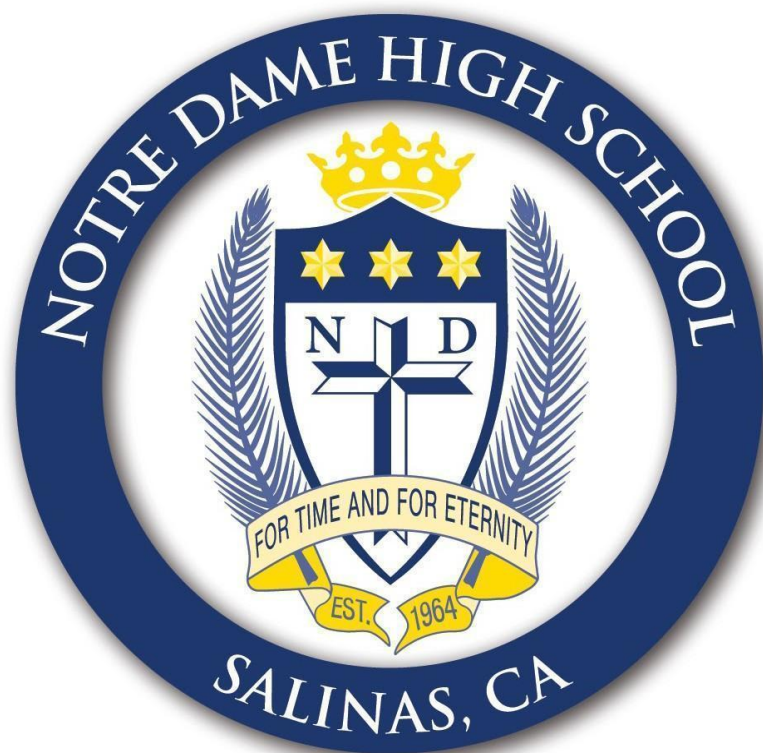


Notre Dame High School Student-Parent Handbook 2023-2024



“Preparing young women to lead extraordinary lives”

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

www.notredamesalinas.org

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NOTRE DAME HIGH SCHOOL IDENTITY

MISSION & PHILOSOPHY

Notre Dame High School is a college preparatory Catholic high school for young women who seek wisdom, develop as leaders, and model Christ in service to others.

Notre Dame High School:

- shares in the mission of the Catholic Church to proclaim the good news of salvation;
- recognizes the primary importance of the family and shares with the parents the responsibility of educating students to live as children of God and followers of Christ;
- affirms the dignity and worth of each individual and is committed to the development of the whole person and, therefore, provides for the intellectual, spiritual, moral, physical, aesthetic, social and emotional growth of its students; and
- strives to educate students to accept conscientious responsibility for themselves, to respect others, to sincerely and constantly search for the truth, and to be aware of being called to be positive agents of change in a diverse and global society.

INTEGRAL STUDENT OUTCOMES (ISOs)

Notre Dame High School graduates are SPIRITS:

Seekers of truth and justice

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

People of faith

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

Informed creative and critical thinkers

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

Respectful of themselves, others and God's creation

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

Independent lifelong learners

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

Technologically competent

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

Skilled in leadership and communication

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

MASCOT/MOTTO/COLORS/TRADITIONS

The Notre Dame High School mascot is the Spirit depicted by the halo; the motto is "For time and eternity," and the school colors are royal blue (symbolizing fidelity) and white (symbolizing innocence). Blue and white are traditionally associated with Mary, the Mother of Jesus, after whom the school is named and to whom it is dedicated. Among the many yearly traditions of Notre Dame are WOW Week, Junior Ring Ceremony, Father-Daughter Night, Pink Night, Homecoming Rally, Powder Puff Game, and Class Day.

SCHOOL HISTORY

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

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

In 1951, the Sisters of Notre Dame de Namur assumed the teaching responsibility for the girls' division of the newly opened Palma High School. Sister Loretta Joan, as principal, headed up the teaching responsibility of the girls' division while the Congregation of Christian Brothers oversaw the boys' division. For the next 13 years, under the name Palma, the Sisters of Notre Dame de Namur educated many young women from around the area. The co-institutional arrangement lent itself to a unique brother-sister school relationship that continues today. Social activities, such as dances and homecoming, are planned by both Associated Student Bodies. The benefits of this arrangement are both academic and social.

In the fall of 1964, the girls' division began a separate existence as Notre Dame High School on a new, but nearby, campus, as a diocesan school. Five years later, in 1969, Julie Billiart, the foundress of the Sisters of Notre Dame de Namur Congregation, was canonized. St. Julie is always pictured smiling, and she is attributed to a saying that she was often heard repeating, "Ah! Qu'il est bon, le bon Dieu." – "How good is the good God!"

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

CONTACT INFORMATION & COMMUNICATION

You may call the Main Office at 831.751.1850. The Main Office will be open from 7:30-4:00, Monday-Friday (Summer/Holiday hours may vary).

CALENDAR

The monthly calendar appears on the Notre Dame High School website. It contains important information about sports, assemblies, schedules, special events, etc.

EMPLOYEE DIRECTORY

To reach an employee, you may call the Main Office and be transferred to the individual or email the individual using his/her first initial & last name followed by @notredamesalinas.org

Leadership Team	Position	Email
McLaughlin, Kristi	Principal	kmclaughlin@notredamesalinas.org
Cubillas, Corrie	Director of Business and School Operations	businessmanager@notredamesalinas.org
Rains, Connie	Director of Advancement and Community Relations	crains@notredamesalinas.org
Lizama, Tracie	Office Manager, Admissions/Enrollment Coordinator	tlizama@notredamesalinas.org
Stone, Kristina	College & Academic Counselor	kstone@notredamesalinas.org
Houston, Erin	Athletic Director	ehouston@notredamesalinas.org
School Offices and Departments	Position	Email
Magee, Teresa	Student Support Coordinator, Theology Teacher	tmagee@notredamesalinas.org
Menchaca, Marisol	Student Services Coordinator	mmenchaca@notredamesalinas.org
Calleja, Lupita	Maintenance Department	lcalleja@notredamesalinas.org
Gros Lambert, Nico	Maintenance Department	ngros Lambert@notredamesalinas.org
Serrato, Lidia	Maintenance Department	lserrato@notredamesalinas.org
Faculty	Position	Email
Ansberry, Jessica	Art Instructor	jansberry@notredamesalinas.org
DeLorenzo, Patrick	Theology Teacher and Campus Ministry Coordinator	pdelorenzo@notredamesalinas.org
Di Maggio, Carol	English Teacher	cdimaggio@notredamesalinas.org
Guido, Michele	Science Teacher	mguido@notredamesalinas.org
Halcon, Roland	Social Studies Teacher	rhalcon@notredamesalinas.org
Northup, Bill	Math Teacher	bnorthup@notredamesalinas.org
Perry, Nichole	English Teacher	nperry@notredamesalinas.org
Roberts, Marleny	Spanish Teacher	mroberts@notredamesalinas.org

Russo, Nina	English Teacher	nrusso@notredamesalinas.org
Sterrett, Chelsea	Science Teacher	csterrett@notredamesalinas.org
Vesper, Jennefer	Math Teacher	jvesper@notredamesalinas.org
Woodward, Emily	History Teacher	ewoodward@notredamesalinas.org

ACADEMICS

ACCREDITATION

Notre Dame High School is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Education Association (WCEA).

ACADEMIC COMMUNICATION

Notre Dame uses Google Classroom, an academic communication tool that provides students and parents with access to information regarding each of the student's courses. Teachers post their syllabi, schedule assignments, and may also use Google Classroom to distribute other pertinent information.

Notre Dame also uses PowerSchool, a communication software that allows parents and students to access a student's grades and attendance. Data is live, immediately following teachers' input. Students and parents are expected to check ongoing academic progress using PowerSchool.

PowerSchool is not intended to replace a conversation between student and parent or between student and teacher. These conversations are important to the growth and maturity of adolescents.

GRADING

Teachers calculate grades using a weighted system that gives certain categories more/less significance in the overall grade. Tests/quizzes should not exceed 50%; projects/labs should not exceed 20%; homework/classwork should not be less than 20%; and participation should not be less than 10%. Teachers include their specific weighting information on their Course Syllabi.

Letter grades are based upon the percentages listed below. Although teachers use + and – symbols to indicate level of achievement, these symbols do not affect a student's GPA.

A+ = 99--100%	B+ = 88--89%	C+ = 78--79%	D+ = 68--69%	F = 59%--0%
A = 92--98%	B = 82--87%	C = 72--77%	D = 62--67%	
A- = 90--91%	B- = 80--81%	C- = 70--71%	D- = 60--61%	

GRADE POINT AVERAGE

Notre Dame uses weighted grades in the calculation of Grade Point Averages (GPA). GPA is based on the point system below. Students' rank in their class is not printed on report cards or transcripts, and it is not reported to colleges.

COLLEGE PREP COURSES	HONORS & AP COURSES
A = 4 Points	A = 5 Points
B = 3 Points	B = 4 Points
C = 2 Points	C = 3 Points
D = 1 Point	D = 1 Point
F = 0 Points	F = 0 Points

GRADE REPORTING

Progress Reports will be issued in the middle of the first quarter if a student is earning below a “C” in any of their courses. Grades will be posted at the end of each quarter, but only semester grades are entered on students’ transcripts. When calculating the semester grade, each quarter will count as 40%, and the final exam will count as 20%.

HONOR ROLL

Students are recognized for their academic achievement by being placed on the Honor Roll using their weighted semester GPAs. Students who receive a “D,” “F,” “Incomplete,” or have an academic integrity violation are ineligible for the Honor Roll for that semester. Academic honors are determined as follows:

- Highest Honors: GPA of 4.00+
- First Honors: GPA of 3.75 to 3.99
- Second Honors: GPA of 3.50 to 3.74

VALEDICTORIAN/SALUTATORIAN

The honor of speaking at graduation is dependent on a student’s good standing relevant to the Mission of Notre Dame High School. The criteria for selection may include the rigor of coursework, weighted and unweighted GPA, the number of AP and honors courses taken, AP exam scores, academic integrity, service, good character, etc.

SEMESTER EXAMS

Each course will have a semester exam, or in the case of non-core subjects, it may be a project/performance based final exam. Dates and times of semester exams are posted on the school calendar. Semester exams will not be administered prior to the scheduled dates/times, and cannot be rescheduled for any reason other than serious illness. Family vacations do not constitute a serious reason to miss a final exam.

REMEDIATION OF LOW GRADES

Grades below a “C-“ do not fulfill college entrance requirements to the UC’s, CSU’s, and most four-year schools and may need to be remediated. When a course is repeated, both grades will appear on the transcript, and the new grade will be calculated into the GPA along with the original grade. Students may not retake courses in which a C- or above is earned, in order to improve their GPAs. If a remediated course is taken outside of Notre Dame, it must be pre-approved by the guidance counselor (with administrative approval) to ensure that the coursework is accredited, appropriate, and aligns with Notre Dame’s curriculum.

COLLEGE COUNSELING

The College and Guidance Counselor works closely with seniors during the college application process. Additionally, the College and Guidance Counselor is available to assist parents as they support their daughter's educational experience at Notre Dame. In addition to personal communication with parents, the College and Guidance Counselor hosts informational meetings to address topics of particular importance. The dates for these meetings are publicized on the school calendar. College and career information is available to all parents in the College Counseling and Guidance Office. Notre Dame's School Code, which is used when registering for tests such as the SAT or ACT, is 052748.

SCOIR

Notre Dame provides the Scoir software program to all students and families. Each student is assigned a Scoir account and is expected to regularly utilize Scoir for a variety of guidance related activities, including career exploration, college search, scholarship search, and applying to select colleges. In Parents may access a parent Scoir account.

ACADEMIC ACCOMMODATIONS

When a written psycho-educational assessment is presented to the school, certain accommodations may be provided for a student. The accommodations must be explicitly recommended in the report, although the school is not obligated to follow all recommendations. What the school may be able to offer are the following: additional time on tests; preferential seating in the classroom; additional time to complete work; use of a calculator on tests; advanced outline or lecture notes (when available); support in requesting accommodations on standardized tests, individual meeting time with teachers, and the use of assistive technology such as laptops, smart pens, audio books (although these items are not provided by the school). School is not able to waive the graduation requirements for students, incur the cost of private tutoring, or reduce homework expectations. The Student Support Coordinator will manage student accommodations and communicate with teachers regarding students' needs.

COURSES TAKEN OUTSIDE OF SCHOOL

If a student wishes to take a course outside of Notre Dame for credit on her transcript, she must have a compelling reason for wanting to do so, and she must obtain pre-approval. The course must be offered through an accredited institution; it must be taken for original credit (not a course intended for remedial purposes); and it must be CSU/UC approved. Please note that this option is generally not for a student wishing to avoid taking a course offered at Notre Dame, to increase her GPA, or to add an enrichment course (generally those not offered at Notre Dame) to her transcript. Courses taken for enrichment purposes may be included on college applications but will not be included on the Notre Dame transcript.

COURSE SELECTION

Following spring break, students will be asked to request courses for the following academic year. Course offerings may vary from year to year. Students will generally receive their class summers by July 1. Students may not drop a course from their schedule after the first 10 days of classes.

HONORS/ADVANCED PLACEMENT COURSES

Honors level courses have expanded content and additional workload that set them apart from regular high school courses in the same subject. Therefore, students taking honors level courses should expect to move at a faster pace, receive more homework, and be held to a higher standard than they would expect when taking a standard level course.

Advanced Placement (AP) courses are college-level courses that follow the guidelines set forth by the College Board's Advanced Placement Program. AP courses require a significant time commitment and a level of maturity that surpasses high school honors courses. Students taking an AP course are required to take the correlating exam offered in May, for which there is an additional fee that is billed to student accounts during the first semester of school.

ADMITTANCE INTO HONORS/AP COURSES

Generally, students wishing to take an Honors/AP course must have earned an A in the prerequisite standard level course or a B in the previous Honors/AP level course. While qualified students are encouraged to pursue Honors/AP courses, each student, in consultation with her parents and guidance counselor, is strongly urged to consider the totality of her academic, personal, and co-curricular demands when making decisions regarding her course load.

ACADEMIC INTEGRITY

Any action that violates academic integrity diminishes the benefits of the educational process, damages the ethical character of the individual student, and undermines the reputation of the school. Notre Dame's Academic Integrity Policy affirms the value of learning for the sake of learning, and therefore, demands personal integrity and intellectual honesty. Consequences for academic integrity violations may include receiving a zero, notifying a parent, informing of an administrator, placement on academic probation, losing course credit, disciplinary review, suspension, expulsion, etc. Everyone is responsible for maintaining the academic integrity of the school community.

PLAGIARISM

As a college preparatory school, students are expected to always do their best original work. Therefore, plagiarism of any kind will not be tolerated. Plagiarism includes copying another's work word-for-word, substituting keywords while keeping the original syntax, and excluding correct citations. For a complete list of actions that constitute plagiarism as well as tips to avoid it, please see the Writer's Handbook which is available to all students through their English courses.

ATTENDANCE

TYPES OF ABSENCES

Excused absences are those due to illness, important appointments, family emergencies, bereavement, or school sponsored events such as field trips, competitions, retreats, or school counseling sessions. Unexcused absences are those that are not verified by a parent in writing, with a phone call, or by email; those that are student initiated without prior parent permission; or those that are due to other reasons not in the excused list.

ABSENCE PROCEDURES

In the event of a student absence, a parent may call the Main Office at 831.751.1850. Parents should note the date, reason for, and anticipated length of the absence.

EARLY DISMISSAL PROCEDURES

Parents are strongly encouraged to make appointments after school, on holidays, and during school vacations. In the rare instance where a student needs to be excused during the academic day, a parent must notify the office and sign the student out in the Main Office on the day of the appointment; students who drive to school may sign themselves out but must have parent permission to do so. Alternatively, a student may bring a note from her parent to the Main Office ahead of time. Upon the student's return to school, she must come to the office to sign back in and receive an admit slip to class. When a student misses school for a medical appointment, a note from her doctor/dentist may be required in order for the absence to be excused.

ILLNESS OR INJURY

Students who feel ill during the school day must report to the Main Office before they can be released from school. Should a student become ill and need to leave campus early, a parent should sign the student out personally in the Main Office or give verbal permission over the phone for the student to leave campus using her own transportation, and the student will not need a note the next day.

MAKE-UP WORK

Students are expected to make up work for excused absences, however, they are not entitled to make up missed work incurred during unexcused absences. Although each teacher determines the specific policy regarding the means and timeline for making up missed work from an excused absence, a general rule of thumb is that a student has one day to make up the missed work for each day missed. When a student misses class, it is the responsibility of the student to check Google Classroom, to follow up with her teacher about what she missed, and to submit assignments within an acceptable time frame.

FAMILY EMERGENCY LEAVE

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

EXTENDED ABSENCE/ILLNESS

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

EXCESSIVE ABSENCES

Student attendance is an essential component of academic success. Students with excessive absences (more than 10 days of class in one semester) run the risk of not receiving full credit for the semester and may result in a student becoming ineligible for sports, leadership, dances, clubs, drama productions, school sponsored activities, etc.

TARDY PROCEDURES

When students arrive even a few minutes late to class, it is disruptive to their teacher and classmates and takes away from their learning. Should a student arrive late to school, she should stop at the Main Office for an admit slip before going to class. If a student is tardy to a class because a teacher has detained her, the student should ask that teacher for a note in order to not be counted as tardy.

EXCESSIVE TARDINESS

Students who report to class late by 20 minutes or more will be credited with an unexcused absence for that class, and a note from a parent will be required for the absence. Excessive tardies may result in a student becoming ineligible for sports, leadership, dances, clubs, drama productions, school-sponsored activities, etc. In addition, any senior who accumulates multiple tardies in the class after lunch may lose her off-campus lunch privilege.

CLOSED CAMPUS

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

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

Notre Dame School recognizes they are in an agreement with a parent/guardian. As a privately held school owned by the Diocese of Monterey, enrolled students are expected to adhere to all school rules and guidelines. Whereas a public school may allow students aged 18 or over to sign themselves out of sch

SENIOR LUNCH PRIVILEGE

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

DRESS & GROOMING CODES

GROOMING & GENERAL APPEARANCE

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

General cleanliness is expected of all students. Hair should be well groomed and of natural color and tone. Hair styling should not be extreme. Excessive or exaggerated makeup, as well as distracting, extreme, or excessive jewelry and/or piercings may not be permitted. Piercings are limited to the ear and nose. Nose piercings are limited to a single petite stud; no rings or septum piercings are permitted. No other piercings are allowed, including lip, face, eyebrow, neck, or tongue. Dog collars, spikes or safety pin style jewelry are not allowed. Visible tattoos or skin markings are prohibited. Final determination for any personal appearance issues in terms of what constitutes appropriate, inappropriate, in good taste, and the like, will be at the sole discretion of the Principal or another school administrator.

SCHOOL UNIFORM

Typically, regular uniform days are Monday through Friday of each school week, unless communicated otherwise. The regular uniform must include:

- 1) Notre Dame plaid skirt, plaid shorts, or khaki pants: The acceptable skirt/shorts hem length is longer than the reach of a student's hand when it is fully extended. Please take into consideration when hemming a uniform that the backside of the skirt/shorts may need additional adjustments in order to accommodate the guideline length. The skirt/shorts must be kept clean. Skirts must be buttoned and zipped. Tears, safety pins, torn hems, and writing on the apparel are not acceptable. Rolling of the skirt is unacceptable, and tights must be worn with skirts at all times. While uniform pants may be purchased at a variety of clothing stores, the Notre Dame Administration reserves the right to determine appropriate sizing, style, and color of khaki pants. Khaki pants must be a standard khaki color and must not be tight, regardless of the current, contemporary style sold in

stores. Pants must reach the ankle (not capri or cropped length). Denim in khaki color is not acceptable.

- 2) Notre Dame uniform shirt options: Students have a variety of options of Notre Dame logo polo shirts. All polo shirts must have a Notre Dame logo and be purchased through approved Notre Dame vendors (see end of section). All students may wear short, $\frac{3}{4}$ length, or long-sleeved polo shirts in white, gray, or navy blue. Seniors also have the option of hunter green. All shirts must cover the shoulders and fall at or below the waistband of the student's pants, shorts, or skirt. T-shirts in white, gray, or navy may be worn under the polo shirt. Designs on t-shirts may not be visible through the polo. Undershirt sleeves may not protrude beyond the uniform shirt sleeve. Hemlines of undershirts may not extend beyond the hemline of the uniform shirt.
- 3) Undergarments: For the sake of modesty, proper undergarments must be worn but should not be visible or seen through the student's top.
- 4) Leg coverings: When wearing the uniform skirt, students must wear opaque footed tights in the following colors: white, black, dark gray, navy blue, or hunter green. Solid color socks in white, black, dark gray, navy blue, or hunter green may be worn over tights. When wearing uniform shorts, students may wear ankle socks, knee socks, or tights in the following opaque colors: white, black, dark gray, navy blue, or hunter green. Tights and socks cannot be patterned or torn. Sock logos must be small and in approved sock colors.
- 5) Shoes: Shoes must be worn at all times, be closed-toed, and have a back. Shoes must be solid colored, in white, black, brown, gray, blue, or hunter green. Acceptable shoes include all tennis shoes, loafers, ballet flats, soled moccasins, Vans, Sperry's and Tom's. For shoes with shoelaces, laces must be white or match the base color of the shoe. Rain boots may be worn when rain is in the forecast. Students may wear any solid color pair of rain boots. Rain boots with designs will be allowed as long as the designs are appropriate. Unacceptable shoes include sandals, flip-flops, slippers, and moccasins with visible fur. Shoes with heels exceeding $1\frac{1}{2}$ inches or boots other than UGG and rain boots are not allowed.
- 6) Outerwear: Students are permitted to wear Notre Dame sweaters, sweatshirts, jackets, or outerwear sold by Notre Dame or an approved Notre Dame vendor. A sweater, sweatshirt, or jacket does not replace the uniform polo shirt. A polo must always be worn as part of the uniform. Approved Notre Dame apparel includes "Spirit Pride" items, school clubs, teams, and other official Notre Dame organizations' apparel. Please note that students may only wear "Spirit Pride" or team items that have been purchased during their time at Notre Dame or are still currently available for purchase. (For example, students may not wear something purchased by someone who graduated from Notre Dame prior to their enrollment if it is no longer being sold at Notre Dame or by a Notre Dame vendor.).
- 7) Accessories: Solid white, black, gray, navy blue, or hunter green scarves are permissible in cooler weather. Students are allowed to wear jewelry, headbands, and other similar accessories. Notre Dame reserves the right to request a student remove any items that are inappropriate or are not in accordance with Notre Dame's grooming and dress guidelines. Visors, hats, including baseball style and beanie caps, are not permitted during the school day unless it is part of a special dress day.

FREE DRESS ATTIRE

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

The following items are allowed:

- Appropriate jeans
- Appropriate tops – collared shirts, sweaters, t-shirts (see below for prohibited styles)

- Appropriate outerwear

The following items are prohibited:

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

APPROVED NOTRE DAME UNIFORM VENDOR

- Ace High: P.E. Uniforms and additional approved outerwear are available at Ace High, located at 400 Salinas Street, in Salinas.

BEHAVIORAL EXPECTATIONS

GENERAL BEHAVIORAL PHILOSOPHY

Notre Dame High School expects all members of its community to act in a responsible and respectful manner that reflects the standards set forth by the Mission of the school. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the Mission and Philosophy of the school. Parental understanding of the disciplinary process and their cooperation in subsequent decisions are essential to the good order of the school.

CAMPUS ENVIRONMENT

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

RESTRICTED AREAS

For the safety of students and general order of the campus, once students have reported to school, there are certain areas that are off limits to students, without expressed permission. These areas include the streets and sidewalks bordering the school, the blacktop area behind the gym, and the student and staff parking lots. Only seniors with permission to leave campus during lunch may be in the parking lot to access their car and exit to their lunch destination.

CAMPUS VISITORS

Notre Dame High School is a closed campus. For the safety of students and staff, all visitors, including parents, must sign in and out at the Main Office, and a visitor's pass must be worn while on campus. When visitors are dropping something off for a student, it should be left in the Main Office. Student visitors are allowed only on designated shadow days, or in exceptional circumstances, with administrative approval one week prior to the visit.

ELECTRONIC DEVICES

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

CELL PHONES

The use of cell phones to make or receive calls, to send or receive text messages, or to send or receive emails is strictly prohibited during assemblies, liturgies, school events, and classes. Cell phones must remain out of sight and may be confiscated if they interrupt the gathering or become a distraction to the student and/or others.

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

GENERAL BEHAVIORAL GUIDELINES

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

- To conform to the Notre Dame High School dress code
- To report promptly to all classes, assemblies, and required student activities
- To bring appropriate texts, supplies, and completed assignments to class
- To refrain from eating, drinking, or chewing gum in classrooms or the Theater
- To demonstrate behavior conducive to a positive learning experience; this includes attentiveness to teacher instruction, working on assigned tasks, cooperative participation in class discussions and group projects, and respect for other students' needs to clarify and ask questions
- To comply with the academic integrity policy of the school
- To refrain from the use of any language or gestures that express a lack of respect for students and other members of the school community

PUBLIC DISPLAYS OF AFFECTION

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

CYBER-BULLYING

The Internet, whether accessed on campus or off campus, either during or after school hours, may not be used for the purpose of harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate or hurtful e-mail messages, instant messages, text messages, digital pictures or images, sexting, or website postings. Victims of such misuse of technology are advised not to erase the offending materials from the system. They should print a copy of the material and immediately report the incident to their parents, and when deemed necessary, to a school official. The school will treat allegations of misuse of technology seriously and will review and investigate such allegations promptly, confidentially, and thoroughly. Any behavior contrary to the Mission and Philosophy of Notre Dame High School or that damages the reputation of the school or any of its members will be treated as a seriously egregious offense.

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

ABUSIVE OR THREATENING LANGUAGE/BULLYING

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

ILLEGAL SUBSTANCES

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

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

SEXUAL HARASSMENT

In accordance with the Church's respect for the dignity of each individual, Notre Dame denounces sexual harassment by and among students. Sexual harassment of any kind at school or at a school-related event will result in serious disciplinary consequences. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. Examples may include pinching, grabbing, slapping, cornering, making sexual comments toward, taunting, pulling down the pants/skirt/shorts and/or underwear; snapping a bra, assaulting, or molesting another student.

SEARCHES

In some situations, based on a reasonable suspicion that a search will disclose evidence that a student is violating or has violated the law or a school rule, it may be necessary for school officials to conduct a search of the student's person and/or personal property (including electronic devices), locker, and/or vehicle. Authorities will be called if evidence is recovered that the administrator deems potentially illegal or dangerous to the student or others. Whenever a school official conducts a search of a student's person or personal property, locker, and/or vehicle, an adult witness will be present, and the student's parent will be notified that a search has been conducted. Certain school events, such as dances, retreats, and field trips, may require participants to cooperate with a routine search of the personal belongings they will have in their possession during the event. In such cases, participants will be expected to comply with the search process, which is conducted as a means to help ensure the health and safety of participants.

INFRACTIONS

Behavioral violations for which a student may be subject to disciplinary procedures include, but are not limited to bullying (including verbal abuse or harassment); cyberbullying; disruptive or disrespectful behavior in class, on campus, or at a school event; repeated uniform violations; defiance or disrespect to faculty, staff, other students, or visitors to campus; excessive tardiness or unexcused absences; physical confrontations; violent or threatening behavior; possession, use, or distribution of illegal substances, including alcohol or drugs; reckless driving; theft; sexual harassment; vandalism; leaving campus without permission; any behavior that jeopardizes the safety of others; using social media to speak negatively about Notre Dame, its employees, or other students; and any behavior that damages the reputation of the school.

SUSPENSION

Suspension is invoked in the event of a serious violation of the code of behavior outlined in the Student Parent-Handbook whereby it is deemed that a student's presence on campus may be disruptive. When a student is suspended, parents are contacted immediately, and parents are required to pick their daughter up. Suspended students and their parents must meet with a representative of the Administration prior to the student's return. During the period of suspension, the student may not attend or participate in any school sponsored events or activities. It is the responsibility of the suspended student to stay current in her studies via Google Classroom for each of her courses. Students will be allowed to earn credit for classwork and homework assignments completed in a timely fashion and in accordance with the teacher's established policy. There may be classwork that, due to its nature, cannot be made up. Teachers are not expected to create alternative assignments in cases such as this.

EXPULSION

Expulsion is reserved for cases of extreme misconduct of a very serious nature, such as theft, possession of a weapon, or the selling of any controlled, mood-altering substance (alcohol, drugs, etc.). Expulsion can also occur by repetition of conduct leading to one or more suspensions or in cases when other forms of disciplinary intervention have been unsuccessful. Expulsion mandates the termination of the student's affiliation with Notre Dame High School. Expelled students will not be allowed to attend any Notre Dame High School sponsored events.

EXPECTED BEHAVIOR DURING SCHOOL EVENTS

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

- Leave all personal belongings in the classroom preceding the event, unless otherwise instructed to do so.
- Report directly to the event facility with their class and teacher.
- Sit in the designated class section.
- Appropriately and positively participate in activities of the event.
- Leave cell phones out of sight and not use them to make or receive calls, to send or receive text messages; or to send or receive emails. Cell phones may be confiscated if they interrupt the gathering or become a distraction to the student and/or others.

CO-CURRICULARS

CAMPUS MINISTRY

Campus Ministry plays a vital role in providing programs that enable Notre Dame to carry out its Mission. Campus Ministry is responsible for school-wide liturgies, prayer services, class retreats, and service learning opportunities. Participation in and use of active listening skills during sacred worship is an essential component of the Mission of Notre Dame High School. Attendance at all school-wide liturgies and prayer services is mandatory. The Alumnae Chapel, located in St. Julie Billiard Building, is available to students for prayer and quiet reflection.

CAMPUS MINISTRY LEADERSHIP OPPORTUNITIES

The Senior Retreat Team (SRT) helps plan the class retreats for freshmen, sophomores, and juniors. The Liturgical Life Team works to plan and direct liturgies and prayer experiences for the school community. Students must apply and interview for these positions, and upon selection, all Senior Retreat Team and Liturgical Life Team members are expected to be exemplary in their dedication to the Mission and Philosophy of Notre Dame High School, the Hallmarks of a Notre Dame Learning Community, and the Integral Student Outcomes (ISOs).

RETREATS

Attendance at class retreats is mandatory and a requirement for graduation. Students are expected to arrive on time for retreats. The retreat program cannot accommodate late arrivals or early departures. If a student misses a retreat, the student will, at her own expense, and on her own time, be required to attend and participate in a retreat approved by the Administration. Parish Confirmation retreats do not meet this requirement. It is expected that no student will arrive late, leave early, or need to leave for any reason, including Notre Dame events, athletic or otherwise.

STUDENT GOVERNMENT

The purpose of student government at Notre Dame is to improve school spirit, organize school-wide activities, represent the needs of the student body, make recommendations to the Administration, serve as representatives, and promote the Mission of Notre Dame. The Associated Student Body (ASB) is composed of elected and appointed student leaders who are expected to be exemplary in their dedication to the Mission and Philosophy of Notre Dame and the Integral Student Outcomes (ISOs). Students running for an ASB or class officer position must possess at least a 2.5 GPA at the most recent grading period. If a student is elected or appointed to office, she must maintain at least a 2.5 GPA during her term. She may not receive more than one "D" in any quarter. More than one "D" or one "F" will automatically place her on ASB probation for the next grading period. If she becomes Academically Ineligible, she must then resign from office. An ASB term of office is one year, beginning in the spring. A class officer's term is from August to June. Class Presidents hold an automatic position within the ASB, and other class officers will have various ASB responsibilities.

CLUBS/ORGANIZATIONS

Clubs and organizations provide many opportunities for Notre Dame students to become involved and take on leadership responsibilities. Clubs are intended to augment an interest, hobby, academic pursuit, or community involvement. Many clubs are active at Notre Dame. Club offerings are posted, and students are encouraged to sign up during the Club Fair and participate in clubs throughout the year. If a class or club wishes to add an activity to the school calendar, they must first submit in writing to their moderator the plan for the activity. The plan must include a description of who, what, when, where, and why they are requesting the event. In addition, an approximate timeline and budget must also be submitted. Following the moderator's approval, the proposal is given to the Student Services Coordinator, who then submits it for consideration by the Administration. Students interested in starting a club may complete and submit a Club Proposal Form to the Student Services Coordinator. Clubs may not operate on campus until they have received approval from the Administration.

ACADEMIC CHARTERS

Notre Dame holds charters for each of the following organizations:

- California Scholarship Federation (CSF): The California Scholarship Federation is a state honor society composed of students who have earned 10 points during a given semester, with three points given for each "A" and one point for each "B", in academic subjects. Students having any grade lower than a "C" are not eligible for membership.
- National Honor Society (NHS): National Honor Society members are selected by a faculty committee. At the end of each semester, students with a cumulative GPA of 3.5 in all academic subjects are considered for membership by the faculty committee. Membership is based on scholarship, leadership, service, and character.

YEARBOOK

The ND yearbook is produced each year by Notre Dame students. Notre Dame's yearbook staff meets outside of normally scheduled classes under the guidance of the Student Services Coordinator.

SCHOOL DANCES

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

Notre Dame is aware that finding a dress that fits the Notre Dame/Palma Dress Guidelines for formal events may be challenging. While there are many dresses that may be appropriate for other events, they may be deemed inappropriate for a Catholic school formal. Therefore, it is recommended that a student's dress be shown to the Principal for approval before tags are removed and alterations are made. We hope that students and parents are supportive of the spirit of the event and keep the Mission and Philosophy of our Christ-centered communities.

ATHLETICS

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

- We believe students are our highest priority.
- We believe the dignity, worth, and self-esteem of participants should be paramount to all athletic activities.
- We believe that the athletic program will promote and instill Christian values.

- We believe the most important result of competition is the development of life-long values and skills.
- We believe the athletic program is an integral part of the high school experience.
- We believe open communication and mutual respect among coaches, parents, and athletes provide the foundation of a successful athletic program.
- We believe positive parent support and involvement enhances student growth and program quality.

TEAM SPORTS

For the 2023-2024 school year, Notre Dame will compete in the following sports:

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

REQUIREMENTS FOR PARTICIPATION

- Attendance at the mandatory Parent, Player, Coach, Meeting, held at the beginning of each season.
- Payment of the athletic participation fee. Fees are charged for each sport in which a student participates.
- Tuition accounts in extreme delinquency may result in a student being ineligible to participate in co-curricular activities.
- Please refer to the **ACADEMIC PROBATION & INELIGIBILITY** section of the handbook for specific information regarding academic ineligibility.

CLASS ATTENDANCE & ATHLETICS

To be eligible to participate in any practice, game, or contest, an athlete must attend ALL of her classes on the day of a practice, game, or contest. If a student is absent from school for any length of time on the day of practice, game or contest, that student cannot participate in practice, game, or contest. Absences from class to participate in or assist a Notre Dame sponsored event does not qualify as an absence. Should the student have a medical appointment or extenuating circumstances (for example, a funeral, emergency, etc.) on the day of a practice, game, or contest, she may participate in the practice, game or contest as long as she provides proof of the appointment/event upon her return to school.

IN-SEASON RULES & CIF/CCS RULES FOR ELIGIBILITY

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

- Athletes will attend all practices and contests, as designated by the coach.
- No Sunday practice/lessons/team meetings are allowed during the season of competition.
- Athletes who violate in-season rules may be suspended or removed from the team by the coach, in consultation with the Athletic Director and Administration.
- Athletes are responsible for uniforms issued to them. They must return them at the time designated, in good condition.
- Parents will be billed for replacement costs if a student fails to return, or damages athletic uniforms. The athlete's privilege to participate in Notre Dame athletics may also be limited or denied.

- Athletes will always conduct themselves in a manner that reflects positively on Notre Dame High School, both on campus, in the community, and on social media. This includes language, demeanor, and sportsmanship.
- Notre Dame High School does not provide general supervision for student athletes between the end of the school day and late afternoon or evening practices. Students have the opportunity to study in the Commons until 4:00 p.m.
- No student whose nineteenth (19th) birthday is attained prior to June 15th, shall participate or practice on any team in the following school year. (CIF Rule # 210)

CLUB SPORTS

A student on a high school athletic team becomes ineligible if the student competes in a contest on an “outside” team, in the same sport, during the student’s high school season of sport. (CIF Rule #600)

CONFLICT RESOLUTION

Conflicts between a coach and player regarding playing time, conduct, enforcement of rules, etc. should be handled as follows:

- The student athlete speaks with the coach. The coach will appraise the Athletic Director of the conversation. If the issue needs to be further addressed:
- The student athlete and her parents should request a meeting with the coach. The coach will appraise the Athletic Director with an overview of the meeting. If the outcome of this meeting is not satisfactory to either party:
- The student athlete and parent(s) should request a meeting with the Athletic Director who will schedule a meeting with the parent and coach. If there is no resolution following this meeting:
- The principal or designated school administrator will meet with all appropriate parties.

YEAR-ROUND EXPECTATIONS

- Athletes will not use stimulants, depressants, narcotics, steroids or other drugs, with the exception of doctor prescribed medications.
- Athletes will not use alcohol or tobacco products.
- Athletes will refrain from language or conduct that reflects negatively on the school.
- Athletes will follow all rules and regulations of Notre Dame High School.

SPORTSMANSHIP

There are lessons to be learned in athletic activities. One of these lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our school and society. Sportsmanship is the practice of playing fair, of taking loss or defeat without complaint, accepting victory without gloating, and treating opponents with fairness, generosity, and courtesy.

SPECTATORS

When a spectator buys a ticket to an event, the spectator is given the privilege to view the action and to voice support of our teams. Notre Dame wants that support to be positive so that the educational value of these events is

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

Students and spectators should:

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

The following behavior is unacceptable at all contests:

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

ATHLETIC LETTERING

Students will earn an Athletic Letter for participating on a Notre Dame Varsity team provided they adhere to the guidelines listed in this section of the handbook. Most importantly, students need to attend practices and competitions, be available to assist the coaching staff when asked, and positively support their teammates. Athletes who quit or are removed from a team for academic or disciplinary reasons will not be eligible for a letter or other awards in that sport. An athlete who is injured is still eligible to letter and be considered for an award by remaining a contributing member of the team.

TRANSPORTATION FOR ATHLETICS

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

GENERAL SCHOOL POLICIES

STUDENT TRANSPORTATION

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

FACILITY USE

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

POSTING OF SIGNS

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

LOST & FOUND

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

MEDIA CENTER

The Media Center is open Monday through Friday from 7:30 a.m. to 3:30 p.m.

THE COMMONS

The Commons is provided as a gathering place for students before school, at break, and after school. Students using The Commons are responsible for keeping the area neat and clean, including the microwaves and the sink.

LOCKERS

Lockers are provided to students for their use during the school year; however, lockers are the property of the school. It is the responsibility of the student to maintain her locker, both inside and out. No student may deface or write on her own or another student's locker. A student should not share her combination. The student to whom the locker is assigned is responsible for its contents. Any question about or difficulty with lockers should be referred to the Student Services Coordinator. At the end of the school year, all students are required to empty and clean their lockers. Anything remaining in a locker at the conclusion of the school year will either be discarded or donated to charity. Locker security is the responsibility of the student. All lockers must be closed and locked after each use. In order to assist in keeping the campus neat and safe, and personal possessions secure, students should not store their belongings on top of the lockers, on the ground near lockers, or in any other public place. Possessions must be stored in the student's assigned locker.

Notre Dame School recognizes that they are in contract between a parent/guardian regardless if the student is 18 yrs of age. We understand in a public school situation a student may be able to sign themselves out or excused themselves from class but this does not apply to Notre Dame due to it being a privately held school through the Diocese of Monterey.

PICTURE & PRESS RELEASE

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

FAMILY SERVICE HOURS

In accordance with the Notre Dame tradition of service and family, the school asks for the involvement of each student family in various activities that serve the needs of the school and help build a sense of community. Each family is expected to perform a minimum of 15 hours of volunteer service each year for the benefit of the school and its program. Forms are mailed as part of the Orientation Packet in July and may be downloaded on the Notre Dame website. In order to avoid penalties, the forms must be returned to the Main Office according to the published due dates.

PARENT COMMUNICATIONS & MEETINGS

Notre Dame makes use of a variety of tools for communicating with parents. In addition to PowerSchool, Notre Dame regularly distributes information through the mail, email, and via text or phone messages. Please do NOT disregard these important messages. Please assist Notre Dame in communicating with you by keeping all contact information up-to-date. To update your contact information email the Admissions Coordinator or inform the Main Office. If a parent has a concern relating to his/her daughter's subject teacher(s), the teacher(s) should be consulted first. An administrator should not be contacted until the parent-teacher communication has occurred. To request a meeting with a teacher, please contact the teacher via his/her email address. Email addresses are available on the school website and on the syllabus for each course. The Administration expects a teacher's first priority to be the instruction of students, so emails and phone calls are returned during their limited periods of free time or after hours. Generally, most calls and emails will be returned within 24 hours.

SOLICITATION

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

MEDICATION

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

ILLNESSES REQUIRING SCHOOL-WIDE COMMUNICATION

The Center for Disease Control requires that schools notify families when a student has been exposed to a number of illnesses. The Diocese of Monterey provides Notre Dame with letters that maintain the confidentiality of the ill student but communicates the possible exposure to the other families. Parents of students diagnosed with any of the illnesses listed below must contact the Principal and Assistant Principal for Academics as soon as possible.

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

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

COVID-19

Policies and protocols regarding COVID-19 are updated regularly at the direction of the Diocese and in accordance with the CDC. [The COVID Preparedness Plan 2022-2023 can be found here.](#)

PREGNANCY POLICY

A student who becomes pregnant while enrolled at Notre Dame High School must meet with the Principal (along with her parents) to determine a plan for her health, personal well-being, and academic success. A doctor's release

will be required for her to continue to attend classes. An additional release may be required for the student to participate in various school activities, including but not limited to field trips, retreats, or activities.

GUARDIANSHIP/LIVING ARRANGEMENTS

Parents must notify the school's administration within 3 days of any change in their daughter's living arrangements. The school must be informed of the marriage of a student and any change of address or guardianship of a minor student.

NON-CUSTODIAL PARENTS

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

CAMPUS TRAFFIC SAFETY

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

- Drivers dropping students off in the morning or picking up students in the afternoon will use the NDHS side of Palma Drive.
- Parents/other drivers should not use the faculty parking lots before, during, or immediately after school to drop off students or to turn vehicles around.

CHILD ABUSE REPORTING/SAFE ENVIRONMENT PROGRAM

Any teacher or staff member who suspects that a minor has been subjected to physical injuries, neglect, sexual abuse, or emotional maltreatment is mandated by the Child Abuse Reporting Law to notify the proper authorities. Because immediate investigation by child protective agencies of suspected abuse may save a student from repeated injuries, school personnel will report suspicious injuries or behavior to the proper state authorities. Notre Dame operates in compliance with the Safe Environment Program of the Diocese of Monterey (VIRTUS) in order to assure the safety and security of students and employees. **A copy of the complete text of the program can be obtained in the Main Office.**

ASBESTOS-CONTAINING BUILDING MATERIALS

To comply with the law and regulations of the Asbestos Hazard Emergency Response Act (AHERA) we are informing all that Notre Dame was inspected by an industrial hygienist, who is certified to perform AHERA inspections and develop management plans, and who has had extensive experience inspecting buildings for asbestos, and the ACM found that school is in a non-friable condition, which means it does not pose a health hazard or exposure risk in its present condition.

FINANCIAL INFORMATION

TUITION

Tuition is due and payable according to the terms of the annual Enrollment Contract. A signed copy of the Enrollment Contract must be filed with the Business Office as part of the Registration process. All families are required to have a FACTS account for billing purposes.

TUITION ASSISTANCE

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

Families who need tuition assistance must submit an application to FACTS Management. Students and families receiving tuition assistance must sign an agreement to meet the expectations of a Notre Dame tuition assistance recipient.

NOTRE DAME FOUNDATION AWARDS & SCHOLARSHIPS

In the early 1980's, a group of parents and friends of Notre Dame formed the Notre Dame High School Foundation, an independent charitable organization with the purpose of ensuring the financial support needed to continue the tradition of high-quality education for young women. As a non-profit corporation, the Notre Dame High School Foundation helps provide the financial support necessary for academic scholarships, educational equipment for athletics, drama, technology, and capital improvements. Sophomores, Juniors and Seniors can apply for ND Foundation Scholarships. Beginning in March, applications are available on the school website.

REFUND POLICY

In reliance upon the signed Enrollment Contract, Notre Dame will take certain actions in planning for the academic school year. These actions may include, among other things, hiring additional staff, allocating additional classes or staff time. Accordingly, the principal will only consider a request to terminate this contract before the first day of school. Note, if approved, no refunds will be issued for prior payments received.

DELINQUENT ACCOUNTS

Notre Dame reserves the right to enforce the following policies as deemed necessary by the administration when an account becomes delinquent:

- o Students may not be allowed to continue to attend classes if scheduled tuition payments become delinquent unless written arrangements are made in advance with the business office.
- o Students may be suspended from all activities, sports, school events, and/or classes until the tuition account is current.
- o An official transcript will not be released at the end of the semester or school year if the outstanding account balance is not paid in full.

RETURNED CHECKS

There is \$35 charge on any check returned to Notre Dame by the bank. **DELINQUENT TUITION**
It is extremely important that student tuition accounts be kept current. In the case of delinquent tuition (fifteen days past due), the following procedures will be followed:

- A past due reminder email from Facts Tuition Management Company will be sent to the client.
- If there is no response within 10 days of contact, a second attempt will be made to inform the parent of their tuition status.

Notre Dame reserves the right to enforce the following policies as deemed necessary by the administration when an account becomes delinquent for more than 30 days:

- o Students may not be allowed to continue to attend classes if scheduled tuition payments become delinquent unless written arrangements are made in advance with the business office.
- o Students may be suspended from all activities, sports, school events, and/or classes until the tuition account is current.
- o An official transcript will not be released at the end of the semester or school year if the outstanding account balance is not paid in full.

EXTREME CASES OF TUITION DELINQUENCY

As a caring, Catholic community, Notre Dame is dedicated to working with families who are experiencing extreme hardship or unexpected expenses. While remaining fiscally responsible to the school budget, the Notre

Dame Administration will work with families to the extent possible. An additional consideration is given to families who have been in communication regularly with the Notre Dame Business Office and Principal. Families who have experienced the inability to meet financial obligations are strongly encouraged to apply to FACTS to participate in the Notre Dame Need-Based Tuition Assistance Program.

WITHDRAWALS

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

NOTRE DAME HIGH SCHOOL WEEKLY SCHEDULE



A Monday	B Tuesday	C Wednesday	D Thursday	E Friday
Office Hours 8:00-8:25	Office Hours 8:00-8:25	1 8:30-9:45 2 9:55-11:10	5 9:20-10:35	Office Hours 8:00-8:25
1 8:30-9:15	1 8:30-9:15			1 8:30-9:15
2 9:20-10:05	2 9:20-10:05			2 9:20-10:05
3 10:10-10:55	3 10:10-10:55			3 10:10-10:55
Break	Break	Break	Activity Block* 10:40-11:15	Break
4 11:10-11:55	4 11:10-11:55	3 11:30-12:45	6 11:30-12:45	4 11:10-11:55
6 12:00-12:45	6 12:00-12:45			6 12:00-12:45
Lunch Break				
5 1:30-2:15	7 1:30-2:15	4 1:30-2:45	7 1:30-2:45	7 1:30-2:15
7 2:20-3:05	5 2:20-3:05	Student Leadership Meetings 2:45-3:15		5 2:20-3:05
		Office Hours 2:45-3:15		
*Students are required to attend this block when activities such as as community prayer services, class meetings, and assemblies are scheduled. <i>Note: Sports Practices will not begin before 3:30</i>				

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