ability to provide transportation to and from activities and that you are aware of the information above.

Under no circumstances is Notre Dame High School asking you to waive the rights of your son/daughter.

PUBLIC TRANSPORTATION

Cooperation with bus drivers is required of all students. Drivers are charged with pupil safety. California law states: "...continued disorderly conduct or persistent refusal to submit to the authority of the drivers shall be sufficient reason for refusing transportation to any pupil." (California Administrative Code, Title V, Sec.14263). For these reasons students are expected to deport themselves well when using public or rental transportation. Failure to do so is considered a serious matter.

ACCIDENT/INJURY REPORTS

Accident/injury reports must be submitted within ten days of an incident's occurrence. The student obtains the form from the Business Office and sees that the staff members who were in charge of the activity or the area at the time of the accident fill out the form and return the form to the Controller's Office.

MEDICATION ON CAMPUS

Any student who must take medication, both prescription and over-the-counter, during school must first complete a "Request for Medication" form (a copy of which may be made from the form in the back of this handbook) and turn it in to the Attendance Office.

All medication must be left in the Attendance Office, unless other specific arrangements have been approved by a Dean, in its original packaging, marked with the student's name, the name of the drug, and instructions for use.

It is important to understand that most medications (both prescription and over-the-counter) are detectable by the school's contraband canines. To avoid the possibility of embarrassment that "detection" might cause, the school Administration insists that parents comply with this policy. All non-documented medication will be confiscated until a "request" form is received by the attendance office.

REQUIRED IMMUNIZATION

The Department of Health Services of the County of Los Angeles requires out-of-state students to have a TB skin test. The only TB skin test that is acceptable is the Mantoux (5TU) PPD. Most county health service offices will administer this test for a modest fee.

CHANGE OF ADDRESS/EMERGENCY INFORMATION

The Attendance Office and Business Office are to be notified immediately of any change of address, telephone number, or emergency information. This is essential in keeping school records accurate and to be able to contact parents or guardians in the event it is necessary to do so.

CLOSED CAMPUS

Notre Dame High School is a closed campus during the school day. All visitors must check in and obtain a visitor's pass at the Main Office or with campus security. Individuals who do not check in will be asked to leave the campus immediately. Individuals without legitimate business on the Notre Dame campus will be asked to leave immediately. Individuals who return after they have been asked to leave will be referred to the police.

VISITORS

Students are not allowed to bring visitors on campus during the school day. Students interested in finding out more about Notre Dame are required to contact the Office of Admissions to schedule a campus visit.

WORK PERMITS AND EMPLOYMENT

State law requires that students under 18 years of age who plan to work must obtain a work permit. Applications may be obtained in the main office. California State Labor Law prohibits students under 18 working more than four hours on a school day. They cannot work between the hours of 10:00 p.m. and 5:00 a.m. on school days and from 12:30 a.m. to 5:00 a.m. on weekends.

STUDENT INSURANCE

Notre Dame provides accident insurance for all students. This insurance is subject to the policy's terms and conditions. Neither the school, nor anyone connected with Notre Dame profits in any way from this plan. Full details may be obtained from the Controller's Office.

School Year Plan provides coverage to students who are injured while:

- Attending school.
- Going directly to and coming directly from school on regular school days.
- Particular sports and other school-sponsored activities are covered.

- Attending religious activities and retreats during the school year, including travel directly to and directly from.
- 12-month coverage for all school-sponsored activities.

STUDENT SEARCHES AND/OR SEIZURES

Students' legitimate expectations of privacy in person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school administrator conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his/her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that a law or school rule is being or has been violated. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Notre Dame High School privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic

devices), the student's parents and/or the police may be called for assistance or referral.

CONFIDENTIALITY AND PRIVACY

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the president.

DRUGS AND ALCOHOL

It is the intent of Notre Dame High School to be totally free of alcohol, illegal drugs, and other intoxicants as well as the harmful effects that such substances may have on the lives of the students, faculty, and staff. Notre Dame recognizes that alcohol and drug addiction is a treatable disease. Those who are afflicted by this disease, either personally or within their families, will be directed or encouraged to get the help they need. However, to secure a healthy learning environment, any student who possesses, furnishes, uses, sells, imitates the use of, or is under the influence of alcohol, illegal drugs, or other intoxicants may be subject to expulsion by the Discipline Board.

Each case will be considered on its own merits as a unique problem requiring a unique decision by the Discipline Board and school Administration. Notre Dame will take proactive steps to make the Notre Dame campus a "drug and alcohol free zone" by, among other things, using contraband detection canines to act as a deterrent.

CONTRABAND DETECTION CANINES

Notre Dame High School is committed to providing its students, faculty, and staff with a learning environment and work place free of drugs, alcohol, and weapons as well as the violence that often accompanies such things. To this end, Notre Dame High School contracts the services of Interquest, a private, non-police affiliated company that utilizes canines trained in the detection of the following odors:

- Illicit Drugs (marijuana, heroin, cocaine, opium, etc.)
- Over-The-Counter/Prescription Drugs (aspirin, Midol, Naproxen, etc.)
- Drinking Alcohol (beer, whiskey, wine, etc.)
- Gunpowder (fireworks, ammunition, firearms, etc.)
- Residual Odor (one of the above was previously present)

The Program

The school uses detection canines to check odors from student lockers, automobiles, book bags, and Notre Dame common areas. At no time do the canines check individual persons. An Interquest "handler" and canine are escorted about the campus by the school's Program Coordinator (PC) or designee appointed by the Administration. In the event of a canine "alert" (the term used when a canine detects the scent of a substance they are trained on), the handler will advise the PC of the location of the alert and the following steps are then followed:

Lockers

The PC will open the locker and authorize the Interquest handler to conduct a thorough search of the locker and all its contents. The student assigned to the locker may be summoned to the Dean's Office where a limited search of the student's person (pockets, socks, etc.) will be conducted by the appropriate Dean. Should the student drive a vehicle to school, the student WILL permit the Interquest handler to search to vehicle as well.

Book Bags

The PC will authorize the Interquest handler to open the book bag and conduct a thorough search of the bag and all its contents. The student may be escorted to the Dean's Office where a limited search of the student's person (pockets, socks, etc.) will be conducted by the appropriate Dean. Should the student drive a vehicle to school, the student WILL permit the Interquest handler to search the vehicle. If, in the course of the initial inspection of the book bag, it is determined that the canine has detected an over-the-counter/prescription drug for which the Attendance Office has documentation, the book bag will be closed and no further action will be taken (unless other contraband is found in the bag).

Automobiles

The PC will establish ownership or occupancy of the vehicle and summon that student to the Dean's Office.

The student's book bag and locker will be searched and a limited search of the student's person (pockets, socks, etc.) will be conducted by the appropriate Dean. The PC will accompany the student to the vehicle where the student will give permission to the canine handler to conduct a thorough search of the vehicle and all its contents.

In the event that contraband is found, the handler will have a brief discussion with the student explaining the process that took place and the confiscated item(s) will be sealed in an evidence bag to be retained by the school. The nature of the contraband will determine the type of action taken by the school Administration in accordance with school policy.

PARTIES

Just as the school takes seriously its appropriate role regarding the use of alcohol and drugs, parents also have responsibilities. For sound medical and health reasons, Notre Dame High School does not subscribe to the philosophy that adolescents can or should be taught to use alcohol responsibly. It is because students themselves often distinguish that their use of illegal substances is not at school but "at parties" or "on weekends" that we wish to emphasize parental responsibility. Even though the school's responsibility extends only to school hours and school sponsored events, the school does recommend careful consideration be given the Safe Party Guidelines, which follow:

SAFE PARTY GUIDELINES FOR FAMILIES HOSTING A PARTY

- A parent should be at home and visible during the party. Parents can greet guests; bring in snacks and non-alcoholic beverages. Invite other parents to help if your party is large.
- Do not offer alcohol to guests under the age of 21 or allow guests to use drugs in your home. You may be brought to court on criminal charges and/or have to pay monetary damages in a civil law suit if you furnish alcohol or drugs to minors.
- Guests who try to bring in alcohol or drugs or who otherwise refuse to cooperate with your expectations should be asked to leave.
- Do not let anyone drive if you suspect that they may be under the influence of alcohol or drugs.
- Let your son or daughter know what you expect. In setting ground rules with your son or daughter

before an event, you will both have an opportunity to express feelings.

- Plan to have plenty of food and non-alcoholic drinks on hand.
- Plan the party with your son or daughter prior to the event. This should include time limits, number of guests, type of music, etc.
- Do not allow any guest who leaves the party to return. This will discourage teens from leaving the party to drink or use drugs elsewhere and then return to the party.
- Avoid open house parties. Know who is expected to attend. It is important to discourage crashers.
- Consider notifying your neighbors that there will be a party.
- Teens frequently hold parties at homes where parents are away. If you must be away, make arrangements for quality supervision to ensure protection for you and your son or daughter. It is a good idea to let your neighbors and school know that you are going to be out of town and information on how to contact you.

WHEN YOUR SON OR DAUGHTER ATTENDS A PARTY

- Know where your son or daughter will be. Obtain the address and telephone number of the party giver. Let your son or daughter know that you expect a telephone call if the location of the party is changed.
- Contact the parents of the giver to verify the occasion. Be sure that a parent will be present. Be sure that alcohol and other drugs will not be permitted.
- Be certain your son or daughter knows when he/she is supposed to be home.
- Know how your son or daughter will get to and from the party. Assure your son or daughter that you or a specific friend or neighbor can be called for a ride home (make sure he/she has the telephone number). Discuss with your son or daughter the possible situations in which he/she might need to make such a call.
- If your son or daughter stays overnight with a friend after a party, check with the parents of the friend before hand to verify that: they know your son or daughter is to stay over; they will be home; you both agree on curfew hours and rules.
- Be awake or have your son or daughter awaken you when he/she arrives home.

UNCHAPERONED PARTIES

Please be aware that Notre Dame High School is vehemently opposed to this type of activity on the part of our young people. Generally these parties are held in homes when parents are away, however, after special events such as prom, students often reserve hotel rooms for parties. These unchaperoned parties almost always afford the students an opportunity to experiment with alcohol, drugs, and sex. They often expose the student and your home to vandalism, theft and violence. If a student is publicly identified, they will be held accountable at Notre Dame for their behavior if they attend such an event.

HARASSMENT /BULLYING POLICY FOR STUDENTS

Notre Dame High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school or during school related activities. It includes, but is not limited to, any or all of the following:

VERBAL HARASSMENT: Derogatory comments and jokes; threatening words spoken to another person;

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures; and

SEXUAL HARASSMENT: Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the responsibility of Notre Dame High School to:

- Establish practices and provide staff development training and age-appropriate information for students, designed to create a school environment free from discrimination, intimidation or harassment.
- Make all faculty, staff, students, parents/guardians, and volunteers aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.

It is the student's responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.

- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.

What is Bullying?

Bullying is a form of repeated aggression that is directed by one or more people towards another person. It tends to occur in places from which escape is difficult.

School bullying takes four main forms.

Physical bullying, where a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching or holding the down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.

Verbal bullying is when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, giving the evil eye, eye rolling and spitting.

Relational bullying occurs when students disrupt another student's peer relationships through leaving them out, gossiping, whispering and spreading rumors. It includes when students turn their back on another student, giving them the silent treatment, ostracizing or scape-goating.

Cyber-bullying refers to the use of cell-phones, text messages, e-mails, instant messages, web blogs and postings to bully another student in any of the ways described above. Examples of cyber-bullying are sending threatening or insulting messages by phone and e-mail, and spreading destructive rumors.

When bullying is also harassment. Bullying is a part of a continuum of student violence and may, at times, amount to harassment. **Harassment** occurs when a student is the recipient of threatening, disturbing or unwelcome behaviors because of a particular characteristic.

HAZING is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

STUDENT THREATS

All student threats to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the president, principal, or a teacher. The principal should notify the police immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The parents/guardians of the student who has made the threat should be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, should be notified immediately.

The student who has made the threat, shall be suspended until the investigation by the police and school has been completed.

The decision to re-admit a student who has made a threat should be made by the principal on a case-by-case basis.

Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. These actions may result in suspension or removal of a student from school.

COMPLAINT FILING AND INVESTIGATION PROCEDURE

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal, or to the President if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex, and administrator if he/she prefers to do so.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on suspension or administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the President, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal.

If the complaint is against a non-employee or non-student, such as a parent, parishioner, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

FIELD TRIPS

Field trips are a privilege afforded to Notre Dame High School students. Students who are on Disciplinary Probation, or who have received a "Warning from the Dean," may be denied participation in field trips.

FIELD TRIP FORMS

The Field Trip Form found on the last page of this handbook is a copy of the Notre Dame High School permission form. This form may be copied and used if a student fails to bring the form home or return the form to school. Parents should fill in the appropriate information, sign it and bring to school or they may fax a copy to 818-501-0507, before the field trip begins. Students who fail to submit the permission form will not be allowed to participate in the field trip. Notes, phone calls, or other forms will not be accepted in place of the Notre Dame High School Permission Form.

FIELD TRIP DRESS

As representatives of Notre Dame High School, it is important that students dress appropriately while they are on a field trip. Ordinarily the school uniform is the appropriate dress for school field trips. The Principal may approve alternate field trip dress as is necessary. The approved alternate field trip dress guidelines may be found in the Dress and Appearance Code section

Any student who is not dressed appropriately will not be permitted to participate in the field trip, and will be subject to disciplinary action.

UNAUTHORIZED TRIPS

Travel Companies often contact students to organize ski trips, graduation trips, etc. These trips are not sponsored or chaperoned by school officials. The school does not condone these trips because they present a safety risk. Student organizers of these trips are subject to Disciplinary Action.

PRINT & PUBLISHED MATERIALS

Any material to be posted or distributed on the Notre Dame Campus (i.e., School newspapers, announcements, election materials, etc.) must be approved by the Vice Principal of Student Life.

The following material is prohibited on the Notre Dame campus:

- "hate" literature (any publication which attempts to attack or create hostility and/or violence towards any individual or group)
- pornography
- materials denigrating to specific individuals in or out of the school
- materials designed to advertise a product or to solicit funds (unless approved by the Principal)
- materials which advertise non-school sponsored events and trips.
- election materials favoring a specific candidate, party, or proposal (except for school elections)
- any material which may tend to disturb the educational process
- any material inconsistent with the teachings of the Catholic Church or the Mission of Notre Dame High School

PROCEDURES

Ordinarily, all general handouts will take place in the homeroom. Specific approval must be obtained from the Vice Principal of Student Life for distribution at other locations. Materials should be distributed during announcements at the beginning of each day or at other times as approved by the Vice Principal of Student Life. If permission has been granted for distribution of materials in areas other than homerooms, all distributed items, which are dropped in the immediate area of

distribution, must be removed by the group responsible for distribution of the material.

NOTRE DAME LOGO USE

Use of the Notre Dame logo, name, pictures identifying Notre Dame High School or language of Notre Dame High School may only take place with the explicit written permission of the school administration. This includes use of logo on merchandise, printed materials, web sites and literature.

School logos may not be altered in anyway. Official logos will be provided to those who seek permission to use them. The official colors of Notre Dame High School are navy blue and gold. PMS color 295 navy and PMS 7406 gold, or metallic gold may be used.

PUBLICATION OF STUDENT WORK/PICTURES AND INFORMATION

From time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Student projects, photographs, and other work posted on the Internet will include only the student's last name's initial and first name. Additionally, at most assemblies and activities Notre Dame High School takes and uses video and/or still photographs of students involved for yearbook, school publications (Knight Letter, Principal's Newsletter, web site) and marketing and public relations purposes. Recent examples can be viewed on the NDHS web site, www.ndhs.org. Names, athletic affiliations, statistics, class affiliations and honors may also be published.

Students and their parents recognize that our school's web site content is not private and can be reviewed, copied, downloaded and transmitted by anyone with access to the Internet and that the school has no control over this. Students and their parents waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site for damages or injuries in any way related to, connected to or arising from the publishing or posting of information on the school's Internet web site or the use of that information and expressly assume the risk of any injury or damage resulting from said posting of information on the web site. Parents, who wish, may request that their child's work or photograph not be published on Internet.

ELECTRONIC COMMUNICATION POLICIES

1. Systems, Devices and Materials

- a. Electronic communications systems include, but are not limited to electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
- b. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
- c. Electronic communications materials include, but are not limited to, DVD's, CD's, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices, Materials and Users Covered

- a. All electronic communications systems, devices and materials, at Notre Dame High School
- b. All electronic communications systems, devices and materials, taken for use at home or on the road;
- c. All personal devices and materials brought from home and used at school.
- d. All personal devices and materials, regardless of location, that are used in such a manner that the school may be implicated in their use.
- e. All users of electronic communications systems, devices and materials, including, but not limited to, students and their families.

3. Ownership and Control of Communications

- a. All systems, devices and materials located at the school and all work performed on them, are property of the school. These systems, devices and materials are to be used primarily to

to conduct school business, not personal business.

- b. With permission from the president, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular school hours.

School systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the president, principal or other person in charge at the school

GENERAL GUIDELINES

- Unauthorized access to school records or systems may result in suspension, expulsion, and criminal prosecution.
- Unauthorized alteration of school records may result in suspension, expulsion, and criminal prosecution.
- All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies.
- The school may engage in routine maintenance and monitoring of its computer system.
- The school does not provide privacy in the contents of student personal files on the school's computer system.
- Students may not damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g., use others' passwords, trespass on other's folders, work or files.
- Students are responsible for everything that happens while they are logged into the school's system and they should never give out or reveal their password. If a student feels his/her password has been compromised, he/she should contact a teacher to have the password reset.

- The school reserves the right to monitor, access, retrieve, read, and disclose all messages/content created, sent, received, or stored on its systems/devices/materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system under the direct supervision of a staff member.
- Where pertinent and approved, students should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Parents have the right at any time to request to see the contents of their child's e-mail files.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal or its delegate.
- Students will promptly inform their teacher or other school employee of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope of supervision defined in the user agreement.
- Internet access from outside the school is the domain of the parents or guardians. We expect our parents to be equal stakeholders in the implementation of our computer system policies by monitoring their child's Internet access and electronic use at home in a manner supportive of the school's policies. The school may provide consequences for inappropriate electronic communications among students outside of school; note that in some cases, law enforcement may be called to intervene.

- We expect that parents and students follow the appropriate chain of communication in communication problems or issues with the school. Posting inappropriate comments about the school, its personnel and students, on the web and via emails does not constitute following the appropriate chain of communication. The school reserves the right to ask parents to withdraw their children in such cases where parents become uncooperative.

Students using Notre Dame computers and/or related systems may not:

- Post-personal contact information about self or others. Personal contact information includes address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parent’s approval. A parent should accompany them to this meeting.
- Use obscene, defamatory, disruptive language.
- Harass, bully, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability
- Upload, download, view, or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyright materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other act that violates federal, state, local laws, regulations, rules of conduct, codes of ethics, safe environment, educational or school rules, such as arranging for a drug sale or the purchase of alcohol, etc.
- Employ the network for commercial and/or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or

that advocates violence or discrimination towards other people.

- Enable unauthorized persons to access or use the school’s computer systems or jeopardize the security of the school’s electronic communications systems.
- Alter the start up screen or the desktop or download applications that will subvert this.
- Introduce a virus, attempt to breach system security or tamper with the school’s computer system
- Repost a message that was sent privately without permission of the person who sent the message.
- Waste intentionally limited resources.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in “spamming” (sending an annoying or unnecessary message to a large number of people).
- Students involved in posting inappropriate messages, pictures or images on the Internet will be subject to disciplinary action at Notre Dame High School that could include expulsion.

Consequences for violating any of the above policies:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and possible expulsion.
- Involvement of law enforcement agencies.

Limited Liability:

The school makes no guarantee that the functions or the services provided by or through the school’s computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, or interruptions of service. The school is not responsible for the accuracy or quality of

for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user's own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

EMERGENCY PROCEDURES

On a regular basis the school community goes through emergency drills in an effort to prepare students to act with calm and confidence in the event of an emergency such as a fire or an earthquake. In cases of extreme or widespread emergency, Notre Dame will make every effort to communicate with local radio stations, particularly KNX (1070-AM) and KFWB (980 AM).

After an emergency because telephone service may be interrupted, or it may not be possible or wise to re-enter a building and, most importantly, because it is the school's primary responsibility to supervise and care for over 1000 students at the time of an emergency, the telephone may not be the most effective means of communication with the school. It is the general school policy that students will remain at school unless and until their parents, or an adult listed on the "student emergency form," pick them up.

INSTANT ALERT

To reach families quickly and effectively Notre Dame has implemented Honeywell Instant Alert® for Schools. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. You can log onto <https://instantalert.honeywell.com> to update your profile and contact information at any time. Maintaining the accuracy of your profile will increase the ability of the Notre Dame to keep you informed in an emergency. If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the Help Request link on the lower right hand side of the page, or contact the school at 818.933.3600. Be sure to set your email spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, please feel free to come to the school to use our facilities.

EMERGENCY PROCEDURES

In the event of an emergency situation such as a fire or earthquake, students would follow these procedures. At the sound of the fire alarm in the case of fire under the direction of the teacher, the students would evacuate the building following the egress route posted in each classroom. In the event of an earthquake, all personnel and students would follow the Drop, Duck, Cover and Hold earthquake procedure. When the shaking of the earthquake has stopped, teachers would direct students out of the building using the egress route posted in the classroom or an alternate clear path of egress to the baseball field.

At the baseball field, students shall report to their first period. Room numbers are posted on the fence of the Baseball field indicating the location of each 1st period class check-in area. Roll will be taken and the students will remain in the area until either the all-clear signal is given and students return to class or students are released to their parent or an adult listed on the student emergency form. Students who drive to school may not leave the school until they are signed out by a parent or adult listed on the emergency form. Parents are encouraged to explain to their children that it is in your and their best interests that they remain at school. Parents or adults listed on the student emergency form may pick up the student(s) after showing ID to the Parent Team members manning the check out gates and signing the student emergency form. The three checkout gates are located on the perimeter of the baseball field.

Crisis Response

In the case of a serious intrusion non-contained or otherwise uncontrolled situation where there is the threat of violence or injury, an announcement will be made indicating that we will go into a code **Red lockdown** situation. In the event of this type of situation students should stay in the classroom or go to the nearest classroom if they are in a hallway or outside area. Teachers will then lock the classrooms, close the blinds or shades, turn off the lights and move all persons into an area where they will be out of sight. All persons should then wait further instructions to be given over the PA or phone system. Police or school officials will unlock doors if necessary to evacuate during or after an incident.

In a code **Red evacuation**, the same procedures will be followed initially as a code Red lockdown, in an evacuation situation, however, the teachers will continue to listen for instructions and then evacuate upon

upon instruction.

A code **Green**, all clear signal, will be given over the PA to indicate a return to normal activities.

A code **Yellow** situation indicates a possible threat. In this type of situation, teachers and students will remain in locked classrooms but do not need to take cover. There will be no passing between classes until announced over the P.A. System.

Copies of the Notre Dame Emergency Response Procedures, may be reviewed in the office of the Vice Principal of Student Life.

Please note that in determining an emergency closing of the school such factors as significant absence of faculty and/or students due to illness or inclement weather may be taken in consideration. More specifically, since Notre Dame draws students from such a wide radius, local area weather conditions may not always define the situation for the school community.

PARENTAL CHECK OUT

In the event of an emergency, students gather by their 1st period class in the baseball field area. There are three points for parents to check their son/daughter out. Parents and/or other persons listed on the check out card may pick up the student after showing ID to the adult in charge.

STUDENT ACTIVITIES

GOALS AND OBJECTIVES

To aid the students in their interactions among themselves and with others in a non-academic situation:

- by sponsoring social events;
- by sponsoring student clubs;
- by sponsoring community service projects.

To develop skillful student leaders:

- by sponsoring a program of student government which includes a curriculum designed to teach effective leadership skills;
- by providing leadership opportunities within the four grade levels;
- by providing for leadership within student clubs, on teams, and in various projects.

STUDENT GOVERNMENT

The student government at Notre Dame is divided into two levels: Associated Student Body (ASB), the students as a whole; and the individual class governments. Each level has its own responsibilities.

The ASB officers promote school related student activities through financial and personal leadership. Class officers promote the interest, activities, spirit, and financial well being of their own class.

The Associated Student Body (ASB)

It is the intended purpose of the ASB to involve the students of Notre Dame in its day-to-day governance. The general student population is represented by the Student Council composed of executive student body officers and the class officers. This board is designed to act as a liaison between the Administration and the Notre Dame student, to assist the Administration in furthering the school's overall philosophy and to be a continuing source of constructive input in coordinating student activities.

Executive Student Body Officers

Current school year Freshmen, Sophomores, and Juniors elect the ASB President, Vice President, Commissioner of Publicity, Commissioner of Student Affairs, Treasurer, Activities Commissioner, Historian, and Spirit Commissioner from qualified applicants.

Class Officers

Each class elects its own President, Vice President, Treasurer, and Spirit Commissioner.

Class Representatives

Class representatives are chosen by the Vice Principal of Student Life. Class representatives are responsible for assisting the class officers in the coordination of class activities.

Eligibility for Election/Participation

Students interested in seeking candidacy for an executive ASB office or class office must meet eligibility requirements as defined for current elections. Students on academic or disciplinary probation are not eligible to hold ASB or Class office. Students on academic or disciplinary probation are not eligible to be a class representative. Further students who are placed on probation will not be allowed to publicly participate in ASB.

ASB AND CLASS OFFICERS 2010-2011

ASB:

President

Griffin Burke

Vice President	Will Azcona
Treasurer	Brianna Franco
Publicity Commissioner	Kellie Mossler
Spirit Commissioner	Leah Corry
Historian	
Student Affairs Commissioner	Kim Kolliner
Activities Commissioner	Amy Leavitt

Senior Class:

President	Marisa Blumer
Vice President	Shannon Mossler
Spirit Commissioner	Ryan Collins
Treasurer	Alex O'Leary

Junior Class:

President	Bridget Talley
Vice President	Dara Parsi
Treasurer	Camille Patrick
Spirit Commissioner	Marly Kluge

Sophomore Class:

President	Patrick Babajanian
Vice President	Tyler Burke
Treasurer	Alex Goldenberg
	Stephanie LaFace
Spirit Commissioner	Aubrie Loden

ACTIVITIES AND ORGANIZATIONS

Assemblies and Rallies

These are a part of the regularly scheduled curriculum and exist to inform students in a given area or to promote school spirit.

Band

One of the more active groups at Notre Dame is the band, which plays at football games, basketball games, and pep rallies. The band, in addition, appears in numerous parades and band reviews throughout Southern California. Even though the band rehearses all year, performances are normally limited to the school year.

Tall Flags

The Tall Flags are an auxiliary unit of the band. They perform drill routines at parades, half-time activities, and other band performances.

Dances

The student government assigns all dances to the sponsorship of specific classes, clubs or organizations.

Technical Crew

The technical crew is the group of students who are interested in sound/lighting. They are very involved in dances, rallies, and other school activities requiring technical assistance.

Forensics and Debate

Notre Dame Forensics members participate in numerous interscholastic debates and speech contests. Forensics offers the student the opportunity to learn the process of effective reasoning, communication, research, and argumentation skills.

Theatre

An active and vibrant part of the Notre Dame community, the Theatre Department produces five shows a play in November, Theatre for Youth in December, Frosh Theatre Showcase in April, a musical in the spring and the Acting III play in May. All students are invited to audition for roles and students of every grade level make up the technical crews. The final play of the season is performed by seniors only and features members of the Acting III class. Students who get involved in production learn a great deal about team work, discipline, and commitment to artistic expression. For students with a passion for the performing arts the Theatre Department at Notre Dame is a great way to expand and develop performance skills and knowledge.

Spirit Groups

ASB, Class Spirit Commissioners and Cheerleaders make up the spirit team at Notre Dame. The purpose is to promote and maintain spirit among the students and to develop a tradition of loyalty. Posters, rallies, ticket sales, rooter busses, and half-time performances at football and basketball games are means used to develop this spirit. Selection of the Cheerleaders is defined annually by the respective moderators.

Student Publications

Student publications at Notre Dame include the student newspaper, "The Knight"; the yearbook, "Arches." Each publication is governed and operated by student editors, within the guidelines established by the school's "Publication Policies." Through participation in the publications program, students gain valuable writing, editing, and design experience; learn to work cooperatively as members of a staff; and develop a personal dedication to excellence through a shared commitment to producing a product of the highest possible quality.

California Scholarship Federation (CSF)

Notre Dame Students who meet the stringent academic requirements qualify for CSF membership. This is an honor organization dedicated to promoting continued academic excellence. The CSF assists the tutorial program, is student governed, and facilitated by a faculty moderator.

CLUBS

Clubs are organized to provide the students with an opportunity to share similar interests with other students inform and educate the students in a variety of subjects and provide service to the school community. Among the clubs currently active on campus are: Black Knights, Amnesty International, Mac Computer Club, Environmental Club, Outreach. Club, Games Club, French Club, Recycling Club, Robotics Club, SADD (Students Against Destructive Decisions), National Honor Society and the ND Grillers.

Establishment of New Clubs

As prescribed for the current school year, students may establish student clubs, which respond to the interests of the students. Information regarding the establishment of a new student club may be obtained from the Office of Student Activities.

SCHOOL SPONSORED SPECIAL EVENTS

Preparations

The sponsoring group's student leaders and faculty moderator are to work together in setting up a special event. These leaders and the moderator are to attend the event in order to see that all goes well. Student leaders and the moderator of a group sponsoring an event are to obtain the Special Event Guidelines and Checklist from the Vice Principal of Student Life at least two weeks before the event takes place. This format is to be followed carefully in the preparation and operation of the event.

Contractual Arrangements

Only a moderator with the approval of the Vice Principal of Student Life may enter into a contractual arrangement. (Hire a band or disc jockey for a dance; hire a bus for a field trip).

Appropriate Behavior

As in all school-sponsored activities, the clearly defined rules and expectations regarding appropriate behavior apply as well to special events and field trips. Specifically, this includes dress, smoking, and the use of drugs and alcohol.

Supervision

School policy requires that a dean, the faculty moderator(s) of the group sponsoring a dance, and faculty members, be on hand to supervise any dance.

Dance Passes

Students may bring one guest to each dance; freshmen and sophomores may obtain a dance pass for the

Homecoming, Winter Formal and Back to School dances only. Juniors and seniors may obtain a single dance pass for a guest for all dances. Notre Dame Students are responsible for the behavior and appearance of their guest. Students who have withdrawn or been dismissed may not attend Notre Dame Dances without specific permission from the Principal. Freshmen may not attend the Prom.

Time of Dances

Dances begin at 8:00 PM, unless otherwise announced. Unless previous permission has been obtained from the Vice Principal of Student Life, students will not be admitted after 9:00 PM. No student may leave a dance before 10:30 PM without consent from a parent and/or guardian. Parents will be notified if a student has purchased a dance bid and not checked in at the door by 9:00 PM. Students must be picked up within 15 minutes of the end of the dance. Students will be informed of any special arrangements for Prom prior to the Prom.

Dress Code for Students

A dress code applies to all dances, unless specific announcements are made to the contrary. If a sponsoring group decides that semi-formal attire is appropriate, this information is to be published on dance passes, announced over the public address system, written on a poster, etc. Any other departure from the dress code must be cleared with the Vice Principal of Student Life before plans for the dance are announced. Students whose dress does not conform to the mode of dress prescribed for the dance will not be admitted. Students may not wear clothing that is considered inappropriate. Clothing that is too revealing or not in good taste may not be worn. The Vice Principal of Student Life and the Deans are empowered to decide what clothing is appropriate for the dance.

Loitering At Dances

Students must proceed directly to the dance as soon as they arrive on campus. No one will be allowed to loiter in the parking lot, in front of the gym or other parts of the campus at any time during the dance. Students who leave the dance at the designated time are to leave the school grounds immediately.

Behavior

Faculty chaperones will indicate to students what behavior is considered disruptive or unbecoming; standards of Christian morality are expected of all present at a dance. Freak-dancing or other inappropriate, offensive dancing is not permitted. Unruly conduct is not permitted and will result in removal from the dance. Students should complain

about such corrections to a dean on the next school day following the dance. If students are still not satisfied, they should talk to the Vice Principal of Student Life.

Smoking

Both the City fire code and the State educational code require that there be no smoking during dances. Any student violating the no-smoking rule will be dealt with according to the policies and procedures covering smoking.

Alcohol and Other Drugs

The school policies and procedures relating to alcohol and other drugs apply to students attending dances. If, in the opinion of school and police authorities, a student is not in a condition that assures safe arrival at home, the student's parents will be called to the school to handle the situation. Any student found to be using alcohol or other drugs during the dance will be dismissed from the dance immediately; the regular school policies and procedures for the use of alcohol and/or other drugs will be implemented on the first school day following the dance.

Limousines

Students may not take to or arrive at Notre Dame High School dances in a limousine.

ATHLETICS

PHILOSOPHY

Athletics is an integral part of the educational program at Notre Dame High School. As with the other aspects of the school, the athletic program reflects, supports, and strives to achieve the mission of the school. Athletics at Notre Dame seeks to assist its participants in developing:

- Confidence, positive self-esteem and moral character.
- The social skills to effectively interact and cooperate with others.
- Self discipline, sound work habits, and perseverance.
- An understanding of commitment, responsibility, and loyalty.
- An ability to control emotions and display good sportsmanship.
- The skills and knowledge necessary to compete successfully in a given sport.
- An appreciation for health, physical conditioning, and lifetime recreation.

- An ability to keep sports competition and associated activities in the proper Christian perspective.
- The ability to respond successfully to adversity and to rise to competitive situations.
- An appreciation for the value of diversity.

CODE OF ETHICS

The following guidelines are taken from the Code of Ethics of the Catholic Athletic Association (CAA) and define appropriate behavior for students, spectators, and parents.

Players

1. Serve as positive examples by exercising self-control and good sportsmanship. Always shake hands with the opponents at the conclusion of a game whether you win or lose. For an even more positive display of good sportsmanship, a tradition of having starting line-ups shake hands before the game might be initiated.
2. Accept both victory and defeat with pride and compassion: - pray before the game, asking the Lord's help in preventing serious injuries in any contest - never cheer when an opponent is hurt nor taunt an opponent for a mistake or failure - offer a hand to help a fallen opponent up off the floor or field - do not respond to unsportsmanlike conduct on the part of the opponents or spectators, as the provocation may not be noted by officials but your reaction may be, resulting in critical penalties for you or your team.
3. Accept seriously the responsibility and privilege of representing your school and community. Take care of the facilities you are using when playing at a host school; do not steal, damage facilities or equipment, or leave graffiti on walls, etc. Remember, in the eyes of your host, you are your school.

Cheerleaders/Pep Organizations

1. Always be positive; never be negative. Base your crowd control plan on this rule.
2. Choose the appropriate cheers at the right time, insuring that cheering is positive and does not inflame or incite rooting sections and spectators.
3. Adhere to all CAA and CIF regulations on the use of noisemakers and musical instruments at athletic events.
4. Keep skits at pep rallies positive; build the skits around your team, not the opponent. Never belittle, degrade, or put down the opponent in a skit. Posters, banners, etc., used at rallies and games should follow the same guidelines. Avoid the use of provocative words as "kill", "cripple", "bury", etc.

5. Cheers must always be of a positive nature. Provocative, vulgar and obscene language and gestures must not be used.

6. Do not use cheers, which use the opponent school's, name, colors, symbols, mascots, coaches' or players' names in a derogatory manner. Such activities may start out as "fun" but can lead to ugly incidents.

7. Do not use cheers, which are aimed at game officials. "Booing" is not an expression of good sportsmanship.

8. Work cooperatively with your opponent and cheerleading squad.

9. Because of the confined environment, special guidelines must be followed at basketball and volleyball games. Do not use noisemakers, bells, horns, etc., in the gym. The host school may have a "pep" band of not more than 12 members. The band may play before and after games and during time-outs and intermissions. Electronic amplification is prohibited. The visiting school is not permitted to bring a pep band. Do not conduct cheers at the same time as the visiting cheerleading squad. Discourage all cheering, whistling, foot-stomping, or other activities designed to deliberately distract a player who is about to shoot a free throw. Do not permit taunting of an opponent who has committed a foul by pointing and shouting "you, you, you".

Student Supporters and Spectators

1. Use announcements and posters to promote school spirit and good sportsmanship at events. Signs and posters are the responsibility of cheerleaders and/or "Pep/Spirit" organizations and must be approved by the school.

2. Promote pre-game interest and activity so that the athletic program is shared by all, not just athletes. Give positive support at all rallies.

3. Be a good host or guest in relationship to your opponents. Treat them as you would wish to be treated. Be respectful during the playing of the national anthem, pre-game ceremonies, half-time activities, and the singing of the Alma Mater.

4. Exhibit the highest degree of good sportsmanship at all events. Follow the directions of cheerleaders and security personnel. Stay away from the visiting school's rooting section and avoid any provocative activity. Students involved in unauthorized activity at athletic events will be subject to disciplinary action.

5. Stay away from the other school's campus and vicinity prior to and after athletic events (except on official school business). Any vandalism or destruction of another school's property will subject the student responsible to severe disciplinary action.

6. Stay out of playing areas until contests are completed.

7. Treat all visiting teams, students and spectators as guests. Remember, you are your school.

Parents

1. Insist that your sons and daughters adhere to the highest standards of good sportsmanship on or off the playing field, as athletes or spectators.

2. Support the school athletic program through participation in "booster" clubs, security programs, and by attendance at the athletic events.

3. Above all, provide "adult" example of good sportsmanship to all your people, be they players or spectators.

SCHOOL SPONSORED SPORTS

<u>Season</u>	<u>Sport</u>	<u>Level(s)</u>
Fall:	Football	Varsity Junior Varsity Freshman
	Water Polo (Boys)	Varsity Junior Varsity
	Cross Country (Boys & Girls)	Varsity Junior Varsity
	Volleyball (Girls)	Varsity Junior Varsity Frosh/Soph
	Tennis (Girls)	Varsity Junior Varsity
Winter:	Golf (Girls)	Varsity
	Basketball (Boys)	Varsity Junior Varsity Freshman
	Basketball (Girls)	Varsity Junior Varsity Freshman
	Water Polo (Girls)	Varsity Junior Varsity
	Soccer (Girls)	Varsity Junior Varsity
Spring:	Soccer (Boys)	Varsity Junior Varsity
	Baseball (Boys)	Varsity

	Junior Varsity Freshman
Tennis (Boys)	Varsity Junior Varsity
Track (Boys & Girls) (Boys)	Varsity Junior Varsity Frosh/Soph
Swimming (Boys & Girls)	Varsity Junior Varsity
Golf (Boys)	Varsity Junior Varsity
Softball (Girls)	Varsity Junior Varsity
Volleyball (Boys)	Varsity Junior Varsity Frosh/Soph

Announcements of preliminary meetings and sign-ups are made over the public address system. In addition students should see the coach in charge of each particular sport.

CIF AND NOTRE DAME ELIGIBILITY POLICIES

By virtue of its membership in the California Interscholastic Federation-Southern Section (CIF-SS), The Catholic Athletic Association (CAA), and The Mission League, Notre Dame is bound to implement policies first defined by a higher authority. Listed here are several policies, which define Notre Dame's implementation consistent with these policies. Any student who does not fulfill the policy or procedural requirements listed below is duty-bound to report an irregularity in eligibility to the Athletic Director before taking part in any interscholastic contests. Ineligible students taking part in such contests make the school liable to forfeiture of the contests, or even the whole league season, as well as possible suspension from the California Interscholastic Federation.

ELIGIBILITY FOR PUBLIC PARTICIPATION

In order to participate publicly on an athletic team, students must comply with these guidelines:

- A student who does not maintain a grade point average of at least 2.00 during the previous semester grading period will be placed on probation for a semester. If the student fails to maintain or earn a grade point average of 2.00 at the end of the semester of probation, the student will be placed on

will be placed on an ineligibility list. The student will continue to be ineligible until the student earns at least a 2.00 grade point average in a subsequent semester. Only semester grades will be used to ascertain eligibility or ineligibility.

- Although ineligible students may practice with their team during the period of ineligibility, they may not take part in any athletic contests.
- If a student who has been declared ineligible takes courses in summer school, the grades earned in summer school courses will be used to recalculate the student's grade point average for the purpose of establishing eligibility.
- In order to publicly participate in an athletic practice or contest, a student must be in attendance at school for at least two blocks on the day of the activity, practice, or contest. Only the Dean's office may waive this requirement.
- A student who transfers to Notre Dame from another high school without a change of residence on the part of his/her parents, legal guardians or caregiver shall be residentially eligible for an athletic competition except varsity level competition in sports in which the student has competed in any level of interscholastic competition during the twelve (12) calendar months preceding the date of such transfer providing the athletic eligibility is approved by both principals of the schools involved.

ATHLETIC PACKET

In order to satisfy CIF and Notre Dame Athletic Department regulations, each student who participates in a sport must have completed an athletic packet prior to their first practice. This packet includes:

1. Medical Authorization Form
2. Release of Liability and Assumption of Risk Form
3. CIF Code of Ethics Form

TRANSPORTATION FOR ATHLETIC EVENTS

Notre Dame High School will attempt to provide as much transportation to athletic events as possible. When it is not available, students are responsible for providing or selecting their own transportation. See page 34 for the transportation Policies of Notre Dame High School.

LIBRARY

HOURS: Monday- Friday - 7:00 a.m.-5:00 p.m.

LIBRARIANS: Miss Darling and Mrs. Rosato

STANDARDS OF BEHAVIOR:

1. No food, drinks, or gum allowed.
2. Quiet conversation is acceptable.
3. Be independent. Try to find what you are looking for on your own, but don't be afraid to ask for help when you need it.
4. Treat library materials and equipment with care. Clean up your area before leaving. Please remember to push in your chair.
5. Return borrowed materials promptly and in good condition.
6. Courtesy and consideration for others are expected.

MATERIALS CHECK-OUT RULES:

1. All library materials are checked out at the circulation desk by the librarian.
2. Books circulate for two weeks except before holidays and the close of school in June. The due date will be stamped inside each book you check out.
3. Reference materials do not leave the library.
4. Periodicals and pamphlets are checked out for three days.
5. Teachers may put certain books on reserve or overnight loan. Overnight loan books are due before school the next day.
6. Return books as soon as possible. Renew materials before the due date so you will not be fined.
7. The fine is 10 cents for each day a book is late. Overnight loan books are 50 cents per day late.
8. Weekly reminders are sent to every student with overdue books or unpaid fines. The first notice is friendly, and the second notice will be accompanied by a Disciplinary Infraction Slip (1-hour detention), and the third notice will include a Student Referral (Saturday detention).
9. You are responsible for the materials you check out. Do not loan library books to others. You will be charged the replacement cost of lost materials.

COMPUTERS & COPIES:

1. You must use your username and password to log into the workstations.

2. We give first priority to students who are using the computers for school related work.
3. You may print up to ten pages from the computers for research only. Any print job over ten pages will be 10 cents per page. The library printer does not print in color.
4. The library has a copy machine. Copies are 10 cents each.
5. The Computer Lab in Room 50 is open to students Monday through Friday from 7:00 – 7:30 a.m., and it is open from 3:00 – 5:00 p.m. Monday through Thursday. The Computer Lab has a color printer available for student use.

HOME ACCESS TO LIBRARY DATABASES

Student and faculty are allowed home access to ten databases available in the Notre Dame High School Library. Also available through NDHS home page www.ndhs.org

Go to: Academics

Go to: Library

Go to: Library Databases

ALL USERNAMES AND PASSWORDS ARE CASE SENSITIVE

Questia

URL: www.questia.com

User Name: first name last name ndhs

Remember – It wants your official first name, not your nick name.

Password: questiaschool

SOURCES FOR NEWSPAPER AND MAGAZINE ARTICLES ON EVERY SUBJECT

Gale Student Resource Center - Bronze

Student Resource Center - Bronze offers easy access to award-winning content based on national curriculum standards. Covering all core curriculum areas, including history, literature, science, social studies, and more, SRC - Bronze provides a premium selection of reference material, more than 680 full-text periodicals and newspapers, primary sources, creative works, and multimedia, including hours of video and audio clips. New to the database are Lexile reading levels for

periodicals, an integrated national and state curriculum standards search with content correlated to the standards, and popular topic picklists.

URL: <http://infotrac.galegroup.com/itweb/sher72354>

Username: sher_log
Password: notredame

Opposing Viewpoints Resource Center

Opposing Viewpoints Resource Center draws on the acclaimed social issues series published by Greenhaven Press to provide a complete one-stop source for information on social issues. Students can access viewpoint articles, topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles.

URL: <http://infotrac.galegroup.com/itweb>

Username: sher72354
Password: notredame

Lexis-Nexis Scholastic Universe

Five different modules: *News*, *Legal Research*, *Legislative*, *Statistical*, and *History* providing major newspapers dating back to 1977, U.S. Supreme Court cases, women's studies and much more.

URL: <http://www.lexisnexis.com/scholastic>

Username: ndhslibrary
Password: library07

LANGUAGE AND LITERATURE SOURCES

Project Muse

Full-text, affordable and user-friendly online access to over 300 high quality humanities, arts, and social sciences journals from 60 scholarly publishers. Only accessible from NHDS. **No home access available at this time.**

URL: <http://muse.jhu.edu>

Literature Resource Center

Full-text journal articles, literary criticism, reviews, biographical information, and overviews on over 130,000 writers in all disciplines, from all time periods and from around the world.

URL: <http://infotrac.galegroup.com/itweb/sher72354>

Username: sher_log
Password: notredame

ELECTRONIC BOOK SOURCES ON ALL GENERAL ACADEMIC SUBJECTS

Gale Virtual Reference Library: Electronic collection of the following titles:

Encyclopedia of World Biography , American History Through Literature 1870-1920 , Dictionary of American History , Elizabethan World Reference Library , Great Depression and the New Deal Reference Library , New Dictionary of the History of Ideas , Renaissance: An Encyclopedia for Students , American Women Writers: A Critical Reference Guide from Colonial Times to the Present , Feminism in Literature: A Gale Critical Companion , Gothic Literature: A Gale Critical Companion , Shakespeare for Students: Critical Interpretations of Shakespeare's Plays and Poetry , Encyclopedia of Buddhism , Encyclopedia of Islam and the Muslim World , World Religions Reference Library , Psychologists and Their Theories for Students.

URL:

http://infotrac.galegroup.com/itweb/sher72354?db=G_VRL

Username: sher72354
Password: notredame

SOCIAL STUDIES DATABASES

ABC-CLIO

Nine award winning databases on various topics in Social Studies.

History Reference Online

● This collection of nearly 500 e-books covers U.S. and world history, both ancient and modern, as well as religion, sociology, and popular culture..

American Government

● American Government provides impeccable content, helpful study tools, and innovative ways of matching current events with enduring themes of American politics and public policy.

American History

● ABC-CLIO Schools' authoritative American History database investigates the people, events, and themes of our nation's evolution.

Issues: Understanding Controversy and Society

● Go behind the headlines and beyond the opinions to gain real understanding of today's most pressing social issues with this innovative subscription database from ABC-CLIO

State Geography

● ABC-CLIO Schools' State Geography database offers an unbeatable combination of authoritative research sources, standards-aligned lessons and activities, and engaging current events features

World Geography

● This flagship collection of geography resources helps develop students' information literacy, critical thinking skills, and understanding of global issues.

World History: Ancient and Medieval Eras

● This database covers human history in all corners of the globe with an unmatched collection of online reference entries, primary sources, and study tools.

World History: The Modern Era

● Spanning the globe from 1500 to the present, this database enhances any world history collection by combining a wealth of research sources, with overviews and activities that provide context.

United States at War: Understanding Conflict and Society

● This online resource provides access to authoritative reference content, pertinent primary sources, and a wealth of historical insight and analysis on the important themes and consequences of all major U.S.-involved wars, from the founding of the country to the present.

URL: <http://www.socialstudies.abc-clio.com>

Username: ndhslibrary

Password: student

SOURCES FOR ACADEMIC JOURNALS

JSTOR

Over 700 scholarly journals, some going back as far as the 17th century-current publication year excluded.

URL: <http://www.jstor.org/logon>

Username: ndhs

Password: zugabale

SOURCES FOR SCIENTIFIC RESEARCH

Facts On File Science

The award-winning Facts on File Science offers a comprehensive, curriculum-oriented overview of a broad range of scientific disciplines through extensive essays, diagrams, illustrations, images, biographies, experiments, activities, and definitions.

URL:

<http://www.fofweb.com/Direct2.asp?ID=17129&ItemID=WE40>

Username: ndhs

Password: library

SOURCES FOR HEALTH INFORMATION

Teen Health and Wellness Database

Teen Health & Wellness: Real Life, Real Answers provides students with comprehensive curricular support and self-help tools on topics including diseases, drugs, alcohol, nutrition, fitness, mental health, diversity, family life, and more.

URL: www.teenhealthandwellness.com

Username: notredame3

Password: notredame3

FINANCIAL INFORMATION

Tuition payments must be received by the business office on or before the due dates. Failure to meet such payment deadlines will result in the student either not being admitted to school, or school functions, not being eligible to take semester exams, in the case of seniors, not receiving a diploma from Notre Dame High School. If, because of unforeseen circumstances due to family hardship, a tuition payment cannot be met, the business office should be informed on or before the due date and special payment arrangements may be made with the school controller.

PAYMENT PLANS AVAILABLE

The tuition for the 2010-2011 school year is \$11,200 plus fees.

A Registration fee of \$500 was due by May 15, 2010. The registration fee reserves a place for the student. This registration fee is not refundable. The remaining tuition may be paid using one of the following plans.

PLAN A ANNUAL METHOD

One single payment of \$11,200 due by July 15, 2010. Plus Parent Advancement Fund charitable commitment (\$500). Plus required Course and Special Fees. No credit cards accepted.

PLAN B SEMI-ANNUAL METHOD

Two payments of \$5,600 each due by July 15, 2010 and December 15, 2010. Plus Parent Advancement Fund charitable commitment (\$250 each period). Plus required Course and Special Fees. No credit cards accepted.

PLAN C MONTHLY METHOD

Ten (10) monthly payments of \$1,120 due by the 15th of each month beginning July 15, 2010. Coupon payment books will be issued. Plus Parent Advancement Fund charitable commitment (\$50 each period). Plus required Course and Special Fees.

Monthly tuition and fees may be paid by credit card or direct withdrawal from savings/checking.

LATE PAYMENTS

Charges apply for late payments or returned checks/failed credit card processing. All tuition payments, which are late and not covered by special arrangements, are subject to a late fee of \$25. An additional \$65 fee will be charged for any returned checks. At the final week of a semester or just prior to graduation, overdue payments may be required in the form of cash, cashier's check or money order.

Tuition Assistance applications must be received no later than March 31, 2010. Recipients will be notified and accounts will be adjusted to reflect tuition assistance awards.

Books and Uniforms: The cost of books and uniforms is not included in the above.

Mid-Year Withdrawals/Refunds - contact Business Office for refund policies.

The current year's tuition must be paid in full by April 15th. Any tuition deposit received for the following year will be applied to the current tuition and consequently might leave the student unable to return to classes in the fall.

Students will not be allowed to attend Prom or Grad Nite unless all tuition has been paid by April 15th.

REQUIRED FEES/GIFT PARTICIPATION FOR ALL STUDENTS:

Technology Fee - \$100 (due or drawn on July 15th)

Student Supplies Fee (yearbook, lock, family directory, student identification card/pass) - \$100 (due or drawn on July 15th)

Parent Advancement Fund - \$500 (per family) will be recorded and gifts will be acknowledged by the NDHS Development Office. (*see Parent Advancement Fund*)

pamphlet, contact NDHS President to arrange other gift levels, higher or lower)

SPECIAL FEES

(All students except as indicated)

Annual School Raffle \$75.00 (per family)

COURSE AND SPECIAL FEE SCHEDULE

For the 2010-2011 (school year, the following applicable fees will be assessed to your tuition account (All fees are due and payable by Oct. 15, 2010):

Acting II (includes field trips)	35.00
Acting III (includes field trips)	50.00
Advanced Placement Fee (per test)	86.00
Art I, II, IIIAP	100.00
Biology (H)	50.00
Ad. Competitive Speech & Debate	150.00
Broadcasting & Media Studies	25.00
Freshmen Religion Bible Fee	15.00
Freshman Student Planner	7.00
Graduation Fee (seniors only)	125.00
Human Anatomy/Physiology	75.00
Lifetime Fitness	80.00
Musical Theater	75.00
Painting	100.00
Photography I/II	100.00
Play Production	35.00
Science classes (Lab Fee)	30.00
Sports Medicine/Ad. Sports Medicine	75.00
TV Production (I/II/III)	75.00

BOOKS AND UNIFORMS

Books and uniforms are additional required expenses. The Notre Dame High School bookseller is MBS Direct (www.mbsdirect.net). New books cost approximately \$500-650. Used books are available at a savings. The NDHS Clothing Store, located in the Brothers Residence, sells school uniform polo shirts and sweatshirts (also available online from the school web site). The NDHS Clothing store is open for walk-in purchases during X-period on gold days. Mills Uniform Company provides school uniform pants, shorts/skort, sweaters and jackets. Mills is located at 5844 Sepulveda Blvd., Van Nuys. Mills' phone number is (818) 779-1111; web site, www.millswear.com.

THE NEED-BASED FINANCIAL AID PROGRAM

Notre Dame High School is committed to making a Notre Dame education available for as many young people and families as possible. This policy applies not only to entering students, but also to students already enrolled. Eligibility for financial aid is established by submitting an application through a school scholarship service, which is administrated by TADS (Tuition Aid Data Service). The purpose of using this independent service ensures the most equitable distribution of our limited financial aid funds. Interested parents may request an application through the Business Office. Completed forms must be received by TADS along with the required fee no later than March 31, 2010 for the 2010-2011 school year. Since financial situations change, a family is requested to apply annually. The Work Program Grant is included in each financial assistance package. This program not only gives the student the opportunity to understand the value of his or her education but provides valuable service to the school community. The Work Program Grant is coordinated through the Principal's Office. Failure of a student who has been awarded financial aid assistance to participate in the Work Program will jeopardize his or her eligibility for any tuition assistance.

PARENT ORGANIZATIONS

As a parent of a Notre Dame High School student you are a member of the Parents' Association. You are encouraged to participate in the activities of Parents Association groups such as the Athletic Boosters, Band Boosters, Holy Cross Mothers Guild and other Parent Committees. For more information please consult the Guide for Parents or call the Advancement Office (818) 933-3608.

PARENTS ASSOCIATION

The Parents Association is comprised of a volunteer Board consisting of a President, Vice President and Secretary. The presidents of the various parent groups noted below are the board members of the Parents Association. Notre Dame events, both on and off campus, need volunteer parents to ensure their success. If you would like to volunteer there are many events that welcome your support. A complete listing of opportunities can be found in the Guide for Parents. If you haven't signed up to volunteer and would like to

know more about our events please call the Advancement Office at (818)933-3608.

ATHLETIC BOOSTERS

All parents, alumni and friends interested in athletics can become Booster members. A modest annual membership fee is encouraged (that benefits NDHS athletic programs). The Boosters sponsor three Sports Awards Nights (fall, winter, spring) and provide volunteers for the Sports Store (ND merchandise cart), Event Concessions, Event Ticket Sales and recruitment of Booster Club members. The Athletic Boosters support all of our athletic teams and coaches.

BAND BOOSTERS

The Band Boosters are comprised of parents, guardians and supporters of the Notre Dame High School Irish Knight Band. This active group works closely with the band staff to support the students and their activities. The Band Boosters supports all aspects of the operation of the band program, including chaperoning, providing meals at performances and fund raising which includes operating a food booth at Rose Bowl events, selling gifts at graduation and producing the annual Band Pancake Breakfast. The Band Boosters also sponsor the Saturday Band Program for 4th through 8th grade students from area grammar schools.

HOLY CROSS MOTHERS GUILD

The Holy Cross Mothers Guild and Legacy Guild is comprised of both current and alumni mothers of Notre Dame High School students. The primary purpose is to support the spiritual mission of Notre Dame High School by assisting the President, Principal, school administration and the Brothers of Holy Cross in promoting the faith community of the school. The Holy Cross Mothers Guild forms standing committees to assist various programs and events throughout the school year, especially for the retreat program. The Guild also presents its annual luncheon and fashion show in the spring with the proceeds funding the Holy Cross Mothers Guild Scholarship Fund for current students who need financial aid to continue their Notre Dame High School education after the death of a parent.

FUNDRAISING

PARENT PARTICIPATION IN FUNDRAISING

Fundraising for Notre Dame High School is a necessary and critical process for the continued longevity and financial stability of our school. Fundraising exists to offset the remaining expenses after tuition (usually 10-15%), to provide funding for facilities and improvements, tuition assistance, and to build endowments for the future. All fundraising activities are under the direction of the Advancement Office and the President.

With an awareness that tuition and fees do not cover all necessary operating and advancement expenses, NDHS encourages 100% charitable participation from its parents in the annual Parent Advancement Fund. NDHS parents also are encouraged to support other specific areas of fundraising/school advancement that may be of personal interest. Your participation in our Parent Advancement Fund and participation in our fundraising events are strongly encouraged, promote the advancement and development of our school, and establish an important model of charitable service and support for our students. We also rely on our parent community to assist us in seeking resources to benefit the school, such as gift-in-kind donations, grants, foundation gifts, eScrip and schoolpop.com.

ANNUAL FUND CAMPAIGN

Any gift of any amount, including participation in the Parent Advancement Fund, is considered to be a part of the Annual Fund Campaign of NDHS. The Annual Fund Campaign is July 1st to June 30th each year. All donors are acknowledged/listed in the Annual Fund Campaign Report each year. The primary activities and events of the Annual Fund Campaign are:

Parent Advancement Fund (for current parents)

Annual Fund Campaign Appeals (to alumni, alumni parents, friends – optional for current parents)

Events:

- Student Walkathon
- Fall Auction
- Hall of Fame (February)
- Holy Cross Mothers Guild Fashion Show (April)
- Ladies Tennis Tournament
- Band Pancake Breakfast
- Golf Tournament (May)

Other charitable giving opportunities for capital improvements, endowment funds or other programs are

are available and welcomed. Please contact the Advancement Office or the President of the school.

Acknowledgements are sent out for your tax purposes and are tax deductible as allowed by law. Notre Dame High School is a registered nonprofit, 501(c)(3) organization.

MATCHING GIFT PROGRAM

Make your gift count double! Many corporations match gifts--your employer may be one of them.

Check with your human resources department to see if your company has a matching gift benefit. If they do, usually only a simple form must be completed by the employee and NDHS and the employer will match your contribution.

eSCRIP

PLEASE take a minute to register your credit cards, debit cards and grocery cards with our eSCRIP partners. It costs you nothing and once you register Notre Dame will earn dollars simply by virtue of your normal shopping. Notre Dame will earn between 1-15 percent of your purchase total. For information and forms, please see our virtual mall at www.ndhs.org. This is a great way for you to participate in fund raising for Notre Dame without spending a dime. If you have any questions please call (818) 933-3608.

So, You Want to Have an Event?

Any fundraising events or activities to be held by the Notre Dame Community on campus or off campus must be approved by the Advancement Office and the President. Prior to setting a date, engaging in activities, or preparing for an event, a written proposal must be submitted to the Advancement Office. The purpose for this policy is to make sure any new activity will be conducted safely, will be consistent with the mission of Notre Dame High School and will avoid potential fundraising conflicts with other Advancement Office programs.

Policy on Baskets and Prizes at Team/Group Dinners

Baskets/Door Prizes at team dinners are discouraged, but if they are to exist, they are to enhance the social experience, not fundraise for Notre Dame or specific teams. Raffle baskets and prizes are to be modest in worth and donated (purchased and then gifted) by the

team families themselves, requiring no solicitation from businesses and services in the community at large. Solicitations are reserved for Advancement Office approved fundraising activities such as the football program book, Band Pancake Breakfast, Holy Cross Mothers' Guild Fashion Show, Alumni Golf Tournament, Ladies Tennis Tournament and the Dinner Auction Gala. Individual teams are not to fundraise for their sport, as the Athletic Boosters Club is the fund raising vehicle for sports teams and the athletic program. Approved Athletic Booster activities include the snack stand, snack cart and ND Merchandise.

NOTRE DAME HIGH SCHOOL ASSOCIATED STUDENT BODY CONSTITUTION

Preamble

We, the students of Notre Dame High School, in order to establish democratic procedures guiding our

activities and to breed a sense of intelligent leadership, school spirit, Christian conduct, scholarship, responsibility, and student-to-administration cooperation, do hereby establish this constitution.

Article I - Name

Section 1: The students of Notre Dame shall be organized into a group named the Associated Student Body of Notre Dame High School.

Section 2: The official school colors shall be blue and gold; the official school nickname shall be KNIGHTS.

Article II - Membership

Section 1: Membership in the ASB is contingent upon qualified enrollment at Notre Dame High School.

Section 2: Rights of membership

- a. All members, excluding seniors, shall have the right to vote in all ASB elections and their respective class elections
- b. Members shall have the right to hold office provided they are qualified.
- c. Students shall be given all rights as outlined in the current edition of the Student/Parent Handbook.

Article III - Organization

Section 1: The governing powers of the student body shall be invested in the Student Council, composed of the Executive Council and the Class Councils.

Section 2: The Executive Council shall be the ruling board over the activities of the Student Council members. The Executive Council shall be composed of the Student Body President, Vice President, Commissioner of Student Affairs, Treasurer, Activities Commissioner, Historian, Spirit Commissioner, and the Commissioner of Publicity as well as other officers that become necessary.

Section 3: The Class Council shall be composed of the four class officers. The Class Council shall be the voting body of the Student Council.

Section 4: Class Representatives

Representatives shall be selected by the Vice Principal of Student Life and shall be members of the Student Council.

Article IV - Powers and Duties of the Student Council

Section 1: Moderator

The moderator is the Vice Principal of Student Life with

with the responsibility of presenting relevant legislation to the Student Council, and who possesses all powers that do not infringe upon those of Student Council members. The moderator has final approval on all actions undertaken by the Student Council.

Section 2: The Executive Student Council shall:

- conduct all Student Council meetings;
- make the rules and regulations necessary to carry out its duties for the general welfare of the ASB.

Section 3: The Class Council shall:

- be responsible for the organization and conduct of class activities;
- be responsive to their class interests and needs as well as relating their progress and financial status;
- be responsible for inter-class relations.
- be responsible for relating the voice of their constituents to the Executive Student Council.

Section 4: Assemblies:

Assemblies shall be held when necessary by the consent and direction of the Student Council with the approval of the administration.

Section 5: Club Charters:

1. The Student Council will charter all clubs on campus.
2. The Student Council will be financially liable for all clubs granted a charter.
3. The method for obtaining a charter:
 - a. A petition must be presented listing goals, financial means, faculty moderator, and the signatures of at least five interested students.
 - a. Charters granted will be assumed to extend indefinitely until the Student Council or the administration decides to revoke the charter.
 - b. Charters are granted by simple majority vote of the Student Council.

Article V - Powers and Duties of the Executive Council

Section 1: Associated Student Body President

- a. The President shall be an elected member of the Student Council.
- b. The President shall enroll and participate in the Student Government Class.
- c. The President shall preside over, and be responsible for all student-sponsored functions and meetings, except class functions, which shall be presided over by the class president involved.

- d. The President shall call all Student Council meetings.
- e. The President has the right to call upon any member of the student government for a written report or opinion.
- f. The President shall perform all duties inherent to his/her office.
- g. The President may delegate his powers as he/she deems necessary, within the limits set herein.
- h. The President shall call frequent meetings of his/her executive officers for the purpose of organization; the minutes of such meetings shall be read at the next Student Council meeting, if the ASB members so wish.
- i. The President shall be the ASB's liaison with the school administration.
- j. As liaison, he/she will be responsible for the disposition of all student grievances relating to the administration of any student complaints or suggestions.

Section 2: Associate Student Body Vice President

- a. The Vice President shall be an elected member of the Student Council.
- b. The Vice President shall enroll and participate in the Student Government class.
- c. The Vice President shall take over the duties of the President in case of resignation, impeachment, or absence.
- d. The Vice President shall perform all appropriate duties delegated to him/her by the President.
- e. The Vice President may serve as the inter-school delegate, at the discretion of the ASB President.
- f. The Vice President shall take minutes of Student Council meetings and is responsible to keep a record of these minutes in case needed at later meetings.
- g. The Vice President shall be responsible for keeping an accurate, up-to-date calendar of all school activities.
- h. The Vice President shall be responsible for the Student Advisory Board, a program to coordinate student volunteers.
- i. The Vice President will be placed in charge of the responsibilities in Article V, Section 3, Section 4, Section 5 and Section 6 as listed.

Section 3: Commissioner of Spirit

- a. The Commissioner of Spirit shall be an elected member of the Student Council.
- b. The Commissioner of Spirit shall enroll and participate in the Student Government class.
- c. The Commissioner of Spirit shall be responsible for coordinating and promoting all spirit related activities.

- d. The Commissioner of Spirit shall be President of the Black Knights, and shall be responsible for organizing all pep rallies.
- e. The Commissioner of Spirit shall be responsible for the coordination of all class spirit commissioners.
- f. The Commissioner of Spirit shall be responsible for publicizing all athletic events, and provide roter busses should they be requested.
- g. The Commissioner of Spirit shall be the liaison between the cheerleaders and the student council.

Section 4: Commissioner of Publicity

- a. The Commissioner of Publicity shall be an elected member of the Student Council.
- b. The Commissioner of Publicity shall enroll and participate in the Student Government class.
- c. The Commissioner of Publicity shall be in charge of the publicity for student activities.
- d. The Commissioner of Publicity shall be responsible along with the President for press releases to the Knight newspaper.
- e. The Commissioner of Publicity shall contact other schools about forthcoming events.
- f. The Commissioner of Publicity shall be responsible for the promotion and public relations of all Notre Dame activities

Section 5: Commissioner of Student Affairs

- a. The Commissioner of Student Affairs shall be an elected member of the Student Council.
- b. The Commissioner of Student Affairs shall enroll & participate in the Student Government class.
- c. The Commissioner of Student Affairs shall be responsible for the Big Brother/Big Sister program.
- d. The Commissioner of Student Affairs shall be responsible for the administration of all clubs.
- e. The Commissioner of Student Affairs shall assist in the preparation of all student activities.

Section 6: Treasurer

- a. The Treasurer shall be an elected member of the Student Council.
- b. The Treasurer shall enroll & participate in the Student Government class.
- c. The Treasurer will keep an accurate account of all ASB funds.
- d. The Treasurer will arrange for the expenditure of ASB funds.
- e. The Treasurer shall assist in the preparation of all student activities.

Section 7: Activities Commissioner

- a. The Activities Commissioner shall be an elected member of the Student Council.

- b. The Activities Commissioner shall enroll & participate in the Student Government class.
- c. The Activities Commissioner shall be responsible for scheduling and coordinating activities during lunch (games, music, intramurals).
- d. The Activities Commissioner shall assist in the preparation of all student activities.

Section 8: Historian

- a. The Historian shall be an elected member of the Student Council
- b. The Historian shall enroll & participate in the Student Government class
- c. The Historian shall document student events in both video and still photography format.
- d. The Historian shall be responsible for the production of a video yearbook in coordination with the Television/Media production Class.
- e. The Historian shall assist in the preparation of all student activities.

Section 9: Additional Officers

- a. The moderator may appoint additional officers that may become necessary and assign duties and powers that do not violate those of existing members.

Article VI - Powers and Duties of Class Officers

Section 1: Class Officers in General

- a. Class officers shall be responsible for the effectiveness of their classes.
- b. Class officers shall perform all appropriate duties delegated to them by the Student Council.
- c. Class officers shall be voting members of the Student Council.
- d. Class officers shall attend their respective class meetings as well as all meetings sponsored by the Student Council.

Section 2: Class President

- a. Shall be an elected member of the Student Council.
- b. Shall call and preside over all class meetings.
- c. Shall appoint committees for the function of his/her class.
- d. Shall possess all other powers which are inherent to the office of President yet do not conflict with the powers of the Executive Student Council.
- e. Should preside over and be responsible for all class-sponsored functions and meetings.

Section 3: Class Vice-President

- a. Shall be an elected member of the Student Council.

- b. Shall assume the duties and office of the President when deemed necessary by the Class President or the faculty moderator.
- c. Shall take minutes of all class and keep a record of these meetings.
- d. Shall keep a up-to-date calendar of all class activities and coordinate those activities with the ASB Vice-President.

Section 4: Class Spirit Commissioner

- a. Shall be an elected member of the Student Council.
- b. Shall be responsible for all class spirit activities and coordination of spirit activities with the ASB Spirit Commissioner.
- c. Shall perform tasks assigned by the Class President.

Section 5: Class Treasurer

- a. Shall be an elected member of the Student Council.
- b. Shall keep an accurate account of all class funds.
- c. Shall arrange for the expenditure of class funds.
- d. Shall assist in the preparation of all student activities.

Section 6: Class Representatives

- a. Shall be selected by the Vice Principal of Student Life.
- b. Shall assist in the preparation of all student activities.

Section 7: Class Advisory Board

- a. Each class advisory board shall be composed of a limited number of students from the appropriate class.
- b. Each class advisory board shall meet with the Class Council in Class Council meetings and shall, along with the Class Council, be responsible for the organization and conduct of all class activities.

Article VII - Powers and Duties outside of the Student Council

Section 1: Club Presidents

- a. Club Presidents shall be chosen in a manner decided upon by the moderator of each individual club.
- b. Each Club President shall be a member of the Commission of Club Presidents and is responsible for attending all meetings.

Section 2: Cheerleaders

- a. Cheerleaders shall be under the jurisdiction of the Student Council.

- b. Cheerleaders shall be subject to the rules and regulations of the Moderator of Cheerleaders, respectively.
- c. The Moderator of Cheerleaders, and the Vice Principal of Student Life shall prescribe selection of the Cheerleaders.
- d. The Commissioner of Spirit will act as liaison between the Cheerleaders and the Student Council.

Article VIII - Elections

Section 1: Qualifications for ASB Executive Officers

- a. Candidates must not be on academic or disciplinary probation.
- b. Candidates must have the approval of the Principal, Vice Principal of Academic Affairs, Dean of Men/Women and the Vice Principal of Student Life.
- c. Candidates must obtain a stipulated number of signatures of a petition.
- d. A campaign speech must be given by all candidates who qualify for the final ballot for office.
- e. Candidates for ASB office must have been a class officer or class representative for a minimum of one year.

Section 2: Method of Electing Officers

- a. Campaign expenses and publicity shall be limited by the guidance of the Student Council.
- b. All Executive Council members shall be elected by members of the present junior, sophomore and freshman classes.
- c. All ASB elections shall be conducted in an enclosed area by secret ballot at a time prescribed by the Student Council. At least one faculty member must be present during the voting. No talking shall take place between voters in the voting area. Voters shall leave the voting area immediately after casting their ballots.
- d. The elections shall consist of a primary election in which all candidates will be eligible and a final election in which only the top three vote getters from the primary election for each office will be eligible. Only the top three candidates will be listed on the final ballot and only those candidates will give speeches to the Student Body. The candidate with the highest number of votes in the final election is elected to each office.

Section 3: Day of Elections

- a. Elections for ASB office will be held as printed on the yearly calendar.
- b. Changes may be made due to any arising needs or conflicts.

Section 4: Qualifications for Class Officers

- a. Candidates must not be on academic or disciplinary probation.
- b. The candidate must be a member of the class he/she seeks to represent.
- c. The candidate must have the approval of the Principal, Vice Principal of Academic Affairs, Vice Principal of Student Life, Dean of Men or Dean of Women.
- d. Candidates for senior class president must have been a class officer or representative for a minimum of one year.

Section 5: Method of Electing Officers

- a. Officers will be elected by the class they represent.
- b. Same as Article VIII, Section 2-c.
- c. Same as Article VIII, Section 2-d.

Section 6: Day of Class Elections

- a. Elections for Class officers will be held as printed on the yearly calendar.
- b. Elections for freshmen class officers will be as printed on the yearly calendar.

Article IX - Student Council Meetings

Section 1:

A quorum will consist of half the members of each council.

Section 2:

All meetings shall be conducted under parliamentary procedure prescribed by the ASB President.

Section 3:

Meetings shall be held at least once a month and may be called by the President at any time and as many times as he/she deems necessary to conduct business.

Article X - Impeachment

Section 1:

All elected members of Student Government shall be subject to impeachment and removal from office for:

- a. Neglect of duties;
- b. Misconduct considered serious by either the Student Council or the Administration;
- c. Three unexcused absences from meetings or events; Failure to meet qualifications of office;

Section 2:

Sole power to try and vote upon impeachment cases rests with the Student Council and the Vice Principal of Student Life.

Section 3:

Judgment in cases shall extend no further than removal from office and disqualification to hold or enjoy any office in Student Government and its privileges for that school year.

Section 4: All members of student government will be removed from office if they are placed on academic or disciplinary probation. During the probationary period all privileges of that office will be suspended.

Article XI - Amendments**Section 1:** Amendments to the Constitution

- a. Amendments shall originate from the Student Council by a two-thirds vote or by petition of one hundred signatures of the ASB.
- b. Passage of an amendment requires three-fourths of the vote by the student body.

Section 2: By-Laws

- a. Same as Article XI, Section 1-a.
- b. By-Laws shall be ratified by a two-thirds vote of the Student Council.

Honeywell Instant Alert[®] for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contacts for your children

1. Click on 'Other Contacts.'
2. Click on 'Add New Contact' and complete the form.
3. Click on the 'Pick Up Rights' check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on 'Save' when complete.
5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.

For Assistance: <https://instantalert.honeywell.com>

Click on the Help Request link in the lower right hand side of the page

PARENTAL FIELD TRIP PERMISSION REQUEST

(Fill out both copies)

Date: _____

Education Purpose: _____

Location: _____ Date & Time: _____

Address: _____ Expected Return Time: _____

Method of Transportation: _____ By signing this form, I (Parent or Guardian) certify that I request and give my permission for _____ my son/daughter, to go on this field trip.
(First and last name of student)

I also release Notre Dame High School from responsibility for illness or injury incurred; recognizing that due care and concern will be exercised.

Finally, in the event of illness, or accident or emergency, I give Notre Dame or the faculty member in charge, the authority to authorize medical treatment for my son/daughter if none of the below can be contacted.

Name of Parent _____ (phone) _____

Name of Parent _____ (phone) _____

Date: _____ Signature _____
(Signature of Parent or Guardian)

TEACHER COPY

PARENTAL FIELD TRIP PERMISSION REQUEST

(Fill out both copies)

Date: _____

Education Purpose: _____

Location: _____ Date & Time: _____

Address: _____ Expected Return Time: _____

Method of Transportation: _____ By signing this form, I (Parent or Guardian) certify that I request and give my permission for _____ my son/daughter, to go on this field trip.
(First and last name of student)

I also release Notre Dame High School from responsibility for illness or injury incurred; recognizing that due care and concern will be exercised.

Finally, in the event of illness, or accident or emergency, I give Notre Dame or the faculty member in charge, the authority to authorize medical treatment for my son/daughter if none of the below can be contacted.

Name of Parent _____ (phone) _____

Name of Parent _____ (phone) _____

Date: _____ Signature _____
(Signature of Parent or Guardian)

SCHOOL COPY

BLUE DAY SCHEDULE (90 minute classes)

7:45	-	7:55	Prayer/Pledge/Announcement
7:55	-	9:25	Period 1
9:25	-	9:35	Nutrition
9:40	-	11:10	Period 2
11:10	-	11:40	Lunch
11:45	-	1:15	Period 3
1:15	-	1:25	Nutrition
1:30	-	3:00	Period 4
		3:00	Dismissal

MASS SCHEDULE

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	9:25	Period 5
9:25	-	10:35	Mass
10:35	-	10:45	Nutrition
10:50	-	12:20	Period 6
12:20	-	12:50	Lunch
12:55	-	2:25	Period 7
		2:25	Dismissal

SCHEDULE # 2

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	9:25	Period 5
9:25	-	9:35	Nutrition
9:40	-	11:10	Period 6
11:10	-	12:20	Activity
12:20	-	12:50	Lunch
12:55	-	2:25	Period 7
2:30	-	3:00	Tutoring
		2:25	Dismissal

SCHEDULE # 4

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	9:25	Period 5
9:25	-	9:35	Nutrition
9:40	-	11:10	Period 6
11:10	-	11:40	Activity
11:40	-	12:10	Lunch
12:15	-	1:45	Period 7
1:50	-	3:00	Tutoring
		1:45	Dismissal

GOLD DAY SCHEDULE (90 minute classes)

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	9:25	Period 5
9:25	-	9:35	Nutrition
9:40	-	11:10	Period 6
11:10	-	11:40	Lunch
11:45	-	1:15	Period 7
1:15	-	1:25	Nutrition
1:30	-	3:00	Activity/Tutoring
		1:15	Dismissal

SCHEDULE #1

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	9:25	Period 5
9:25	-	9:35	Nutrition
9:40	-	11:10	Period 6
11:10	-	12:40	Mass/Activity
12:40	-	1:10	Lunch
1:15	-	2:45	Period 7
		2:45	Dismissal

SCHEDULE # 3

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	9:25	Period 5
9:25	-	9:35	Nutrition
9:40	-	11:10	Period 6
11:10	-	11:55	Activity
11:55	-	12:25	Lunch
12:30	-	2:00	Period 7
2:05	-	3:00	Tutoring
		2:00	Dismissal

7 PERIOD SCHEDULE (45 minute Classes)

7:45	-	7:55	Prayer/Pledge/Announcements
7:55	-	8:40	Period 5
8:50	-	9:35	Period 6
9:35	-	9:45	Nutrition
9:50	-	10:35	Period 7
10:45	-	11:30	Period 1
11:30	-	12:00	Lunch
12:05	-	12:50	Period 2
1:00	-	1:45	Period 3
1:55	-	2:40	Period 4
		2:40	Dismissal

