



**Notre Dame Preparatory**  
**2021-2022 Student/Parent Handbook**

# Notre Dame Preparatory

## 2021-2022 Student/Parent Handbook

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## **INTRODUCTION**

Dear Students, Parent, and Guardians,

Welcome to the 2021-2022 Notre Dame Preparatory Student/Parent Handbook! We have updated our Handbook to help our students, parents, faculty, and staff understand what is expected on campus, unite behind our principles and beliefs, and demonstrate what it means to be a Saint. I hope you find this Handbook useful!

This year, the Executive Team has chosen the theme of HOPE to focus our work together. After overcoming the challenges of the past two years, we have many reasons to hope and know that we can prevail no matter what, through our trust in the Lord and His love for us all.

I have always seen the Bible and our Catholicity as tools of hope. I have also been captivated by the research literature on hope, very specifically C. R. Snyder's work at the University of Kansas and Brene' Brown's work at the University of Texas.

The works of our Lord depicted in the Bible, that literature, and our human experience demonstrate to us that "hope is a function of struggle."<sup>1</sup> Hope, according to these disparate resources, isn't just a fanciful wish or an emotion. Hope is a call to action. "Hope is a cognitive, behavioral process that we learn when we experience adversity, when we have relationships that are trustworthy, when people have faith in our ability to get out of a jam. Hope is brokenhearted on the way to becoming wholehearted."<sup>2</sup> And that hope filled wholeheartedness is what we are working toward with every student and staff member every day here at Notre Dame.

Our focus here at Notre Dame is on formation, learning, collaboration, and results! We know that we are all on the road to continuous improvement and understand that learning requires trial and error and the persistence to try again. We believe that every student and staff member can be successful if they put forth the effort. Our mantra is that if you work hard, you will get smart. Know that we look forward to partnering with you to ensure the success of your daughters and sons. On behalf of the faculty and staff here at Notre Dame Preparatory, I hope that you will join us in the effort to make this an outstanding school year!

Blessings!

Eugene M. Sweeney, Ph.D.  
Principal

1. C. R. Snyder. Psychology of Hope: You Can Get There from Here. New York: Free Press, 2003.
2. Excerpted from The Gifts of Imperfection: Let Go of Who You Think You're Supposed to Be and Embrace Who You Are by Brené Brown (Hazelden 2010).

### **Contact Information Needed**

*If your contact information has changed, please be sure to provide us with current updates in your PowerSchool account. Notre Dame Preparatory, in order to effectively communicate, uses family contact information on file. Please ensure that all information is updated at the beginning of each school year by visiting:*

*<https://ndpsaints.powerschool.com/public/>.*

*It is imperative that all families confirm personal information for each of your students by August 2, 2021. If information needs to be updated during the school year, please contact the Office of the Registrar at [registrar@ndpsaints.org](mailto:registrar@ndpsaints.org).*

### **NDP Mission Statement**

Notre Dame Preparatory is a Diocesan Catholic High School, dedicated to the promotion of academic excellence and the pursuit of holiness through the shared values of Reverence, Respect, and Responsibility, out of love for Jesus Christ.

### **NDP Vision Statement**

To provide the highest quality Catholic high school educational experience, offering student-centered learning opportunities which develop the whole person: mind, body, and soul.

### **Integral Student Outcomes (ISOs)**

Our Integral Student Outcomes (ISOs) represent the values which each Notre Dame Prep student should strive to live by during his or her time as a Saint. We start by revealing our animating principle: "All are made in the image of Christ." This impacts everything at NDP, from how we treat each other to how we treat ourselves. We then further defined our foundational pillars of Reverence, Respect, and Responsibility. It is our hope that by naming the actions that help us live out these values, we'll make them more tangible and achievable for all of our community members.

In accordance with our mission, it is expected that with a Notre Dame Preparatory High School education, students will have grown in their pursuit of the following expectations:

At NDP, we believe "All Are Made in the Image of Christ" So we show...

#### **Reverence by "Seeking Holiness"**

- Pray and Worship God
- Serve Others
- Live as a disciple

#### **Respect by "Loving our Neighbors"**

- Honor our Human Dignity
- Seek the Truth
- Assume the Best

### **Responsibility by “Always Doing the Right Thing”**

- Take Ownership
- Pursue Excellence
- Fulfill God’s Will

### **Mission of the Catholic School**

In the Declaration on Christian Education, promulgated by the Second Vatican Council, the distinguishing characteristic of a Catholic school is described in this way: “The Catholic school pursues cultural goals and the natural development of youth to the same degree as any other school. What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the Gospel spirit of freedom and love.”<sup>1</sup>

Thus, the Catholic school should be able to offer young people the means to acquire the knowledge they need in order to find a place in society, which is strongly characterized by technical and scientific skill. But at the same time, it should be able, above all, to impact a solid Christian formation.<sup>2</sup>

Catholic schools...

- Provide a Christ-centered environment
- Offer a comprehensive and rigorous academic curriculum based on the latest research, with faculty using 21st century teaching methods
- Form young Catholics who develop a strong relationship with Jesus Christ
- Prepare young people to meet global challenges
- Emphasize servant leadership
- Encourage students to think critically and creatively
- Prepare students to be effective communicators and numeric problem solvers
- Nurture God-given talents
- Offer hands-on experience with the latest technology
- Provide opportunities for worship and prayer
- Prepare students well for the next level of education while ensuring a love of lifelong learning
- Remain firmly grounded in the eternal values of our Catholic faith.<sup>2</sup>

1. “The Catholic School on the Threshold of the Third Millennium,” Congregation for Catholic Education, Rome, December 28, 1997, paragraph 8.
2. “The Religious Dimension of Education in a Catholic School,” Congregation for the Catholic Education, Rome, April 7, 1988, paragraph 1.

## **Mission Statement for Catholic Schools: Diocese of Phoenix**

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by leading them to an encounter with the living Christ and by integrating faith throughout an educational process that promotes academic excellence, moral values and lifelong service.

## **Philosophy of Catholic Schools: Diocese of Phoenix**

Because Christ is our hope and our children are the future of the Church and society, the Church joins with parents, the primary educators, in placing the child at the center of the educational process, which promotes academic excellence and moral values, and fosters lifelong service.

Because each child needs the values and traditions of the Catholic community, the school will impart an understanding of the Catholic faith, doctrine and moral perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the Diocese and the larger world community. Because each child needs examples, in the school and in the home, teachers and parents must model their faith as portrayed in the Gospels and our Tradition.

Because each child must be able to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect, and respect for others, and growth in learning to deal with issues in the real world.

Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive, loving yet disciplined, encouraging yet challenging.

Because each child needs knowledge and skills for today's and tomorrow's world, the school will provide opportunity and high expectations for learning and will develop the potential of each child spiritually, academically, socially, emotionally, and physically.

## **Non-Discrimination**

It is the policy of Notre Dame Preparatory that it shall not discriminate on the basis of sex, race, creed, color and/or national origin in the administration of educational policies, scholarships, athletics or any other school programs. Preference is given to students of Catholic families.

## **Accreditation**

Notre Dame Preparatory is a fully accredited institution by Cognia and the Western Catholic Education Association (WCEA) and is under the direction of the Diocese of Phoenix Catholic Schools Office. To learn more, please visit [www.cognia.org](http://www.cognia.org) or [www.wcea.org](http://www.wcea.org).



## **SCHOOLWIDE EXPECTATIONS**

### ***Acceptance of 2021-2022 Student/Parent Handbook***

**As a condition of enrollment at Notre Dame Preparatory, all students, and their parent(s)/ guardian(s), must have read, and explicitly accepted the provisions set forth in the 2021-2022 Student-Parent Handbook and agree to comply with all school regulations. Students and their parents must sign the Handbook Acknowledgment Form and return it to the school prior to the first day of school.**

**The handbook verification form can be found on the Notre Dame Preparatory website.**

In accordance with the student handbook, the following responsibilities are expected of the students:

- To contribute to the good of the school and community through acts of service
- To be respectful, honest and courteous to everyone in the community
- To arrive on time for all classes and school activities appropriately prepared
- To accept responsibility for one's own education by putting forth best efforts every day
- To seek help from teachers when needed and actively participate in class
- To respect school property and the personal property of other students/teachers
- To obey all school and classroom rules regarding safety
- To refrain from profanity or other vulgar language
- To follow the dress code
- To use technology responsibly to enhance learning
- To include other students in activities, both in the classroom and lunchroom

### **Parental Support**

The Diocesan Code of Discipline directs that "Parents or legal guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances." (Diocesan Handbook 3-1.4.17 C.4). Serious consideration is given to every disciplinary action taken.

While recognizing parents as the primary educators of their children, Notre Dame Preparatory needs, expects, and requires honest and consistent cooperation to implement the spirit as well as the letter of the Student/Parent Handbook's guidelines and rules. If, in the opinion of the principal, either a student's or a parent's/guardian's actions, attitudes, or behavior are found to be in conflict with the school's mission, policies, or any specific directive of the administration or if parents or students fail to cooperate and comply with Notre Dame's disciplinary policy, practice, or the directives of an administrator, the student may be barred from continued enrollment at Notre Dame Preparatory.

The Notre Dame Preparatory Student/Parent Handbook may not include all directives and serves only as an outline. The Administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual



student and entire Notre Dame Preparatory community. The Principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.

### **Communication Procedure**

***\*\*It is extremely important that families communicate to the school when contact information, addresses, phone numbers, email addresses, etc. have changed. Please email the Registrar: registrar@ndpsaints.org to provide the updated information.\*\****

The school expects parents/guardians and students to know and abide by the policies and regulations explained in this handbook, but the administration understands that there may be questions about specifics in the handbook. It is good policy to voice your concerns about any aspect of school life to the person immediately involved in a situation, be it teacher, coach, moderator, or administrator.

It is the policy of Notre Dame Preparatory to always keep the lines of communication open with our families. To this end, the school will send home newsletters, academic/disciplinary reports and other pertinent information regarding students. Comments from NDP families regarding policies and/or procedures dealing with the overall operation of the school are welcome. We ask only that you follow the procedures listed below:

#### **Chain of Communication - General:**

Should a concern arise, the procedure listed below should be followed:

1. Parents and/or students are to first contact the school representative directly responsible for the class or activity in question – teacher, coach, or sponsor.
2. If the student/parent is not satisfied with the results of this communication, the appropriate individual is then to be contacted, following this order:
  - a. Teacher, Coach, or Sponsor
  - b. Counselor, Department Chair, House Co-Director, or Athletic Director
  - c. Assistant Principal for Learning Services or Assistant Principal for Student Services
  - d. Principal

Please note: Parents should only contact the administration after the resolution of the concern has been attempted by the individuals defined in these steps.

#### **Chain of Communication - Academics:**

Should a concern arise during a class, the procedure listed below should be followed:

1. In an effort to help students build self-advocacy skills, the first line of communication should always be between the student and the teacher.
2. If the parent is not satisfied with the results of this communication, the parent should go right to the source and contact the teacher directly. All teachers can be reached via email.
3. If the issue remains unresolved, the parent should then communicate his/her concerns to the Department Chair or the student's Counselor.

4. If the issue remains unresolved, the parent should then communicate his/her concerns to the Assistant Principal for Learning Services.

Please note: Parents should only contact the administration after the resolution of the concern has been attempted by the individuals defined in these steps.

#### **Chain of Communication - Athletics:**

Should a concern arise during an athletic season, the procedure listed below should be followed:

1. First, the student athlete should advocate for themselves and speak directly with his or her coach.
2. If further clarification is required, the parent should then contact the coach. It is advised that no contact between parent and coach be made until at least the day after the incident/event in question – (24-hour rule).
3. If the issue remains unresolved, the parent should then communicate his/her concerns to the Athletic Director.
4. If the issue remains unresolved, the parent should then communicate his/her concerns to the Assistant Principal for Student Services.

Please note: Parents should only contact the administration after the resolution of the concern has been attempted by the individuals defined in these steps.

#### **Chain of Communication - Activities:**

Should a concern arise during an activity, the procedure listed below should be followed:

1. First, the activity participant should advocate for themselves and speak directly with his or her sponsor/moderator.
2. If further clarification is required, the parent should then contact the sponsor/moderator. It is advised that no contact between parent and sponsor/moderator be made until at least the day after the incident/event in question – (24-hour rule).
3. If the issue remains unresolved, the parent should then communicate his/her concerns to the Co-Director of House.
4. If the issue remains unresolved, the parent should then communicate his/her concerns to the Assistant Principal for Student Services.

Please note: Parents should only contact the administration after the resolution of the concern has been attempted by the individuals defined in these steps.

As education is a collaboration between parents and the school, you should always expect to receive a courteous hearing of your concerns. However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the administration and staff may indicate serious philosophical disagreement between the school and the parents/guardians or student. In such a case, withdrawal of the student from the school may be necessary.

Students will be communicating with their teachers regularly through email messaging. Responding in a timely manner to all communication helps build a more connected community at Notre Dame Preparatory. Students are expected to check their school email account

periodically throughout the school day. Reading and responding to email is expected on all days school is in session.

### **Diocese of Phoenix Disclosure and Acknowledgment of Risks of School Participation**

All parents and guardians must understand that there is always some potential for injury and illness inherent in all such School activities. The School is using good faith, reasonable efforts to reduce the risks of injury and illness, including implementing the recommendations of the Centers for Disease Control and Prevention (CDC), Arizona Department of Education, and state and local health authorities in light of the unique needs and circumstances of the School community, and in order to allow for in person learning while protecting students, teachers, administrators, and staff and helping slow the spread of COVID-19. While the CDC and health authorities state that these efforts help lower the risk of COVID-19 exposure and spread during school sessions and activities, they cannot eliminate all risk of exposure and transmission, and School cannot ensure any child's complete safety.

By allowing their children to attend the School in person, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards associated with their children's participation in all school activities, but not limited to, the risks associated with the novel COVID-19 virus. All parents and guardians understand that their children will be associating with teachers, administrators, staff and other children and may contract COVID-19, and other viruses and diseases, through their children's participation in activities at school. By allowing their children to attend the School in person, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire COVID-19, and that COVID-19 may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

By allowing their children to attend the School in person, on a daily basis, all parents and guardians are certifying that their children are in good health and have no current issues that make it unsafe to participate in School activities and acknowledge that the School may not have a medical professional on staff. Parents and guardians agree that they will notify the School and will not send a child to School or School functions if the child develops a fever or other symptoms of illness or tests positive for COVID-19. Furthermore, parents and guardians will not send a child to School or School functions if the child is sick, has COVID-19 symptoms, or has been in close contact with someone who shows symptoms of or has been diagnosed with COVID-19 until after a 14-day exposure period has been exhausted for the child with no symptoms. By allowing their children to attend the School in person, all parents and guardians are further agreeing that they follow and will take reasonable steps to ensure that their children will follow, all rules, policies and guidelines of School in order to protect other students, teachers, administrators, and staff and help slow the spread of COVID-19.

### **In-Person Instruction**

Beginning in August of the 2021-2022 school year, we will be offering 100% in-person instruction. No synchronous or asynchronous online instruction will take place. Teachers will,

however, record and post their classes at the end of the day for any student that is absent to view.

## **Masks**

Beginning in August of the 2021-2022 school year, the Notre Dame Preparatory campus-wide policy regarding masks is that they will **not** be required. If, however, you wish to wear a mask, you may.

## **FORMATION**

At Notre Dame Preparatory, the spiritual and religious formation of each student is of primary importance. The work that our Campus Ministry team does is what makes our Catholic school campus unique. We attempt, along with the entire faculty and staff, to bring God's grace into the daily lives of students.

Parents are the primary religious educators and nurturers of their children's faith. In the 1965 Encyclical written by Pope Paul VI entitled *Gravissimum Educationis*, the Church declares, "Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators" (para. 3).

Furthermore, the Catechism of the Catholic Church states: "Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. This requires an apprenticeship in self-denial, sound judgment, and self-mastery-the preconditions of all true freedom. Parents should teach their children to subordinate the 'material and instinctual dimensions to interior and spiritual ones.' Parents have a grave responsibility to give good examples to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them" (CCC, 1992, para. 2223).

A practicing religious home is the best preparation for young people to become caring, responsible citizens of our world. NDP partners with parents by offering students formative opportunities and experiences.

## **Attendance at Catholic Religious Services**

Attendance at our sacramental and liturgical celebrations is of utmost importance to the formation of the Notre Dame Preparatory student and is at the core of our mission. As a requirement of being a Notre Dame student, attendance at monthly Eucharistic Liturgies, Adoration, Days of Prayer/Retreats, Reconciliation Services, and Prayer Services is required. Philosophically and practically, we are a Catholic institution and attendance at our school requires attendance at these services. Lack of attendance is perceived as a lack of support for our mission and while we are sensitive to the beliefs of others, that lack of support for our

mission is cause for a conversation about making a choice other than Notre Dame Preparatory for educational services.

An absence from any of these sacramental or liturgical celebrations must be approved by the Principal and they will rarely be approved. In addition, if a pattern of being called in absent and excused develops on the occasions of these activities, we will view that decision as a lack of support for the mission of the school as well. When these absences occur, the student's parents will be contacted to meet with the Principal, the Chaplain and the Campus Minister about the importance of attendance at our sacramental and liturgical celebrations and why they are so very important to the formation of the Notre Dame student. If the parents decide during that meeting that it is their wish for their student not to attend these activities, arrangements will be made for transfer to another institution. Any questions regarding this policy should be directed to the Principal.

### **Daily Prayer**

Prayer is conducted daily before school, at the beginning of each period, after lunch through the Daily Examen and at the end of the school day.

### **Liturgies**

Mass is celebrated at 7:10 a.m. Monday - Friday in the Chapel. Students, faculty, and staff are encouraged to utilize this valuable grace opportunity. Parents and family members are encouraged to attend as well. Family members who wish to attend Mass must enter through the main office and check in.

There will be four all school Masses. In the months we do not have an all-school Mass, we will have grade level Masses each month. All students are expected to attend, to participate and to behave in a reverent manner. Parents are always welcome to attend these school Masses.

### **Adoration**

Each first Friday of the month, Adoration of the Eucharist will begin after the 7:10 a.m. morning Mass. Adoration concludes with Benediction at 3:15 p.m. Students, faculty, staff and family members are welcome. Family members who wish to attend Adoration must enter through the main office and check in.

### **Reconciliation**

During the seasons of Advent and Lent, arrangements are made for the students to participate in Reconciliation in their Theology classes.

### **Retreats (Graduation Requirement)**

Per Diocese of Phoenix requirements, all students in Catholic schools have a mandatory Day of Reflection each year. Our House Retreat each year is our school wide Day of Reflection. Other

retreats, including Kairos, are offered throughout the year. Students are encouraged to take advantage of these opportunities.

## House

### ***Ten Houses - One Community of Saints!***

In this technological world, teens are more isolated than ever before. To remedy this, our student body is grouped into 10 Houses. These Houses build community, mentorship, discipleship and opportunities for growth and leadership.

The purpose of the House System is to ensure every student and adult on our campus has a community who cares and holds us accountable to be who God created us to be. The goal is to find and foster the brilliance in each student and to give each soul on campus a place where they are embraced by their fellow House members while building a deeper relationship with Jesus Christ and a desire to live in true discipleship.

Being a member of a House gives our students time throughout the day for real interpersonal interaction with students from all grades and members of our faculty and staff.

At Notre Dame Prep, we seek to educate the whole student, mind, body and soul. The House System allows students to be recognized for more than GPA or athletic achievement. Within their House, students' talents are explored and nurtured by a built-in support system.

The Houses compete for House points through academics, Christian service and school spirit, while showing Reverence, Respect and Responsibility toward each other.



## **Christian Service**

Christian Service is an essential part of what it means to be a follower of Christ and a contributing member of society. Loving our neighbor implies a willingness to be of service and to reach beyond ourselves to those in need. Follow up meetings will occur with our Campus Ministry if needed.

*For I was hungry and you gave me something to eat, thirsty and you gave me something to drink; I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me. (Mt 25:35-36)*

As a Catholic school, and in order to develop a well-rounded student, Notre Dame Preparatory challenges its students to be people of service. Considering this challenge, students are required to complete service during the course of each calendar year.

## **Christian Service vs. Community Service**

Christian Service is being the hands of Jesus in the world. It is based on Matthew 25. Basically, it is serving those who are in need just as Jesus did: serving the poor, marginalized and disadvantaged through various nonprofit agencies.

## **Service and House**

Service is encouraged to be done within the House. Each House is encouraged, with the help of the Director of Christian Service Learning, to plan and implement at least one service opportunity each academic year. The service opportunity can be done after school, as well as on weekends. The Director of Christian Service Learning will organize transportation and make sure all permission slips are in order to keep our students safe if necessary but would like to have each house plan a service opportunity that can be done on campus. Examples of this include shoe box ministry, making blankets, and making rosaries. House families are encouraged to serve together, with the help of the Director of Christian Service Learning. The goal is to help students become people of lifelong service.

The Freshman in each house will be introduced to Christian Service by being plunged into the world of Christian Service in the first semester of their freshman year (during Covid this may need to be changed as we follow the rules and regulations given to us by the State and the Diocese). They will serve the poor, disadvantaged and marginalized through various nonprofit organizations for one day first semester. Students are required to make up any missed class work according to academic guidelines for the day they miss school to serve others.

Each house will be responsible for one donation drive or money drive during their particular month. The drive must be for a particular nonprofit organization that directly helps the poor, marginalized or disadvantaged.

## **Christian Service Trips**

Students have the option of completing their service for the year by attending a Christian Service trip. The trip must be through a nonprofit Christian organization through their church, or school sponsored by NDP. Students are responsible for claiming their service with a written reflection on x2VOL.

## **Christian Service Requirements for Graduation**

Freshman: 5 hours for Freshman Plunge (required) and 15 additional hours for a personal project for the year. At least 8 hours of service is due on x2VOL by the first Wednesday in December. The additional 12 hours of a personal project are due the first Monday in May. (15 hours minimum). Hours can roll over so completing more than the minimum 20 hours is encouraged:

Students are required to complete a minimum of 120 hours of service by the end of their senior year in order to graduate.

### **Service to Place of Worship – Evangelization (Minimum 4)**

- Bible School, Fish Fry, Choir, Ushering, R.E., Edge, Altar Serving – Full Hours
- Greeters, Lectoring – 15 minutes/service

If you do not have a place of worship, your hours can be fulfilled through NDP:

- Morning Mass as a Lector or Altar Server
- Spiritual and Pastoral Care for Life Affirming Choices (praying in front of clinics).

### **Service to NDP (Minimum 4)**

- Summer Sports Camps
- Advancement Events
- Saints Store
- Frosh Night Out

### **Service to the Community (Minimum 10)**

- Being a little more flexible with Service opportunities here
- Volunteer Walks and Runs (Must be pre-approved)
- Allow service with Animals if it directly benefits humans (Must be pre-approved)

### **Christian Service to the Poor and Marginalized (Minimum 30)**

- Includes all opportunities from the past
- Mission Trips
- Working with Houses on doing on campus opportunities for their House in particular Freshman

Once the students have completed their minimum number of hours in each of the areas, their remaining hours can be served in any category. We are hoping that these practices will create a



positive feeling toward service and create a desire to continue serving after they graduate from NDP.

***Each semester, a minimum number of hours must be submitted in order for students to receive a passing grade.*** For the first semester, on or before Dec. 1, 2021, students are required to have the following minimum hours submitted (Note: if a student is signed up for and has paid the down payment for a Mission Trip during the Spring/2<sup>nd</sup> Semester, he or she will not be required to have the minimum for 1<sup>st</sup> Semester):

- Seniors/Juniors: 15 Hours
- Sophomores: 10 Hours
- Freshman: 8 Hours

For the second semester, hours must be verified on or before May 2, 2022, students are required to have the following minimum hours submitted:

- Seniors/Juniors: 30 Hours
- Sophomores: 25 Hours
- Freshman: 20 Hours

***For the second semester, hours for seniors must be verified by April 20, 2022.***

NDP provides opportunities for students to serve while at NDP. Freshman and Sophomore students will be required to attend one of our plunges. Ms. Dinges will set up the plunges and assign the students to their specific dates. The dates are listed below:

### **Freshman Plunges**

August 19, 2021

### **Sophomore Plunges**

August 26, 2021

### **Summary**

In summary, extra hours completed during the school year are eligible to be rolled over to fulfill requirements for the following school year. Students must complete 120 total hours by graduation, but the rollover policy will give students and families more flexibility when their hours are served. We hope that this increased flexibility in the service policy will add to the positive experience of Christian Service and that NDP students will make a decision to continue serving after they graduate.

This is a Pass/Fail class. In order to Pass Christian Service, the service must be claimed and verified on the external website, x2VOL. At least 10 hours of service is due on x2VOL the first Monday in May. All submitted hours must be claimed, verified, and approved in order for the hours to count towards their Christian Service hours. Every student must complete a minimum of 120 hours of service over their 4 years at Notre Dame Preparatory. It is recommended that

students complete a minimum of 30 hours per academic year, but the hours will roll over, so students are able to complete what they are able to as time permits. A student may be able to complete all 120 hours prior to Junior or Senior year, but they will still be required to complete at least 10 hours each academic year.

Students are responsible for making sure their claims are submitted within 24 hours of completing their service. Students may complete their service requirements beginning the first of June for the next school year. If a student fails a semester of Christian Service, their enrollment status at Notre Dame Prep will be reviewed for possible withdrawal.

Seniors will be required to have their service claimed, verified, and approved on x2VOL by mid-April. Check the school calendar for details. Seniors who do not meet the Christian Service deadline will fail Christian Service and will not be able to participate in any senior activities until that requirement is met. Once the student's 30 hours have been claimed and verified on x2VOL, he or she will be eligible for graduation.

Failure to meet the Spring semester deadline may result in being asked to withdraw from NDP. Students not meeting the May deadline will fail Christian Service, and that grade will go on their final transcript. Even if a student finishes service after the deadline, that grade will not change. Once a student has completed his or her Christian Service, he or she may be considered for re-enrollment.

Any senior student who does not have 15 hours of claimed, verified, and approved Christian service on x2VOL by the end of the first semester (December 3) will receive a failing grade for Christian Service on his or her transcript.

Students will have until January 15 (one week after the start of the second semester) to fulfill this requirement and will be required to complete an additional 4 hours at NDP under school supervision for not getting them completed on time. These additional 4 hours will not count towards the overall 120 hours. These hours will need to be completed to change the student's grade from Failing to Passing on their transcript.

Students who do not complete this requirement will be in jeopardy of not participating in graduation events, as they will not meet graduation requirements.

Please see the Christian Service-Learning page on the NDP website for more details.

## **ACADEMICS**

### **Graduation Requirements**

To receive an NDP Diploma, a student must complete up to thirty (30) credits\*. The required courses for all students are:

<b>Discipline</b>	<b>Class of 2022</b>	<b>Class of 2023 and Beyond</b>
Theology	4 Credits	4 Credits
English	4 Credits	4 Credits
Math	4 Credits	4 Credits
Science	3 Credits <sup>1</sup>	3 Credits <sup>1</sup>
Social Studies	4 Credits	4 Credits
World Languages	3 Credits <sup>2</sup>	3 Credits <sup>2</sup>
Fine Arts	1.5 Credits <sup>3</sup>	2 Credits <sup>3</sup>
Technology	1 Credits	1 Credits
Personal Fitness	.5 Credits	.5 Credits
Health	1 Credits	1 Credits
Christian Service	2 Credits	2 Credits
Electives	2.5 Credits	2 Credits
<b>Credits Required</b>	<b>30 Credits</b>	<b>30 Credits</b>

1. AP Course highly recommended for Senior year.
2. Must be sequential and in the same language.
3. Two courses must be sequential and in the same discipline.

Please note:

- A student who transfers to Notre Dame Preparatory from another school where Theology was not taught must earn credit in Theology for every semester in attendance at Notre Dame Preparatory.
- Christian Service credits will be .5 credits per year upon completion of requirements (see above). Students who do not meet the requirements of Christian Service will have their enrollment status reviewed and can be dismissed from Notre Dame Preparatory.
- Only those courses taken at NDP will be averaged into the GPA of each student.
- Seniors who fail a core course in the first semester will have their enrollment status reviewed and can be dismissed from Notre Dame Preparatory.
- Current students who fail a core course either semester will have their enrollment status reviewed and can be dismissed from Notre Dame Preparatory. Please see information under Academic Information >> Failure Policy/Repeating Courses for Grades.

## Requirements to Graduate with Distinction

Honors at Graduation for Class of 2022 and Beyond		
Criteria	Summa Cum Laude	Magna Cum Laude
Credits:	32	32
Weighted GPA:	4.0	3.85
Required Electives:	<ul style="list-style-type: none"> <li>• Focus: Seminar Honors</li> <li>• Focus: Research Honors</li> <li>• Philosophy Honors</li> <li>• Argumentation and Rhetoric Honors</li> </ul>	
Comments:	Rising Seniors are considered to have met the Graduation with Distinction language requirements if they have completed a fourth level of a World Language at NDP. For example, if a current Junior completes Spanish IV this year, that student need not take another Spanish class to fulfill the requirement.	Rising Seniors are considered to have met the Graduation with Distinction language requirements if they have completed a fourth level of a World Language at NDP. For example, if a current Junior completes Spanish IV this year, that student need not take another Spanish class to fulfill the requirement.

## Grading Scale

Number Grade	Letter	GPA
92.5-100	A	4.00
89.5-92.4	A-	3.67
86.5-89.4	B+	3.33
82.5-86.4	B	3.00
79.5-82.4	B-	2.67
76.5-79.4	C+	2.33
72.5-76.4	C	2.00

<b>69.5-72.4</b>	<b>C-</b>	<b>1.67</b>
<b>66.5-69.4</b>	<b>D+</b>	<b>1.33</b>
<b>62.5-66.4</b>	<b>D</b>	<b>1.00</b>
<b>59.5-62.4</b>	<b>D-</b>	<b>0.67</b>
<b>59.4-0</b>	<b>F</b>	<b>0.00</b>

<b><u>Subject Achievement Marks:</u></b>	<b><u>Honor Roll:</u></b>
<b>A</b> = Outstanding Achievement <b>B</b> = Above Average Achievement <b>C</b> = Satisfactory Achievement <b>D</b> = Below Average Achievement <b>F</b> = Failure <b>I</b> = Incomplete  <i>Note: Make-up exams must be completed within two weeks of the initial exam.</i>  <i>**Incomplete work must be made up within two weeks of the original due date.</i>	Principal's List - GPA of 4.0 or above  Dean's List - GPA of 3.5 or above

*Note: Honors courses earn an extra .5 Grade Point Equivalent; AP courses earn an extra 1.0 Grade Point Equivalent. **Cumulative GPAs are updated at the end of each semester.***

### **Valedictorian and Salutatorian**

Grade Point Average (weighted) from sophomore year through first semester of senior year is used to decide the Valedictorian and Salutatorian. To be eligible, transfer students must be enrolled by the first semester of their sophomore year at NDP.

## **Graduation/Baccalaureate Mass**

Graduation, as well as all other activities associated with it, formally recognizes the completion of the Notre Dame Preparatory requirements by graduates. In order to participate in graduation activities and receive a diploma, seniors must complete all academic and Christian service requirements. In addition, students who violate disciplinary contracts or fail drug/alcohol test(s) may lose the right to graduate with their classmates. Participation in graduation activities is a privilege, not a right. Diplomas may be picked up at the front office after the graduation ceremony once all academic, disciplinary, and financial obligations are met. Baccalaureate Mass and graduation rehearsal are required events for all graduating seniors. Failure to participate in these events will prevent participation in the graduation ceremony.

Students participating in the Baccalaureate Mass and graduation ceremony are required to comply with the following dress guidelines: Boys - a dress shirt and tie, dress pants, dress shoes, and socks. Girls - a modest dress, skirt, or dress pants with a dress shoe or sandal.

All boys and girls will wear the approved Notre Dame purple graduation gown at both ceremonies (graduation caps and tassels are worn for graduation only). Notre Dame provided cords or stoles for honor society membership, and medals received at the Senior Awards Ceremony may also be worn. Students are not permitted to wear other medals or attire without the approval of the administration. Students may not decorate or otherwise adorn graduation caps.

## **Course Progression**

Individual course progressions vary according to the goals and academic aptitude of each student and the academic requirements of the colleges to which they plan to apply. Students should plan their course progression under the guidance of their counselor and parents.

## **Advanced Placement, Dual Credit, and Honors Courses**

Students interested in Advanced Placement (AP), Dual Credit, and/or Honors courses must meet the prerequisites of each course. AP courses are offered in social studies, world language, science, math, and English. Students enrolled in an AP course are required to take the College Board AP exam in May.

## **Schedule Changes**

Choosing an appropriate program of study is an important part of each student's high school responsibilities and our process is student-centered through the counseling department. Parents are strongly encouraged to meet early in their child's tenure and participate in the yearly process of selecting courses that fulfill the requirements for graduation and meet the needs of their son/daughter

- Students must submit a Course Change Request Form to request a schedule change.
- All students are allowed one schedule change.
- Additional schedule changes are \$25.00 each.

- All Course Change Request forms are due within the first 5 school days of the semester.
- Requests for an elective change are based on course availability and the number of students in classes. Requests to change an elective cannot result in a teacher change in a core class. Core classes include English, Math, Social Studies, Science, Theology, and World Language.
- Requests for a change from Honors/AP to Regular, or vice versa, are based on recommendation from the teacher and in coordination with the student, parents, and counselor.

### **Status Reports and Report Cards**

Students will be encouraged to check their academic progress three times in each semester on the Monday after the fourth, eighth and twelfth weeks. Student academic progress is provided online through Canvas to parents/guardians who wish more regular reports of progress. Historical grades and report cards are available for view in PowerSchool.

### **Final Exams**

The dates for final exams for the 2021-2022 school year will be as follows:

#### **Fall 2021**

All exams: December 15 -17, 2021

#### **Spring 2022**

Senior exams: May 16-18, 2022

Underclassmen exams: May 23-25, 2022

Please note, exams could be changed due to unforeseen circumstances. Final examinations are administered only during final exam week and only at the time scheduled by the school except in emergency cases arranged with the Assistant Principal for Learning Services before the scheduled start time of the exam. Final exams must be taken according to the schedule. Absences on exam days must be approved by the Assistant Principal before the scheduled start time of the exam. Semester exams are given in each core subject and make up 20% of the semester grade. Specific requirements are according to department and/or course policy and are included in the syllabus given to the students at the beginning of the semester or school year.

### **Exemptions from Final Exams**

Seniors with a grade of 92.5% or above in a core course at the end of the spring semester only, and with teacher approval granted prior to the final exam, may be exempted from the final exam. Seniors enrolled in AP, dual enrollment or elective courses may not be eligible for an exemption. Teachers are not required to give exemptions. Underclassmen are not allowed exam exemptions.

## **Contesting Grades**

Students or parents who wish to contest a grade received on an assignment, test or report card must first attempt to resolve the disputed grade with the teacher. Should the matter be unresolved, the issue will be taken to the chairperson of the academic department. If the grade is still contested, the issue may be referred to the Assistant Principal for Learning Services. Any request to contest a grade must be made within two weeks of the grade in question being reported in Canvas. Requests to contest a grade after ten school days may not be honored.

## **Failure Policy/Repeating Courses for Grades**

A student who fails a semester of any required core course, must retake and pass that same course through either BluePrint EDU, Catholic Virtual or Archdiocese of Miami Virtual.

A class must be repeated in these circumstances:

1. Any required class in which a student receives an F must be repeated with a passing grade.
2. If a student fails a first-semester course in any World Language, Mathematics, or Chemistry course, he/she must drop the second-semester course and retake the failed first-semester course first.
3. Whenever a student earns a failing grade or a D+, D, or D- in the second semester of any World Language or Mathematics, it is required that a grade of C or better is earned in a summer school course through one of the virtual options listed above before the student moves on to the next level in the fall. The retake grade does not replace the NDP grade. Any student who fails to complete a required make-up course will be withdrawn from Notre Dame Preparatory.

**In all cases of a student failing a class, his or her continued enrollment at Notre Dame Preparatory will be evaluated.**

Students choosing to repeat any courses that are not included in the above circumstances may do so on their own and have an official transcript sent to Notre Dame Preparatory, and we will forward to Universities. Classes completed during the summer outside of NDP will not be awarded credit and will not be included on the NDP transcript or in the NDP GPA. However, NDP will recognize the class and allow the student to move into the next level class in the Fall semester. Students may not take classes outside of NDP to complete NDP graduation requirements. All credits required for graduation must be taken on the NDP campus.

**\*Note: All costs for repeating required coursework will be incurred by the student's family.**

## **Taking Summer School Courses Outside of NDP**

Classes completed during the summer outside of NDP will not be awarded credit and will not be included on the NDP transcript or in the NDP GPA. However, NDP will recognize the class and



allow the student to move into the next level class in the Fall semester. Students may not take classes outside of NDP to complete NDP graduation requirements. All credits required for graduation must be taken on the NDP campus. A student who fails a semester of a required core course, must retake and pass that same course through either BluePrint EDU, Catholic Virtual or Archdiocese of Miami Virtual.

### **Required Parent/Teacher/Student Conferences**

Formal required parent/teacher/student conferences are held in the fall semester when status (progress) reports are also issued. They are intended to discuss the development of plans for learning improvement with the students that are having difficulty learning what we intend for them to learn. These conferences are invitational by the teacher and require the attendance of the parent and the student. Parent involvement and communication between parents and teachers are essential elements to the continued success of the students at Notre Dame Preparatory; therefore, the school also encourages informal parent/teacher conferences. These may be scheduled any time during the school year by appointment. Parent/Teacher/Student conferences may be initiated by teacher, student, or by parent/guardian whenever a need arises.

### **Academic Probation and/or Dismissal**

A student who receives a failing grade (F) or whose GPA falls below 2.0 for the semester is not successfully progressing toward satisfying the school's graduation requirements and college preparation. In such a case, the student and the student's parent(s) will receive an Academic Probation Notice, and a meeting will be conducted with the parents and a member of the Counseling Department and/or Administration to discuss an appropriate course of action to help the student succeed.

It is the goal of the school to assist students in being academically successful. Therefore, students on academic probation will develop an Academic Improvement Plan and Contract in conjunction with their counselor, parent(s)/guardian, and the administrator involved. Additional measures may be added to an Academic Improvement Plan at the discretion of the Assistant Principal for Learning Services.

### **Dismissal**

When a student is unable to successfully participate in the holistic educational experience by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or parent, the enrollment status of the student will be reviewed. Diocesan Handbook 3-1.4.11.

### **Academic Honesty and Integrity**

As members of an academic and spiritual community, students, faculty, and staff at NDP are engaged in a collaborative educational endeavor. Together, we work to create, "an environment of teaching and learning that fosters the development in its students of those disciplined habits

of mind, body, and spirit that characterize educated, skilled, and free human beings.” Therefore, all members of the NDP community are expected to embrace and adhere to the following pledge:

*As a member of the Notre Dame Prep community, I acknowledge that it is my responsibility to learn and abide by principles of intellectual honesty and academic integrity, and therefore I will not participate in or tolerate academic dishonesty.*

As members of the Notre Dame Preparatory community, we honor academic honesty and integrity. Notre Dame Preparatory is a community of faith whose mission is to call its students to full participation in the community and to challenge them to achieve superior standards of educational excellence. Academic honesty and integrity are core values that support the mission and philosophy of Notre Dame Preparatory.

Enrollment at Notre Dame Preparatory requires adherence to a certain set of standards. Our academic honesty and integrity standards include the expectations that no student will engage in dishonest academic behaviors which include but are not limited to cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting dishonesty, falsification of records and/or official documents and unauthorized access to academic or administrative records or systems. Students that do not adhere to these expectations will be subject to disciplinary action.

Students who violate the policy on academic honesty and integrity have deliberately misrepresented themselves to their teachers and to their peers. In addition, students who are academically dishonest devalue the accomplishments of those students who have done their work honestly.

All suspected violations of cheating will be referred to the Dean of Students. If a student is responsible for cheating, they will be found in violation of the school’s Academic Honesty and Integrity Policy and will receive any additional sanctions determined necessary by the Dean of Students.

### **Definitions Related to Academic Dishonesty**

Academic dishonesty is defined as an act of deceiving. Academic dishonesty includes, but is not limited to, any of the following behaviors:

1. Copying another person’s OR allowing another to copy test/assignment answers.
2. Copying another person’s OR allowing another to copy homework.
3. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via email, jump drive, CDs or network drive.
4. Copying from pre-written answers or “cheat sheets” during an assessment.
5. Using unapproved software or electronic resources including but not limited to electronic translators or internet translators for work in World Language classes.
6. Giving one’s work to another.
7. Submitting material that is not your work.

8. Communicating with another person during or after a test or quiz.
9. Using materials, such as a calculator, that are not permitted during a test or quiz.
10. Providing answers, ideas or work so that another can pass them off as his or her own.
11. Borrowing a report (or paying another person to do one's own paper) and then handing it in as original work.
12. Having possession of a current or previous test, quiz, or answer sheet without specific permission from the teacher.
13. Using any service, by digital or other means, to do your schoolwork for you or provide answers to your schoolwork.

### **Academic Dishonesty on Summative Assessments**

Notre Dame Preparatory works to provide fair and equitable assessments of student learning. At no time should a student violate a testing environment or be placed in a situation where they are being intimidated/forced/enabled to violate any of the following. A violation of testing procedures includes but is not limited to the following behaviors:

1. Verbal or nonverbal communication with another student while an exam is in progress
2. Use of an electronic device during a testing period without permission of the instructor
3. Divulging test questions to another student including online resources (e.g., Quizlets)
4. Possession of notes or class materials within view of any student taking an exam

Note: Instructors will determine if a violation has been made and will make a report to the Dean's Office.

### **Consequences for Academic Dishonesty**

*Please note: The following consequences apply to all courses over a student's academic career at NDP.*

- First Offense: For a summative assignment, the student is given an alternative assessment/different test, but the score will be capped at 60%. On formative assessments, students receive a zero (0%). A disciplinary referral is written, a detention will be issued, and parents will be contacted in all cases of academic dishonesty.
- Second Offense: Procedures for a first offense are followed. For both formative and summative assignments, the student will receive a zero (0%).
- Third Offense: A student will be asked to sit before the Discipline Review Board and the student may be dismissed from Notre Dame Preparatory.

### **Mater Dei Chapter of National Honor Society**

Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character. Five faculty advisors review applications and determine whether candidates will be invited to join the NHS.

- Candidates eligible for election to this chapter must be members of the sophomore or junior class and must have been in attendance for a period of at least one semester at Notre Dame Preparatory High School.

- Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 3.85 (out of 4.0). This scholastic level of achievement shall remain fixed and shall be the required minimum level of scholastic achievement for consideration for admission into NHS.
- Candidates eligible for selection to the chapter shall have submitted a completed application by the posted deadline. Late applications, for any reason, will not be accepted.
- Students must be involved in any combination of school-based activities for at least four consecutive academic quarters prior to application. Strong applicants have demonstrated leadership and qualitative involvement on the school campus. Simple membership in clubs or activities does not guarantee acceptance.
- Complete disciplinary records will be reviewed as part of the application process. Excessive infractions will negatively affect one's application and may result in non-acceptance.
- Candidates with any disciplinary referrals for major infractions, such as drugs/alcohol/tobacco, cheating, stealing or harassment, may be denied acceptance. Current members that commit these disciplinary infractions may be asked to sit before the NHS Faculty Council and may be dismissed or given other consequences.
- Upon meeting the acceptance criteria outlined above, candidates shall then be considered based upon their service, leadership, and character.
- The selection of members to this chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members. The chapter advisor(s) shall be the non-voting, ex-officio member(s) of the Faculty Council.
- Membership in NHS is considered a privilege and thus can be revoked if the student fails to meet the standards by which he/she was initially accepted. Failure to maintain these standards may result in dismissal from the NHS. The Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

*Note: Complete NHS Bylaws are posted on the school website. For more information, please see the 2019-2020 NHS FAQ page:*

<https://drive.google.com/file/d/1idL4NsD0bJvle1IHlrbn2c0jKxHRHmNU/view?usp=sharing>

## **Co-Curricular Eligibility-Academics**

Student Academic Performance, Christian Service, and Disciplinary/Attendance records determine eligibility for co-curricular participation.

- A student must be in good academic standing. Good academic standing entails that students are earning C- or higher. Any student who is earning an F or 2 Ds will not be in good standing.
- Students who are not in good academic standing at the time of eligibility grade checks will not be eligible to participate in any co-curricular activity for a period of 7 days.
- Co-Curricular participation is defined as playing in games, performing in performances, traveling with teams, etc. Students who are deemed ineligible are still permitted to practice; however, they are highly encouraged to attend one hour of office hours with a teacher before attending practice or rehearsal in order to improve their grade.

- Grades will be checked for eligibility every Tuesday at 8 AM. The period of ineligibility begins on the Wednesday after the grade check at 8 AM and continues until the next grade check on the following Tuesday. Students who regain eligibility will be eligible to participate again beginning on the following Wednesday.
- This process of review and restriction will continue weekly for the remainder of the semester for students to become eligible.
- The first-grade check of the semester will be 6 weeks after the semester begins.
- Additional measures for a student's return to eligibility may be required at the discretion of the Principal.
- Disciplinary/Attendance Record should remain in good standing in order to participate in co-curricular activities. Please refer to attendance and disciplinary policies for clarification on ineligibility.
- Students who fail a first-semester course or fail to meet the minimum Christian service requirement will remain ineligible for the first six weeks of the second-semester term. At that time, eligibility will be re-determined each week.

### **GUIDANCE AND COUNSELING**

Notre Dame Preparatory is committed to supporting students' academic, social, and emotional health. We have a counseling staff with great expertise on site. Any student, staff member, or parent who needs support in these areas is encouraged to reach out to a counselor. The goal of the counseling staff is: "to support each student's individual and social development, guide them through challenging academic and college preparatory classes, and encourage them to reflect upon God's plan for their future." Please do not hesitate to make use of this great resource.

### **Confidentiality**

With certain exceptions, any and all information regarding your child's and family's guidance at Notre Dame Preparatory is kept strictly confidential. If any information regarding illegal or risky behavior, the use, possession or distribution of drugs/alcohol, or any behavior that we believe places a student in harm's way becomes known, that information will be shared with the parent/guardian of the student. Under certain circumstances, we may be required or allowed to reveal information obtained in guidance sessions, on a need-to-know basis, without parent's prior consent. Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, sexting, child pornography, use of illegal substance). If informing parents is likely to endanger a student, counselors/teachers may withhold that information from parents, but only with the approval of the Principal, law enforcement, or mandatory reporting agency.

## **Academic Intervention Program**

The faculty works with the counselors and administration to communicate academic difficulties to students and parents. The Academic Intervention Program is a committee that includes the Principal, the Assistant Principals, the Deans, the Counselors, and the ACE Director who meet regularly to discuss and plan interventions for students having academic difficulty learning what we intend for them to learn.

## **Academic Review Board**

The Academic Review Board is a committee of faculty members, counselors, the Assistant Principal for Learning Services and the Principal who work with students and parents of students who are placed on academic probation.

## **Student Support Plans: Academic**

Step 1. The parents/guardians of freshman and incoming transfer students must notify the ACE Director by the beginning of the school year, or upon learning of a learning disability, in writing about their student's documented educational needs. Documentation could be but is not limited to, a Multidisciplinary Evaluation Team Evaluation (MET), an IEP or 504 plan from their previous school, Student Support Plan from their previous school, or psychoeducational testing from a school district or private psychologist. A statement from a medical doctor is not sufficient documentation for an educational need.

Step 2. The ACE Director will respond to the parents/guardians of the student once written notification with supporting documentation is received.

Step 3. The Learning Resource Specialist will draft a Student Support Plan that summarizes the learning challenges and academic impact of the learning disability, necessary accommodations and/or modifications for academic success, the role of the teachers, the student, and the parent in supporting the student during the school day.

Step 4. The ACE Director will set up a Student Support Plan meeting with the student, his or her parents/guardians, and with the student's counselor and teachers. The ACE Director will share the Student Support Plan with additional school personnel as directed by the Principal, Assistant Principal, or Director of Guidance. The support plan is reviewed annually and revised when necessary.

## **After-School Study Period/Ninth Hour**

Ninth Hour is the most valuable period of the school day. Teachers are available after school until 3:30 p.m. on regular block days to assist students seeking help with their studies. Students who are struggling or who are receiving failing grades should avail themselves of this valuable service. Students should check with teachers prior to this time to determine the availability of the teacher. At times, the teacher might have another commitment on campus or in the classroom.

**A teacher may require specific student attendance at Ninth Hour with prior notification of the parent.** Parent/Teacher(s)/Student meetings may also be scheduled for this time.

### **Tutoring**

Tutoring is provided by National Honor Society members within each House. Each House has a tutoring coordinator. Please check with your House for more details. Tutoring is generally provided during lunch hours, as well as before and after school. Students who are struggling or who are receiving failing grades should avail themselves of this valuable service. Math labs tutoring may be organized separately for those needing extra assistance.

## **HEALTH, WELLNESS, AND SAFETY**

### **School Safety**

Notre Dame Preparatory takes proactive measures to ensure the safety of our students, staff, and visitors to our campus. We also take the security of our educational buildings and campus facilities very seriously. Video surveillance and electronic monitoring equipment has been installed throughout the campus. Our comprehensive Emergency Response and Reunification Plan is reviewed and approved by the Scottsdale Police and Fire Departments on a regular basis and is on file with the Diocese of Phoenix Catholic Schools Office. The Scottsdale Police Department continues to be an integral partner with our school by providing consultation and training to our school administration and staff. Notre Dame conducts monthly emergency response drills involving the entire campus.

### **Crisis Prevention/Planning**

School safety is always on the minds of parents, students, school administration, and law enforcement across the nation. Each school year, we strive to improve the safety and security of the Notre Dame Preparatory campus.

Notre Dame Prep has done extensive work to analyze our Emergency Preparedness should any crisis or disaster arise during or outside of school hours. We conduct monthly evacuation drills and bi-monthly lockdown drills. A copy of Notre Dame Preparatory's Emergency Response Plan is on file with the Scottsdale Police Department, Scottsdale Fire Department, and the Diocese of Phoenix.

If an emergency situation should arise:

- Do not telephone the school or your students. Telephone lines will be needed for emergency communication.
- If the event is of a serious nature, NDP will communicate with parents/guardians via our messaging system which includes email, voicemail, and optional text messaging.
- In the event we need to evacuate the Notre Dame Preparatory Campus, the pickup location will be included in the message sent to NDP families. Do not attempt to access

the Notre Dame Prep campus. This will only cause confusion and traffic issues for emergency personnel.

Notre Dame Preparatory, in order to effectively communicate with its community during times of crisis, uses family contact information on file. Please ensure that all information is updated at the beginning of each school year by visiting <https://ndpsaints.powerschool.com/public/>. It is imperative that all families confirm personal information for each of your students by August 2, 2021. If information needs to be updated during the school year, please contact the Office of the Registrar at [registrar@ndpsaints.org](mailto:registrar@ndpsaints.org). We will conduct tests of our system to detect issues twice in the school year. Your cooperation is necessary and will be appreciated in all emergency situations.

### **Medical Emergencies**

To help assure immediate and proper treatment of an injury, any type of injury on school property must be reported to the nurses' office immediately, regardless of the nature or extent of the injury.

### **Special Health Problems**

Parents/guardians of a student with special health problems (i.e.: Asthma, Diabetes, Allergies & Anaphylaxis, Seizures, and Cardiac problems etc.) are required to report this information to the school nurse in writing and are to supply the school with the name of the attending physician, special health care instructions, and properly labeled medications, if indicated.

### **Parental Consent**

Administration of medication requires the written consent of the parent and written order by a licensed physician. See "Medications" below for additional information.

### **Emergency Care and Illness at School**

The principal, teachers, and all other personnel are responsible for the handling of accidents and sudden illness occurring at school and during school-sponsored activities.

When a student is seriously injured or becomes seriously ill at school, the condition of the student will dictate the immediate course of action.

All life-threatening or potentially critical situations require calling 9-1-1. When in doubt, 9-1-1 will be called.

School personnel will provide the student immediate and temporary first aid care if necessary to preserve life, to prevent dangerous loss of blood, or to prevent other emergencies.



School personnel will attempt to notify the student's parents/guardians immediately. The school's right to give treatment goes no further than immediate first aid which will protect the life of the individual until professional treatment can be secured.

The school reserves the right to act as deemed necessary by the principal or principal's designee in a life-threatening situation.

## **Medications**

School personnel may not administer medications of any kind to any student without appropriate consent forms. The following requirements must be met for a student to receive medication at school:

1. The medicine must be in a prescription bottle or original container.
2. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information: a. the dates and times when the medication is to be administered; b. instructions as to proper dosage; and c. the original signature of the student's parent or legal guardian.
3. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:
  - a. That there would be a risk to the student if the student were not able to personally carry the medication; and
  - b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify school personnel of the use immediately after such use.

## **Wellness**

Notre Dame Preparatory High School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will continue to be addressed during the 2021-22 school year:

- Nutritional guidelines
- Nutrition education
- Physical activity
- Other school-based activities
- Parent and staff involvement
- Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices.

The Diocese of Phoenix Catholic Schools Office has established a School Health Advisory Committee to address nutrition and physical activity issues. The committee will develop and evaluate guidelines that support a healthy school and shall offer revisions to these guidelines as needed.

Additionally, Notre Dame Preparatory is committed to supporting students' mental health. We have a counseling staff with great expertise on site. Any student or parent who needs support in this area is encouraged to reach out to a counselor. The goal of the counseling staff is: "to support each student's individual and social development, guide them through challenging academic and college preparatory classes, and encourage them to reflect upon God's plan for their future." Please do not hesitate to make use of this great resource.

### **Deliveries**

Fostering responsibility in our students and keeping the campus safe are essential to our mission. Students should come to school fully prepared for the day. For the safety and protection of our NDP community, the front office will not accept any items or drop-off. This includes food, beverage, technology, and homework. Please do not try to bypass this policy by leaving items outside the gates or passing items over the fence.

### **Restricted Areas/Facilities Usage**

All Notre Dame Preparatory facilities may be used only at the discretion of the institution. No person should be using NDP's facilities or be on NDP's campus without permission from the Administration.

Students must be supervised at all times by faculty and staff members or coaches. At no time should a student or students be unsupervised in any school facility including parking lots, buildings, athletic fields and facilities, offices, classrooms, and storage areas.

NDP is a closed campus; no student is allowed outside the fenced areas or in the desert areas in and around campus. Students are encouraged to use an Alternate Mode of Transportation (carpool, bicycle, bus, walk and hybrid vehicles too) to get to school. As a benefit for this program, carpoolers are given priority for student parking permits. Bike racks are available for

our bicyclists to use and to secure their bikes on days they ride to work/school. Showers are available prior to the start of school for all who choose to run, walk or bike to school. Please join the fight against air pollution.

### **Media Release**

At times, members of the media will take photographs of events involving students from Notre Dame Preparatory. Parents are required to sign the Roman Catholic Diocese of Phoenix Media Release each year during registration. The form can be found at <https://ndpsaints.myschoolapp.com> and in the registration packet that parents fill out online.

### **Asbestos/Inspection Reports**

The United States Environmental Protection Agency (EPA) requires all schools to inspect their building and facilities and to identify, sample and analyze all friable and non-friable building materials that may contain asbestos. Friable materials are defined as those that can be easily crumbled by hand. The Asbestos in Schools Rule and the Asbestos Hazard Emergency Response Act (AHERA) regulations further require that all parents, teachers and employees of schools where asbestos is found be notified. This requirement is a part of an inspection and management plan that is kept on file at our school.

No friable or non-friable asbestos-containing building materials were used in the original construction or renovation of Notre Dame Preparatory High School. Letters from the architects/general contractors to this effect are on file in the school office.

### **ATTENDANCE**

As an educational institution, Notre Dame Preparatory High School is committed to excellence in course offerings and the development of well-rounded, responsible young people. Furthermore, research consistently reveals that a strong correlation exists between consistent attendance and academic achievement. Attendance at all classes is mandatory and expected of all students seeking the education NDP guarantees. It is the responsibility of parents to ensure that students are present in school and on time. Attendance regulations at Notre Dame Preparatory are based on Arizona state law and policies of the Diocese of Phoenix.

The state of Arizona requires by law [ARS 15-803(B)] that all students attend school 90% of the school year. Notre Dame Prep students attend school 180 days per year, which means that an NDP student has nine absences a semester. A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. Excessive absences may jeopardize a student's ability to receive credit in courses and can lead to dismissal from Notre Dame Preparatory.

WHEN ARRIVING LATE OR LEAVING EARLY, ALL STUDENTS MUST SIGN IN/OUT THROUGH THE MAIN OFFICE. THERE ARE NO EXCEPTIONS. FAILURE TO DO SO MAY

RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL. We will not allow any student to enter campus after 9:50 am. Students who are late but arrive by 9:50 am should have a parent/guardian submit the attendance form.

### Gate Schedule

Monday/Thursday	Tuesday/Friday	Wednesday
8:15 am: Gates to loop road are locked	8:15 am: Gates to loop road are locked	8:55 am: Gates to loop road are locked
9:00 am: Gates to loop road are unlocked	12:30 pm: Gates to loop road are unlocked	1:20 pm: Gates to loop road are unlocked
9:45 am: Gates to loop road are locked and will remain locked until 2:15 pm	12:55 pm: Gates to loop road are locked	
2:15 pm: Gates to loop road are unlocked	2:15 pm: Gates to loop road are unlocked	

### Traffic Flow

**Our Pick-Up and Drop-Off traffic flow directions have changed!** Effective immediately all traffic on NDP's Loop Road will be **one-way from SOUTH to NORTH in the morning and afternoon.** (see diagram below).

- Students who **DRIVE THEMSELVES** and need to park in one of our student lots are to **USE THE LEFT LANE.**
- Parents who are **DROPPING OFF** or **PICKING UP** students are to **USE THE RIGHT LANE.**
- All **THROUGH TRAFFIC** should use the **LEFT LANE.**
- All drivers exit campus past Bemis Field to turn onto 98th street.
  - drivers in the left lane **MUST** turn left
  - drivers in the right lane **MUST** turn right
- The traffic lanes will be monitored by staff and security.
- Please drive safely, obey the speed limit (**5mph**), and respectfully follow the directions given by our security staff. Your cooperation with NDP staff members is important for your safety and the safety of our students.



### Pre-Arranged Absences

Any student who knows in advance that he or she will miss a significant number of school days must meet with the Assistant Principal for approval prior to the start of the semester.

On rare occasions, a situation may arise that requires a student to miss class for personal reasons. If so, the student must have the new attendance form completed online. Please find this form on our school website. Students are expected to make advance arrangements with their teachers to deal with any materials or assessments they might be missing while away from school. If a student is going to be missing Mass, Reconciliation, Adoration or House meetings, the student will be required to fill out the absence form and have it approved by the Dean's Office.

### Absences

An absence that is submitted through the attendance form, meets the criteria for legitimate reasons for absence listed below, and is followed up with a note from the parent when the student returns to school.

Legitimate reasons for excused absences include:

- Personal illness accompanied by a note.
- Serious family illness or a death in the family.
- Representing the school at school-sponsored activities.

- On rare occasions, it is permissible for students to miss class for unavoidable conflicts in scheduling doctor's appointments. It is expected that every effort will be made to avoid scheduling appointments during the course of the school day.

Notice required - Parent/Guardians must complete and submit the Attendance Form found on our webpage under "Quick Links" then "Attendance" before 8:20 am to help the Attendance staff maintain accurate records for Diocesan and State records, as well as allow the Dean's Office to arrange the early dismissal of the student(s).

### **Make-Up Work Due to Illness or Unplanned Absence**

A student will have an amount of time equal to the length of the absence to make up for missing work and exams. All formative assignments and summative assessments must be made up within two (2) weeks of the original date of the assignment, or the student will receive a zero (0). All missing assignments will become zeros after two weeks. If a student misses a summative exam, he or she will have the amount of time equal to the length of the absence to make up the exam. Summative exams should be made up in the testing center to ensure the exam is made up in an efficient and secure manner.

It is solely the student's responsibility to know what assignment(s) or exam(s) are to be completed and to make appropriate arrangements with each teacher.

Any long-term assignments, such as essays, projects or group presentations, due during an absence, which the student knew of before being absent, must be turned in immediately upon his/her return.

### **Make-Up Work Due to Field Trips, Sports, Vacations, and Other School Events**

Absences due to field trips, sporting events, or other pre-arranged events are known by students in advance. Therefore, students do not receive the same extension as absences due to illness. Students are required to submit missing work and make up quizzes/exams on the day they return to class. No additional make up time will be granted because students were aware of these pre-arranged absences ahead of time. If the student leaves early for any pre-arranged absence, the work that was due for all classes during that day should be turned in to all teachers prior to leaving or may be delayed only with the teachers' approval. Students representing NDP at school-sponsored events must see teachers to make arrangements to make up work. Students participating in Kairos will be permitted one calendar week from the conclusion of their retreat to submit or complete any missing work, projects, tests, or assignments.

### **Make-Up Work Due to Suspension**

Missed exams or assignments may be made up at the discretion of the Administration. In-School suspension (ISS) Students may be given an in-school suspension if warranted for

specific behavioral violations. ISS will be served at the discretion of the administration. Students will attend an all-day study hall and be given assignments from their teachers. If a student is given a second ISS, students can be charged a substitute teacher fee of \$125.00 for the day.

### **Absences and Exams**

A student who is present in class prior to a test day and is absent on a test day must take the exam on the day they return to school. If a student returns to school on a test day but misses the exam, he or she is required to take that test before leaving campus for the day. Students with planned absences such as school-sponsored events and athletics must make arrangements with teachers in advance to make up summative assessments.

A student can schedule a make-up test without consequence twice for each class. After the third missed test for that class, the student will be penalized by 10% on their grade for that assessment.

### **Chronic Illness**

Chronic illness is defined as a long-term medical condition that can be treated. For a student to be given accommodations, he/she must complete the chronic illness form and submit the proper medical documents to the school nurse who will then provide copies to the Dean of Students and the Counseling Department for approval. Consequences for repeated absences per semester do not apply to absences directly related to the specific chronic illness.

### **Unexcused Absence**

An absence that occurs that does not meet the criteria for an excused absence and/or does not meet the stated criteria below for notifying the school and documenting the absence.

### **Late Arrival**

A student must be in class for a majority of the day and may not leave school before the end of the school day to be eligible to participate in that day's activities. Exceptions are made exclusively at the discretion of the Dean's Office and only when prior arrangements have been made with the families. Students must be in class by 9:20 am in order to participate in athletics/after school activities. It is the responsibility of the parents and students to check the various bell schedules listed in the official calendar/handbook to be certain of the starting time for each day.

### **Early Release/Late Arrival for Medical Appointments**

In the rare event that a student needs to be dismissed early from school or arrive late due to a medical appointment that could not be scheduled outside of school hours, he/she needs to complete the attendance form.

In order for an absence to be medically excused, the student is required to scan/forward a signed doctor's note with them when they return to campus.

### **Early Release for Illness and Otherwise**

Students who become ill during the school day should ask permission to go to the Nurse's Office. At the discretion of the nurse, the student may call his/her parent for permission to be picked up or to go home on his/her own. For the safety of our students, all telephone calls must be made from the Nurse's Office. A parent or person previously designated on the Registration Form must sign the student out at the Nurse's Office when he/she is picked up. Parents need to pick up their student within 30 minutes of being notified that their student is ill. Students may not then participate in or attend any after-school activities that day. If a parent calls/emails the Office and asks for a student to be released due to illness, that student must first visit the nurse. After 5 early releases or absences for an illness, the student may be asked to meet with the Dean and/or Guidance to discuss a possible chronic illness plan.

**If a student does not follow this procedure and calls his/her parents from a cell phone asking to be released for illness, the student must still visit with the nurse.**

Students will not be released for anything other than emergencies during the school day without a completed attendance form by 8:00 AM. In the case of an emergency, parents must contact the Deans for permission to leave early without a written note.

### **Liturgies, House Meetings, and Religious Events**

All Eucharistic liturgies, days of reflection, reconciliation services, House meetings, and school assemblies are mandatory for students in school on the days they take place. Any absence from these events must be approved by the Principal prior to the day they take place as they are an essential part of the school's formation curriculum. Any absences during Religious formation will result in an automatic unexcused absence unless the school receives medical documentation. Repeated offenses will result in the student being re-evaluated for continued enrollment at Notre Dame Preparatory.

### **Consequences for Absences Per Class Per Semester**



**Consequences for absence per class per semester**

2 absences	Parent and student will be contacted by the Dean to notify of attendance probation and will be notified that their attendance will be monitored.
4 absences	Second notification of parent and student by the Dean regarding attendance probation. Parent and student meeting with the Dean. Student is placed on an attendance contract.
6 absences	Because 6 absences exceed the Arizona state law limits of 10% of the semester, the student must receive a 75% or higher on the final exam to receive credit for the course.
7 absences	Due to the fact that a student has missed more than 10% of the course, students will not receive credit for the course. The student may be asked to withdraw from Notre Dame Prep.

**Tardies**

Students are expected to be punctual to all classes and school activities. Students arriving more than 30 minutes after the start of any class period are considered absent. Students arriving at school between 8:00 a.m. and 8:30 a.m. are tardy. If the student will be arriving late; a parent must state what time the student is expected to arrive. If a parent chooses to send a note with the student, it must include the following:

- Student's full name and grade.
- Date student is late.
- Reason for tardiness.
- Parent's printed name and telephone number where a parent may be contacted if the note needs to be verified.
- Parent's signature.

Students who arrive after the gates are locked should come to the main office to get a pass to enter campus. Students will be instructed to park their vehicle in the lot towards the baseball field.

**At 4 tardies in one class, students with 1st period or 8th period free will be assigned to another class during their free period and risk losing their free period in the second semester.**

Unexcused Tardies include but are not limited to the following reasons:

- Oversleeping (including days after school and non-school events)
- Working on homework (including days after school and non-school events)
- Missing a ride to school
- Heavy traffic
- Carpool running late

- Socializing before school
- Printing materials in the library

### **Consequences for Tardies Per Class Per Semester**

#### **Consequences for tardies per class per semester**

2 tardies	Parent and student will be contacted by the Dean regarding tardy policy. Student is warned that they will be placed on a contract if they receive a fourth tardy.
4 tardies	Parent and student will be contacted by the Dean to notify of attendance probation. The student will be placed on an attendance contract. The parent and student will be required to meet with the Dean to review the contract.
6 tardies	Student must receive a 75% or higher on the final exam to receive credit for the course.
7 tardies	The student will not receive credit for the course. Students may be asked to withdraw from Notre Dame Prep.

### **Consequences of Cutting a Class or Part of Class**

Notre Dame Preparatory is a closed campus; therefore, students may not leave during the school day. Students are also reminded that they are not to go to their cars during the school day. Students who are present on campus but do not attend class are considered truant. Any truancy will result in a disciplinary consequence. 3 truanies may result in dismissal.

## **BEHAVIOR**

### **Code of Conduct**

Notre Dame Preparatory's mission is founded upon the principles of Gospel values and Catholic Church teachings. This presumes a respect for the authority of the school and a willingness to learn, grow and become young men and women of moral character and values. We require students to conduct themselves in a manner that reflects these values and helps build a strong Notre Dame community.

Students are expected to conduct themselves, on or off campus, in conformity with the Code of Conduct and norms of this handbook. If a student chooses to act in a manner contrary to these directives, that student must be prepared to accept the consequences for his/her action.

Choosing to join the Notre Dame Preparatory community obligates you to act in a manner that is consistent with the following principles. Joining the Notre Dame community acknowledges your

acceptance of these commitments and agreement to strive for their achievement. Commitment to these principles means you will strive to:

1. **Act with academic and personal integrity and responsibility.** Consistent with this principle is conduct in accord with the Notre Dame academic honor code, all school policies that foster a community of justice, respect, and concern for others. This principle challenges you to shape a personal code of values, to live a healthy, faith-filled lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and self-worth.

Inconsistent with this principle are all forms of academic and personal dishonesty, excuse-making, and failure to take responsibility for your behavior.

2. **Respect and promote the dignity of all persons.** Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating people's differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with these principles are actions that compromise or demean the fundamental worth of all people and groups. All forms of racism, sexism, pornography, lewd behavior, harassment, discrimination, intimidation, taunting, bullying, insult, and physical harm are inconsistent with this principle.

3. **Respect the policies of the Notre Dame Preparatory community and the rights of its students, faculty, staff and families both on and off campus, as well as the laws of the community.** Consistent with this principle is the support for equal rights and opportunities for all members of the Notre Dame community, accepting you are a member of a larger community, understanding societal issues, and being a responsible participant in the civic and Notre Dame community.

Inconsistent with this principle are actions that are illegal or that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, and to express themselves appropriately.

### **Campus Behavioral Expectations**

*Notre Dame's mission is founded upon the principles of Gospel values and Catholic Church teachings. This presumes a respect for the authority of the school and a willingness to learn, grow and become young men and women of moral character and values. Participation in the following behaviors will result in disciplinary action.*

### **1) Healthy Environment-Productive Personal Environment**

*Behaviors detrimental to a productive personal environment are those that occur in the classroom which do not involve other students. Examples include, but are not limited to, the following behaviors:*

- *Not having appropriate equipment and materials*
- *Sleeping*
- *Being off task/studying materials for other classes*
- *Failing to turn in homework/failing to complete assignments*
- *Failing to dress out for PE*

### **2) Productive Classroom Environment**

*Behaviors detrimental to a productive classroom environment are those that occur in the classroom and interfere with the learning of others. Examples include, but are not limited to, the following behaviors:*

- *Failing to follow a request or direction of the teacher*
- *Talking out or engaging in horseplay*
- *Disturbing another student in any way*
- *Being out of seat without permission*
- *Showing disrespect/defiance*
- *Using equipment/supplies improperly*
- *Text messaging or using electronic devices during class*
- *Taking pictures or video of teachers or students during class*

### **3) Orderly Environment**

*Behaviors detrimental to an orderly environment are those that occur in or outside the classroom that may or may not be intended to cause physical or mental harm to another individual, are not necessarily illegal, but negatively affect an orderly environment. Examples include, but are not limited to, the following behaviors:*

- *Behaving in a disruptive manner on campus, at a school function, or off campus.*
- *Unexcused absence/tardy/truancy*
- *Being out of class without a pass*
- *Gambling*
- *Using a motor vehicle inappropriately*
- *Soliciting, selling, or attempting to sell unauthorized items*
- *Possessing inappropriate literature, photographs, etc.*
- *Destroying or defacing property*
- *Displaying inappropriate affection*
- *Violating the uniform policy*
- *Inappropriate or foul language*
- *Littering*
- *Talking during an emergency drill*
- *Providing false or misleading information to any member of the Notre Dame community (This includes withholding information or omitting the truth.)*

- *Using an electronic device during the school day without permission*
- *Taking pictures or video of teachers, students or staff on school property without permission*
- *Sending/posting inappropriate electronic messages, e-mails, images, videos or voice messages*
- *Sending/posting inappropriate, harassing or concerning information of any form on social media or internet*

#### **4) Productive Spiritual Environment**

*Behaviors detrimental to a productive spiritual environment are those that occur inside or outside the classroom that are contrary to a community of faith and Gospel values. Examples include but are not limited to the following behaviors:*

- *Disrespect for the Sacraments*
- *Disrespect for religious beliefs*
- *Displaying bigotry*

#### **5) Safe Environment**

*Behaviors detrimental to a safe environment are those that are intended to cause, or may be perceived to cause, another individual physical or mental harm and/or are illegal. Examples include, but are not limited to, the following behaviors:*

- *Possession or use of a weapon, or any object perceived to inflict harm (Including, but not limited to toy guns, BB guns, airsoft guns, paintball guns, pepper spray, knives of any kind, etc.)*
- *Assault, battery, or threatening behavior*
- *Possessing drugs/alcohol/vaping products for sale or use*
- *Committing arson*
- *Possessing an explosive device*
- *Stealing*
- *Fighting*
- *Hazing*
- *Showing blatant disrespect to an adult or student*
- *Harassing - verbal/visual/physical/sexual harassment*
- *Bullying /cyber bullying*
- *Defying legitimate authority*
- *Being under the influence of drugs/alcohol/tobacco*
- *Positive drug/alcohol test/tobacco test*
- *Possessing, using, or selling of tobacco, drugs, alcohol, or any illegal substances, devices, or paraphernalia*
- *Promoting/participating in gang activities*
- *Filing a false report*
- *Violating a contract or probation*

- *Sending or posting of electronic images, messages, videos, or information about a student, faculty, staff or any member of the Notre Dame community without prior permission from school administration, faculty, staff member, or student*
- *Sending or posting of inappropriate electronic images, messages, videos, information, or any other inappropriate online behavior involving self or others.*

### **Crimes and Threatening Behavior**

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to students, faculty/staff, or anyone on campus must be reported to local law enforcement. (A.R.S. 15-341) (A) (30)

A death threat, a threat of violence, or any kind of threat, or any words which can be perceived as a threat, whether spoken or written or made in jest, anger, or frustration, to a student, faculty/staff member or anyone on campus will be dealt with as a serious offense. A student, faculty/staff member or anyone on campus is required to immediately report any threat, of any kind, to the Principal, Assistant Principal or Dean of Students. The use of the word “kill” as a threat, verbal or in writing will be reported to local law enforcement immediately.

Notre Dame Preparatory’s response to any kind of crime against a person or property and/or a written, verbal, or non-verbal threat of a Notre Dame student, faculty/staff or anyone on campus is as follows:

- Local Law Enforcement contacted
- Parents of the student making the threat are contacted
- Parents of the alleged victim(s) are contacted
- School-wide parental communication is sent via e-mail if deemed necessary
- Student is immediately suspended if necessary, pending a disciplinary hearing if warranted
- A Discipline Review Board hearing is conducted

Notre Dame Preparatory will cooperate with local law enforcement in the investigation of any incident reported.

### **Arizona Statutes Requiring the Contact of Law Enforcement**

Arizona law requires school officials to contact law enforcement for the situations listed below. The statutes are paraphrased here, and the complete texts should be read. Complete texts can be found at [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp).

A.R.S. 15-341(A)(31) requires school districts to report to local law enforcement agencies the following:

(A) any suspected crime against a person or property that is a serious offense as defined by

ARS 13-706(F)(1)(2):

- (a) First or second-degree murder and manslaughter.
  - (b) Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
  - (c) Sexual assault.
  - (d) Any dangerous crime against children.
  - (e) Arson of an occupied structure.
  - (f) Armed robbery or burglary in the first degree.
  - (g) Kidnapping.
  - (h) Sexual conduct with a minor under fifteen years of age or child sex trafficking.
- (B) any suspected crime against a person or property that involves a deadly weapon or dangerous instrument or serious physical injury; and
- (C) any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

#### Deadly Weapon Possession

ARS 15-515 requires school officials to report to local law enforcement officials any violation of ARS 13-3102 (A) (12) (Possessing a deadly weapon on school grounds) or A.R.S. 13-3111 (a minor in possession of a firearm).

#### Possession of Illegal Drugs

ARS 13-3411(F) requires school officials to report the possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone to local law enforcement.

Child Abuse/Neglect A.R.S. 13-3620 A. Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section 36-2281 shall immediately report or cause reports to be made of this information to a peace officer, to the department of child safety or to a tribal law enforcement or social services agency for any Indian minor who resides on an Indian reservation, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only. A member of the clergy, a Christian Science practitioner or a priest who has received a confidential communication or a confession in that person's role as a member of the clergy, as a Christian Science practitioner or as a priest in the course of the discipline enjoined by the church to which the member of the clergy, the Christian Science practitioner or the priest belongs may withhold reporting of the communication or confession if the member of the clergy, the Christian Science practitioner or the priest determines that it is reasonable and necessary within the concepts of the religion. This exemption applies only to the communication or confession and not to personal observations the member of the clergy, the Christian Science practitioner or the priest may otherwise make of the minor.

A reportable offense means: any offense listed in Chapters 14 and 35.1 of this title or section 13-3506.01; surreptitious photographing, videotaping, filming or digitally recording of a minor pursuant to section 13-3019; child prostitution pursuant to section 13-3212; and incest pursuant to section 13-3608.

*Referenced from the Arizona Department of Education*

### **On and Off Campus Activities**

At Notre Dame Preparatory, we expect our students to demonstrate responsible social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. While we cannot police every violation that occurs off campus, and while Notre Dame will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the Notre Dame community at all times, whether on or off campus, and whether they are in uniform or not.

Generally, our Code of Conduct prohibits misconduct on school premises, at school-sponsored events and activities off-campus, and at any location where a student is engaged in an official school activity or in any activity that is sponsored by Notre Dame, chaperoned by Notre Dame officials, or in any way connected to Notre Dame (such as a field trip, athletic contest, club activity, dance, etc.). ***In addition to that, however, we reserve the right to review any occurrence of student behavior off-campus, even if that behavior does not occur in or is not related to a school activity, and we reserve the right to discipline that student, if the behavior violates our Code of Conduct and if it directly impacts the school or has or may have a negative effect upon the school's reputation.***

As such, any off-campus violation(s) by a Notre Dame student of a criminal law or the Code of Conduct that brings the school into disrepute, that adversely affects the school's educational mission, objectives, and/or interests of the Notre Dame community, or that seriously affects the ability of our school to continue its normal activities, will be subject to review and discipline. Notre Dame students are subject to all city, state and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that a Notre Dame student has violated, while on or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings, without regard to the penalty of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place. Upon receipt of a complaint alleging off-campus student misconduct, the Principal and/or Dean of Students will, in their sole discretion, review the allegations to determine the appropriate course of action.



## **Harassment/Bullying/Hazing**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices.

### **Harassment**

HARASSMENT POLICY: (Policies 3.1.3.26 and 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.

It is the policy of the educational programs of the Diocese to maintain a learning and working environment that is free from any type of harassment (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no employee, volunteer or student associated with these programs is subjected to any type of harassment.

It shall be a violation of this policy for any person to harass an employee, staff member, volunteer, parent, or student. Harassment may also constitute unjust discrimination and, as such, may violate civil law.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local state and federal laws and diocesan policy and procedures governing harassment within his or her educational program or office.

Prevention is the best tool for the elimination of harassment. The Catholic Schools Office recommends an educational program at each school so that the school may take reasonable steps to maintain an environment free of harassment.

### **Definition of Harassment**

- a. "Harassment" is threatening, intimidating, or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:
  - i. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
  - ii. has the purpose or effect of unreasonably interfering with an individual's performance; and/or
  - iii. otherwise adversely affects an individual's opportunities.
- b. Conduct that constitutes harassment may include, but is not limited to, the following: epithets, slurs, negative stereotyping, stalking, unwanted physical conduct, or other threatening, intimidating, or hostile acts based upon race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability;

threatening, intimidating, or hostile commentary or graphic material based on race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates, or by the use of social media or means of electronic communications.

c. Sexual harassment is a form of harassment and is prohibited by this policy. Sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual conduct and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:

Submission to, or rejection of, the conduct is the basis for any decision affecting services, honors, programs or other available activities or benefits of the Diocese or school;

The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

d. Conduct that constitutes sexual harassment may include, but is not limited to, the following

- i. Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets;
- ii. Written: Suggestive or obscene letters, notes, e-mails, or invitations;
- iii. Physical: Sexual assault, touching, impeding or blocking movement;
- iv. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.

## **Procedures**

Any person who alleges harassment by an employee, volunteer, or student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such information as requested.

Allegations of harassment against an employee or volunteer shall be addressed in accordance with the Human Resources Policies and Procedures of the Diocese of Phoenix.

Allegations of harassment reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.

The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of harassment, or for cooperating with the investigation of such a complaint.

Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.

Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment, based upon whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's race, color, religion, sex, national origin, age, or disability. It is not necessary to make a showing that the victim was psychologically harmed.

As religious organizations called to teach the Catholic faith and carry out the mission of the Church, the Diocese of Phoenix and the Catholic schools have the right and responsibility to teach Catholic beliefs and practices in accord with the teachings and laws of the Catholic Church. Under no circumstances shall such teaching of Catholic beliefs be deemed to constitute harassment, or otherwise be deemed to violate civil law or any policies of the Diocese of Phoenix.

### **Sanctions**

A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.

A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.

The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

### **Bullying**

**BULLYING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF BULLYING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.**

It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any type of bullying (as defined in Section 2 below). The educational programs

of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.

It shall be a violation of this policy for any student to commit an act of bullying against another student.

### **Definition of Bullying**

- a. "Bullying" is any aggressive and unwanted behavior by a student or group of students that: is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor and victim; and is repeated over time, or causes severe emotional trauma.
- b. "Bullying" includes cyberbullying.
- c. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

### **Procedures**

Any person who alleges bullying by a student shall file a written complaint by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested.

Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.

The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of bullying, or for cooperating with the investigation of such a complaint.

Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.

Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

## **Sanctions**

A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.

The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

## **Hazing**

HAZING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HAZING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.

It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from hazing (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of hazing.

It shall be a violation of this policy for any student to commit an act of hazing against another student.

## **Definition of Hazing**

Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student or students, and in which both of the following apply:

The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and

The act creates or contributes to a substantial risk of potential physical injury, mental harm or degradation, or actually causes physical injury, mental harm or personal degradation.

## **Procedures**

Any person who alleges hazing by student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director.

The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such information as set forth in such form.

Allegations of hazing reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.

The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of hazing, or for cooperating with the investigation of such a complaint.

Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.

Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed

### **Sanctions**

A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.

The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors the school administration deems relevant or appropriate in its reasonable discretion.

### **Drug Testing**

At NDP, we maintain a strong commitment to providing a safe and secure campus. Notre Dame Preparatory is an alcohol, tobacco and drug-free campus. Under no circumstances is the use, possession, distribution, sharing or selling of drugs, drug paraphernalia, alcohol, tobacco or misuse of prescription drugs permitted, on or off campus. Vaporizers, hookahs and any paraphernalia associated with these items are strictly prohibited from being on NDP's campus or at any NDP sponsored event.

Breathalyzers and/or types of alcohol sensors and drug/nicotine tests may be administered to any student, at any time, for any reason on campus or at school-sponsored events. Students possessing, distributing or selling drugs and/or paraphernalia on campus will be dismissed.

In order to dissuade use of illegal substances, Notre Dame Preparatory requires all students attending dances sponsored by NDP to take and pass a breathalyzer test prior to being admitted. Any student who fails the breathalyzer test will be sent home with his/her parents and will be subject to the sanctions outlined under the “Drug and Alcohol Policy.”

Notre Dame Preparatory conducts mandatory random drug testing for all students on campus. Students may be tested at any time, for any reason, at the discretion of the Administration. Parents will be notified after drug testing on the day it has occurred. From time to time, NDP may require students to provide a hair sample as a form of drug testing. Please notify NDP’s school nurse in writing of any prescription or non-prescription medications being used by the student. A copy of the prescription is required to be on file in the nurse’s office. It should be noted that the results of all positive drug tests will be shared with a select number of administrators and support staff. The Administration reserves the right to decide which course of action will be implemented. Failure of the family to agree to follow the suggested plan will result in the student’s dismissal. The following are also conditions of the school’s mandatory drug testing policy:

- Students who refuse to be tested will be asked to withdraw.
- Altering drug tests with synthetic urine or by other means will be grounds for immediate dismissal.
- Students who are unable to provide a sample or produce a diluted sample, may be asked for a hair sample.

If the Administration has information, knowledge and/or reasonable cause to suspect the use or possession of legally or illegally controlled substances or paraphernalia, it has the right to take any of the following actions, at the parent’s expense, if the student wishes to remain enrolled or re-admitted to the school:

- Search automobiles, lockers and backpacks of students; Students’ electronic devices may be confiscated as well
- Require drug-screening tests within twelve (12) hours
- Require random drug testing
- Require the student be assessed by a qualified and licensed drug treatment agency or professional
- Require that the student attend a drug counseling or education program recommended in his/her assessment and approved by the school
- Require the student to enroll in a licensed rehabilitation program
- Set a determined probation period
- Require that the student complete all treatment recommended in the assessment to the satisfaction of Notre Dame Preparatory’s Administration

A parent will be notified when the school has knowledge of a student’s engagement in any behavior that either endangers his/her own well-being or that of others. Notre Dame Preparatory expects the cooperation of all parents in the school’s efforts to educate and to take the necessary and appropriate steps to safeguard the school’s community.

*Note: Students who test positive for drugs/alcohol or are found to be in violation of school policy regarding a drug/alcohol-related offense in their senior year must undergo the recommended treatment prior to receiving a Notre Dame Preparatory diploma.*

## **Summary of Drug, Alcohol and Tobacco Sanctions for Students**

### **Drug, Alcohol, Vape, Synthetic Urine, or Tobacco Offense**

- Notre Dame Preparatory has zero tolerance for any drug and alcohol use on campus. Any student caught on campus drinking, smoking, vaping or using synthetic urine will be subject to dismissal.
- Notre Dame Preparatory has zero tolerance for possession of drugs, alcohol, synthetic urine and all paraphernalia. Any student caught on campus with drugs, alcohol, vaping devices or any other paraphernalia will be subject to dismissal.

### **Nicotine Offense**

If a student tests positive for nicotine, the following consequences will be put into place:

- Notre Dame Preparatory will search belongings. This includes all backpacks and cars.
- A call will be made home to notify parents.
- An action plan will be implemented and agreed upon by the student, parent(s), and NDP administration.

### **Student Searches**

The school administration reserves the right to search the property of the students, their lockers, their automobiles and other personal effects, (e.g., cell phones, iPads, laptops, etc.) when a reasonable suspicion exists regarding school policy, a violation of public laws, or a threat exists to the general welfare of the school. The Administration reserves the right to use any or all detection methods available. A student's failure to comply with a search will warrant immediate notification of his/her parents and makes the student liable for dismissal.

### **Automobiles/Parking**

Individuals parking on campus do so at their own risk. The school is not responsible for loss or damage to personal property.

Student parking permits are sold to junior and senior class members. After junior/senior priority, sophomores may be issued parking permits if parking spots are available. Parking is limited and will be sold on a first-come, first-served basis. The parking area is for the convenience of students whose parents permit them to drive to school.

- All cars parked on campus must be parked in assigned parking spaces.
- All cars must be registered with NDP. Parking permits can be purchased online through Smart Tuition. Permits may be picked up beginning on August 9th. The issued tag must be displayed on the front windshield of every vehicle registered to park on campus.



- Sitting in cars or loitering in this area is absolutely forbidden and will result in the car being towed/towing fees.
- Automobile sound systems must not be heard outside of the car while on or in the vicinity of the campus.
- For the safety of all, a 5-mile per hour speed limit must be observed.
- Failure to adhere to safety rules will result in a loss of parking privileges, and students guilty of any driving violations on or around the campus may be subject to disciplinary consequences.

Students are not permitted to go to their cars during the school day. The Deans or designated security officer/administrative member must supervise the student while he/she goes to his/her automobile if it is a medical emergency. Leaving the interior of campus will result in a class cut and a three-hour detention.

Students must adhere to the City of Scottsdale No Parking zone ordinances. Students or visitors may not park in the red curb fire zones or where No Parking signs are posted. Parking in these areas will result in a ticket from the City of Scottsdale Police Department.

### **Ditch Days**

There is no such thing as an NDP skip (ditch) day. See TRUANCY. Participation in such a day will merit severe discipline, and in the case of a senior, will jeopardize the student's privilege of participating in the graduation ceremony.

### **Senior Pranks**

There is no such thing as school-approved Senior pranks. Participation in such pranks will merit severe discipline, and in the case of a senior, will jeopardize the student's privilege of participating in the graduation ceremony.

### **Electronic Devices**

Notre Dame Preparatory promotes proper and appropriate use of technology on and off campus. Use of electronic devices is permitted on campus. Cell phones may be on and out of a student's backpack in class only with permission of the teacher. Before school, at break, during lunch and after school, students are permitted to use their electronic devices at their own discretion. Students who misuse their electronic devices will be subject to disciplinary sanctions at the discretion of the Dean of Students.

Students will not make and/or post photo, audio, or video recordings of another student or NDP employee/volunteer without specific permission from the individual being recorded and the supervising teacher.

Earbuds, earphones, or other private listening devices are not permitted on campus unless permitted for class purposes. Personal interaction during break, lunch and passing periods is an important skill all students should master.

### **Social Media Policy**

Students are not permitted to use their electronic devices to record or to take pictures of NDP students, administration, faculty or staff without permission. Students are also reminded that if they are permitted to film lectures or events in class that are teacher-directed, that video is the intellectual property of the teacher and should not be posted online, shared via email or text or reproduced without the permission of the teacher.

Any student who posts video or pictures of NDP administrators, faculty or staff to social media or any other website(s) without the expressed permission of those NDP employees will be subject to disciplinary consequences up to dismissal. Parents are also not permitted to use their electronic devices to record or to take pictures of NDP administration, faculty or staff without permission.

Students are also not allowed to post videos or pictures of NDP lessons/recordings to their social media accounts. Sharing, editing, or distributing lessons or videos will be subject to disciplinary consequences up to dismissal.

Students are reminded that they represent the Notre Dame community at all times. As such, students are held accountable for any actions, communications, postings, or behaviors on social media and through electronic communications that may be in violation of the expectations set forth in the student handbook. Students that have been found to be in violation of such conduct will be subject to disciplinary consequences up to dismissal.

### **Guidelines for School Dances and School-Sponsored Events**

Notre Dame dances are closed to all except current students, their guests, staff, and parents/guardians. A Notre Dame student inviting a guest to a school dance must obtain a guest pass in the Dean of Students office and return that pass completed by the advertised due date. All guest passes are not necessarily approved. Approval is not guaranteed until returned by the Dean of Students or designee. Notre Dame Preparatory Administration has the right to deny any guest pass for any reason. Appropriate attire for each dance will be announced before the dance. Host student is responsible for guest's following Notre Dame Preparatory rules.

The following guidelines are in effect for all school-sponsored events:

- All arrangements and publicity for events must be made through the class moderator, the House Co-Directors, and the Assistant Principal for Student Services at least two weeks in advance.
- An administrator, the House Directors, and assigned faculty members will be in attendance at all dances and events.

- Students and their approved guest must arrive at a dance no later than one hour after the scheduled start time of the dance. Students and their guests may not leave the dance before ½ hour before the scheduled end time of dance. Once a student or their approved guest leaves the dance, they will not be able to return, and the parent of the Notre Dame student will be notified.
- Parking will be permitted only in designated areas during an event.
- Students are not to bring drinks or food to an event unless prearranged.
- All school policies and regulations are in effect during all social events.
- Smoking by a Notre Dame Preparatory student and/or their guests, the use or possession of alcohol or drugs is strictly forbidden and will call for immediate dismissal from the dance/event, in addition to disciplinary measures for Notre Dame Preparatory students. Police involvement when warranted, will also apply.
- Violations of any of the dance/event policies will result in the offenders' being asked to leave the dance/event and parental notification.
- Alcohol Breathalyzer testing and a passive alcohol sensor are present at all dances (and Notre Dame functions). Students may receive at-random breathalyzer tests at any Notre Dame Preparatory event.
- Loitering before, during or after an event is not permitted.
- To promote a safe and healthy environment that honors the values of Notre Dame Preparatory, the following behaviors while dancing are expected: students are to dance appropriately; dancing and body contact shall be appropriate and should not contain any sexual gestures or movements. Sexually oriented dancing is inappropriate and not allowed at Notre Dame Preparatory dances. Students who are sandwiching each other (i.e., two boys dancing with a girl in the middle or vice versa), not facing one another, inappropriately touching each other or sexually gesturing while dancing will be asked to stop. Grinding and inappropriate dancing will not be tolerated

When students are dancing inappropriately the following will occur:

- A verbal warning will be given informing the student that the form of dancing is inappropriate and they need to stop.
- If a student continues the style of dancing, the student will sit out for a song.
- If a student repeatedly continues to dance inappropriately, the student may be asked to sit out the entire dance and their parents will be notified and/or asked to leave. He/she will be allowed to attend the next dance only if one of the student's parents chaperone the dance.

Violation of any of the school regulations may result in the offenders' being asked to leave the event, and possible additional consequences for a Notre Dame student.

### **Expectation of Honesty**

It is the expectation of the institution that all members of our community are honest and forthright.

Students who purposely deceive the Administration, faculty, or staff will be subjected to disciplinary sanctions to be decided by the Principal or Dean of Students.

### **Disciplinary Sanctions**

Disciplinary sanctions can include but are not limited to, Detentions, Saturday Detention(s), In-School Suspension, Out-Of-School Suspension, a Disciplinary Contract, an Attendance Contract, a Disciplinary Review Board hearing, or Dismissal. Sanctions will be determined at the discretion of the dean of students.

### **Disciplinary Contract**

Students who receive 5 behavioral sanctions in one academic school year will be placed on a disciplinary contract. Those who violate their disciplinary contract will be subject to additional disciplinary consequences up to a board hearing or dismissal.

### **Discipline Review Board**

The Discipline Review Board is composed of three faculty members, the School Chaplain or designee and an advocate whom the student chooses to speak on his/her behalf. When convened, the Board meets with the student, the parents/guardians, and the Dean of Students. The Discipline Review Board meets when a student has been involved in violations of school policy or procedure or at the discretion of the Dean of Students. The Discipline Review Board meeting shall proceed as follows:

1. The Dean will present the situation from information gathered
2. The members of the Board will comment
3. The student will be given an opportunity to speak
4. The parents/guardians will be given an opportunity to add testimony
5. The teacher advocate will be given an opportunity to add testimony
6. Opportunity for additional questions or comments by Board members will be given
7. The Board will meet in private for deliberation
8. The Board's recommendation will be made known to the Principal. The Principal will inform the parents/guardians, Discipline Review Board, Dean of Students, other appropriate faculty and the student of the decision.

The Principal reserves the right to modify the procedures outlined above if he/she feels the situation warrants a change. Circumstances that may warrant a change may include, but not limited to, the safety and well-being of the student body, the school or local community, timing of the incident or hearing, or any other reason deemed necessary by the Principal.

### **Required Withdrawal**

Students who commit major infractions, fail to comply with probationary requirements or show a consistent disregard for Notre Dame Preparatory rules can be asked to withdraw from the student body of Notre Dame Preparatory. Such students will be called, along with their parents

or guardians and teacher advocates, before the Discipline Review Board, who will review each case and suggest measures to be implemented by the Principal. Students do not normally appear before the Discipline Review Board if they are asked to withdraw due to the violation of disciplinary terms set as a result of an earlier Board hearing. A lack of parental support for the policies and values of the school will result in the student being asked to withdraw. The Principal has the right to require a student to withdraw as he/she deems necessary.

## **Appeal Process**

If the Principal requires that a student withdraw from school, the student (if 18 years or older), or the parent or legal guardian of the student may appeal the Principal's decision to the Superintendent of Schools after a meeting with the school's Principal has occurred to discuss the student's withdrawal.

### **Process of Appeal:**

1. When a parent, employee or student (if 18 years or older) wishes to appeal a Principal's decision, the person must submit the appeal in writing to the Superintendent of Schools. The written appeal must contain the following information:
  1. The subject of the appeal.
  2. Any factual data relevant to the appeal.
  3. Site the specific policy(ies) alleged to have been violated.
  4. The efforts that have been made to resolve the issue.
  5. Date(s) of meeting with the school Principal regarding the decision.
2. The Principal's decision must be appealed within 10 working days of the communication of that decision to the aggrieved party.
3. It shall be within the sole discretion of the Superintendent of Schools to determine whether to review the decision.
4. The Superintendent of Schools may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent of School's behalf. The Superintendent of Schools (or his or her designee) will review the situation to determine whether the school's actions were consistent with policies and procedures. The final decision will be based on these findings.
5. The decision of the Superintendent of Schools or designee shall be final and binding upon the parties and shall conclude the appeal process. There shall be no further right of appeal.

**The Decision of the Superintendent, Assistant Superintendent or delegate is final and binding and concludes the appeal process. Diocesan Handbook 3-1.1.1.16 B & C.**

*Note: Students who are dismissed may not attend NDP-sponsored events or sit in an NDP cheering section.*

## **Reasonable Contact**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the safety and welfare of the school community, situations may arise in which school administration or staff in good order may restrain, redirect, escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

1. committing a criminal offense;
2. causing personal injury to, or damage to the property of, any person (including the student him/herself);
3. significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior;
4. not following the direction of a school staff member.

## **Student Identification Cards**

Each student is issued a picture identification card for each school year. Students must not alter their ID cards in any way. This card is to be carried with the student while on campus and at any school function. Admission to school athletic events and other school activities may be denied without a current Student ID card. Student ID cards come with a barcode for parents to load funds onto the card through [k12paymentcenter.com](http://k12paymentcenter.com). Students must have their ID to pay for their daily lunch and snacks. A fee will be assessed for each replacement card.

## **Inappropriate Language**

Inappropriate language shows a lack of respect for self, others and the institution. Therefore, any cursing, racial slurs, using the Lord's name in vain, or any other degrading comments will subject said student to disciplinary sanctions at the directive of the Administration.

## **Campus Cleanliness/Gum**

Gum chewing is not permitted on campus at any time. Students are expected to clean up after themselves at break and lunch. Students should never bring food into the restrooms. Any student who fails to clean up, brings food/eats in the restrooms or is seen chewing gum will be subject to disciplinary sanctions.

## **Public Displays of Affection/PDA**

Public display of affection is considered inappropriate and will be dealt with on an individual basis. Public display of affection includes, but is not limited to, caressing, holding hands, and kissing.

## **Student Technology**

Enrollment in Notre Dame Preparatory is acknowledgement by students and their parents that they agree to the Notre Dame Acceptable Use Policy.

Notre Dame Preparatory's Acceptable Use Policy ("AUP") is designed to prevent unauthorized access and other unlawful or inappropriate activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, instant messaging (IM), peer-to-peer P2P and other forms of direct electronic communications or equipment provided by NDP (the "network"). It also includes outside equipment that uses NDP's network to access the Internet.

Disclaimer: NDP makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the use of the network or accounts. Any additional charges a user accrues due to the use of NDP's network are to be borne by the user. NDP also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of NDP, its affiliates or employees.

### **Student Internet Safety**

- Students under the age of eighteen should only access NDP accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use.
- Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number or display photographs of themselves or others.
- Students shall not meet in person anyone they have met over the Internet.
- Students must abide by all laws, this Acceptable Use Policy and all NDP security policies.

NDP will use technology protection measures to block or filter, to the extent possible, access of visual depictions or information that are obscene, pornographic and harmful to minors over the network. NDP reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of NDP property, network and/or Internet access or files, including email.

Any attempt to bypass campus or network security is not allowed. This includes the use of tor, VPNs, and mobile hotspots to gain access to sites or services that are blocked on the NDP network. Additionally, students are REQUIRED to install a web proxy certificate on their device (school owned, or personal) to access the network at NDP.

### **Unacceptable Uses of Electronic Devices, the Computer Network or Internet**

NDP reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the school, students, employees, network or computer resources, or (2)

that expend NDP resources on content the school in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by NDP as inappropriate. Some examples of inappropriate activity on NDP's network include, but are not limited to:

- Violating any state or federal law or municipal ordinance, such as accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Performing criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses.
- Causing harm to others or damage to their property, such as:
  - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting or downloading offensive, harassing or disparaging materials;
  - Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  - Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  - Using an NDP computer or the NDP network to pursue "hacking," internal or external to NDP, or attempting to access information protected by privacy laws;
  - Accessing, transmitting or downloading large files not related to educational purposes, including, but not limited to media, chain letters or any type of pyramid schemes.
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  - Using another's account password(s) or identifier(s);
  - Interfering with other users' ability to access their account(s);
  - Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for commercial purposes:
  - Using the Internet for personal financial gain;
  - Using the Internet for personal advertising, promotion or financial gain;
  - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities, such as solicitation for religious purposes, lobbying for personal political purposes.



Students will not make and/or post photo, audio, or video recordings of another student or NDP employee/volunteer without specific permission from the individual being recorded and the supervising teacher.

Any use of any device to record sound, pictures or video in restrooms or the locker room, regardless of intent, will be treated as a serious violation and will lead to disciplinary and/or legal action.

### **Scope of Email Use**

Only current students or employees are authorized to use NDP email. NDP email accounts exist to conduct NDP business. NDP reserves the right to monitor users' email activities and to access, review, copy and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of NDP email.

#### **Authorized Personal Use of Email:**

Users have no expectation of privacy when transmitting or receiving any electronic information on the NDP network. NDP reserves the right to monitor all data transmitted via the NDP network whether it is an NDP account or a personal account. Users have no reasonable expectation of privacy when it comes to NDP, school and personal use of NDP's email system, or network.

### **NDP Email is NDP Property**

Because any email communication executed using NDP computer systems is the property of NDP, NDP reserves the right to monitor, inspect, copy, review, and store at any time and without notice any and all usage of email, and any and all files, information, software, and other content created, sent, received, downloaded, uploaded, accessed, or stored in connection with network usage. The Company reserves the right to disclose email text and images to regulators, the courts, law enforcement, and other third parties without the user's consent.

### **Unacceptable Uses of NDP Email**

The following are examples of inappropriate use of NDP Email, but NDP also reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for students, employees, school, network or computer resources, or (2) that expend NDP resources on email that NDP in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by NDP as inappropriate.

- Violating any state or federal law or municipal ordinance, such as: Transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials
- Criminal activities that can be punished under law
- Offering any illegal items or substances via email

Engaging in uses that jeopardize access or lead to unauthorized access into others' Email accounts such as:

- Using another's account password(s) or identifier(s);
- Interfering with other users' ability to access their account(s); or
- Disclosing anyone's password to others or allowing them to use another's account(s)

Using NDP Email for Commercial purposes:

- Using NDP email for personal financial gain
- Using NDP email for personal advertising, promotion, or financial gain; or
- Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes

Obtaining and/or using anonymous email sites; spamming; spreading viruses; causing harm to others or damage to their property, such as:

- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, or transmitting offensive, harassing, or disparaging materials
- Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email, accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes"

### **Penalties for Improper Use**

The use of an NDP email account is a privilege, not a right, and misuse may result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for students and/or employees, including suspension, expulsion, dismissal from NDP or criminal prosecution.

### **Social Media and Internet Expectations**

Students are not permitted to use their electronic devices to record or take pictures of NDP students, administration, faculty or staff without permission. Any student who posts video or pictures of NDP administrators, faculty or staff to social media or any other website(s) without the expressed permission of those NDP employees will be subject to disciplinary consequences up to dismissal. Parents are also not permitted to use their electronic devices to record or take pictures of NDP administration, faculty or staff without permission.

Students are reminded that they represent the Notre Dame community at all times. As such students are held accountable for any actions (on or off campus), communications, postings, or behaviors on/off campus, on social media and through electronic communications that may be in violation of the expectations set forth in the student Code of Conduct. Students that have been found to be in violation of such conduct will be subject to disciplinary consequences up to dismissal.

## **Student Technology**

Starting in the 2018-2019 school year, Notre Dame High School's policy for student technology requires students to provide their own laptop as their primary education device. A full-featured laptop in the classroom environment has shown distinct advantages over the use of tablets and provides students with a greater degree of academic opportunity and productivity. The Bring Your Own Device (BYOD) program requires new students to have either an Apple MacBook or Windows 10 laptop which meets or exceeds the minimum specifications described below. Students are required to have devices on the first day of classes, and must bring their laptops to school each day. For the full Student Technology User Agreement, please visit the school website under the Parents > Technology Fee link for more details on the campus BYOD program. Enrollment in Notre Dame Preparatory is acknowledgment of agreement to this policy.

## **Dress Code/Appearance**

Anton Uniforms is the sole supplier of all NDP uniform shorts, skirts, polos, and mass attire. The store is located at 905 N. Scottsdale Rd. Tempe, 85281. Their website is [antonuniforms.com](http://antonuniforms.com). We will continue to allow items purchased from Dennis as long as they are in compliance with our dress code policy. These items can be purchased from our Used Uniform Sales.

Dress codes have been an important feature in the history of Catholic education since it began more than 120 years ago.

Any student whose dress appears to circumvent the spirit and intent of the dress code is not in compliance. Bizarre and unkempt appearance is not allowed. The Deans will determine issues of interpretation. Included in this section would be any type of jewelry worn; sleeve, pant, or skirt length; clothes or any other means or devices that might be distracting. All clothing must be clean and in good repair. Students are not allowed to wear ripped, tattered, torn, cut, dirty clothes or clothes that do not cover the torso. In all cases, the administration reserves the right to determine what constitutes proper dress code in the spirit of its intent and in accordance with good taste and modest contemporary standards for a Catholic high school.

Having pride in personal appearance and representing NDP is part of upholding the 3 R's of Reverence Respect and Responsibility.

## **General Uniform Guidelines**

Students are to be in uniform at all times on campus during the school day.

- Uniforms should be clean, neat and in good repair at all times or the student may be asked to change
- Students may not alter their uniform in any way unless it is to conform the article of clothing to the dress code
- Uniforms must be purchased only from the officially sanctioned NDP vendor, Anton Uniforms. No substitutions or alterations will be permitted
- No hats may be worn with the school uniform

- Sunglasses may not be worn indoors
- Students must refrain from writing on themselves or others; it is inappropriate and demeans the body
- Only NDP P.E. uniforms may be worn for all P.E. classes
- No uniform shirt can be unbuttoned past the second button
- No shirt sleeves may be rolled up at any time

### Uniform Skirt/ Shorts/Slacks

- **SKIRTS MUST TOUCH THE TOP OF THE KNEE.** Skirts that do not come to the top of the knee will have the hem removed through the Dean of Women's Office without the parents' consent. Please leave room for growth if altering. The waistband of the skirt is to be worn on the waist, never on the hips and never rolled. Our skirt length demonstrates respect.
- Girls' shorts may not be worn more than three inches above the top of the knee
- Boys' shorts may not be worn more than three inches above or below the knee
- Shorts ***may not be rolled***, and the bottom of the shorts must come down to 3 inches above the knee
- Shirts should be always tucked in and belts must be worn. Belts must be plain black, brown, or white
- Slacks for Mass day must be worn with a plain black, brown, or white belt. No patterns may appear on belts
- No warm-ups or sweatpants are allowed

### Undergarments

- Plain white t-shirt or white mock turtleneck
- Thermal underwear shirts are permitted but cannot be visible

### Hair and Make-Up

- Hair must be well-groomed, maintained, and a natural color.
- No facial hair is permitted; students are to be clean-shaven. If they fail to be clean-shaven, they will be required to shave in the nurse's office, or they will not be permitted to return to class.
- Boys' hair may not touch the upper rim of the collar, cover the eyebrows, or cover/wrap around the ears. If hair is in violation, students must cut or fix hair within two days of being notified in order to return to class.
- Extreme hairstyles or chunk highlights are not permitted.
- Extreme styles of make-up are not permitted.

*Note: If hair is still in violation after two days of being notified, the student will be given a behavioral infraction.* The Administration reserves the right to judge the appropriateness of any hairstyle/make-up choice for school.

### **Socks/Shoes**

- Socks should be appropriate at all times
- Knee-high socks, up to but not covering the knee, or footed tights, full-length, may be worn
- All shoes must have a solid sole, closed toe and a permanently attached back support. Shoes must not have holes, and shoe backs must be worn at the designed height. Shoes must fit appropriately.
- No moccasins, boots, sandals or Crocs are permitted.
- No heels higher than 2 inches are allowed.

### **Outerwear**

- Only official NDP Varsity Shop sweatshirts, NDP letter jackets, Anton Uniform sweaters and sweater-vests are permitted, always worn over uniform polos or spirit shirts on approved days. Additionally, students may purchase approved outerwear at our Used Uniform Sales.
- NDP team sweatshirts, approved by the Athletic Department, are also permitted
- Sweatshirt hoods may not be worn indoors
- All outerwear must be purchased from the school's approved uniform supplier or the school's Saints Store
- Students must wear an NDP polo underneath their outerwear at all times

Note: All apparel that does not meet the above requirements will be confiscated and returned to the parent. NDP is not responsible for confiscated items.

### **Jewelry and Tattoos**

- No more than two earrings per ear
- Dangling earrings, while allowed, must be appropriate
- Body piercing other than earlobes may not be visible
- All necklaces and bracelets must have a clasp so they can be removed when asked or when needed
- Jewelry should be appropriate and not offensive to members of our community
- Visible tattoos and body piercings are not permitted at school or school-sponsored events
- Nails should be appropriate in length and color

Note: Inappropriate jewelry will be confiscated and returned to the parent. NDP is not responsible for confiscated items

### **Jeans Days**

- On specified Jeans Days, jeans worn must be in good condition with no holes or frayed edges; no cut-offs are allowed, nor are jeans skirts or jean shorts; however, girls may wear jean capris. Only traditional blue or black jeans may be worn.

### On-Campus Dress



- Girls may wear the uniform skirt or Bermuda-length shorts (khaki or black) with school polo shirt tucked in. Belts must be worn with shorts. Black, brown, and white belts are allowed.
- Boys may wear uniform shorts (plaid, khaki or black) with school polo shirt tucked in. Belts must be worn. Black, brown, and white belts are allowed.
- Only seniors may wear black or gray polo shirts. Underclassmen wear purple or white polos.

## Mass Dress



- Girls must wear the uniform skirt, oxford button down shirt, and dress shoes.
- Boys must wear long khaki dress pants, long-sleeve oxford shirt, solid black or brown belt, dress shoes, and either the traditional striped NDP tie or the new purple and black tie.

## Spirit Dress



- Girls may wear the uniform skirt or Bermuda-length shorts (khaki or black) with a school spirit shirt.

- Boys may wear uniform shorts (plaid, khaki or black) with a school spirit shirt.

## **Lost and Found**

In the spirit of Christian charity and basic human decency, all lost or misplaced items that are found should be turned in immediately to the Security Office, located in the CCI.

## **FINANCIAL AND AID INFORMATION**

### **Tuition Information/Insurance**

Tuition and Fees for the 2021-2022 School Year:

- Tuition:
  - \$18,100 in full
- Discounted Tuition for registered, active, and participating Catholic parish members\*:
  - \$15,350 in full
- Application Fee:
  - \$50
- Registration Fee—FR, SO, JR:
  - \$400
- Registration Fee - SR:
  - \$575 (includes \$175 Graduation Fee)
- Parking Fee:
  - \$75 (Carpool)
  - \$125 (Single Driver)

\*Note: For those families who are registered, active and participating members of their Catholic parish, the school allows a reduced tuition rate, which becomes effective when the Parish Verification Form has been signed by the pastor and received by Notre Dame Preparatory Business Office. The reduced tuition rate is not retroactive. Criteria used in determining active and participating membership may vary by parish. Those families who are not registered, active and participating members of a Catholic parish will be required to pay the full tuition rate for each student enrolled.

Tuition may be paid annually, in two installments (1/2 on July 15, 2021, and 1/2 on December 15, 2021) or monthly (July 15 - April 15th). All parents must use the Smart Tuition management system. All tuition payments must be completed by April 15, 2022.

1. A tuition contract that indicates the method of payment must be signed by each family. This is a legally binding document, and Notre Dame Preparatory will pursue means to collect all monies owed.
2. In addition to tuition, the annual Student Registration Fee is due prior to the beginning of the school year. The annual Registration Fee and the Senior Graduation Fee are non-refundable. Families are also responsible for uniform costs.



Tuition paid prior to the beginning of school will be refunded in full. After the beginning of school, tuition refunds will be made on a prorated basis. No refund of tuition will be made after October 1 for the first semester or after February 1<sup>st</sup> for the second semester.

No tuition refunds will be made at any time if a student is dismissed or asked to withdraw from school for disciplinary reasons.

Note: All financial obligations to the school must be met prior to final exams. Finals will not be given to students who have not met all of their financial requirements including tuition, fines and fee accounts. A \$35 fee will be charged for all returned checks for any payment to the school.

### **Financial Aid**

Families wishing to receive financial aid must complete an application form from the Catholic Education Arizona (CEA). Applications are available in February online at [www.fairapp.com](http://www.fairapp.com) after the student's annual Registration Fee has been paid. Unfortunately, it is not possible to meet all requests in full. Financial aid covers only a portion of the tuition costs. The amount of the award is determined by the CEA after reviewing the application and the funds available.

Additional financial aid is available through the Notre Dame Preparatory Saints Assistance Fund. All families who want to be considered for these scholarship funds must apply for a CEA Scholarship (see below). NDP will use the financial information supplied to CEA to disburse this scholarship money based on financial need.

Note: Athletic ability is never a criterion for financial aid consideration.

### **Insurance**

Every student is covered by supplemental student accident insurance during the school day as well as during school athletic and co-curricular activities. Any student enrolled in a Diocese of Phoenix pre-school, kindergarten, elementary or secondary school will be provided accident insurance: while on school grounds when school is in session; while taking part in a school-sponsored or in supervised activities; while attending school-sponsored and supervised religious services or instruction. If a student suffers a covered "accidental injury," she/he will be eligible for benefits by completing the proper claim documentation which is available in the nurse's or trainer's office. This coverage is supplemental to health insurance coverage the student must have.

Note: The school nurse (or a member of Administration in the event of the nurse's absence) needs to be notified IMMEDIATELY whenever a Notre Dame Preparatory student is injured or has an accident during the school day.

### **Scrip Tuition Rebate Incentives Program**

When you use Scrip for everyday purchases, you earn rebates toward your tuition. Those rebates are split 50/50 between your student's tuition and the Tuition Assistance Fund. You earn

Scrip rebates by utilizing ShopWithScrip app and online, vendor programs, or the purchase of gift cards from the Saints' Store. See the NDP website at [ndpsaints.org/support-ndp/scrip](http://ndpsaints.org/support-ndp/scrip) for more information.

### **CONCLUSION**

The directives outlined within the handbook are designed to ensure a positive, healthy environment where educational growth can occur with freedom and order. For this reason, all students, along with their parent(s) or guardian(s), are required to read and verify in writing "that they have read and agree to adhere to the policies and regulations herein." (Diocesan Handbook 4.01C). A copy of the Diocesan handbook can be found on the Diocese of Phoenix Catholic Schools page. The handbook verification form can be found on the Notre Dame Preparatory website. In order to reach our stated goals and objectives regarding the development of a well-rounded individual, Notre Dame Preparatory expects all families to support the rules and regulations stated in this NDP Student/Parent Handbook.

The Notre Dame Preparatory handbook may not include all directives and serves only as an outline. The Administration reserves the prerogative to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and entire Notre Dame Preparatory community.

Note: The Principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion. Amendments will be communicated to families through email in a timely manner.

The handbook verification form can be found on the Notre Dame Preparatory website. [Click here to sign the verification form.](#)