



NOTRE DAME™
Preparatory High School

2018-2019 Student/Parent Handbook

TABLE OF CONTENTS

[MISSION STATEMENT](#)

[PHILOSOPHY](#)

[ACCREDITATION](#)

[ADMISSIONS/NON-DISCRIMINATION POLICY](#)

[SCHOOLWIDE EXPECTATIONS](#)

[ACCEPTANCE OF STUDENT-PARENT HANDBOOK](#)

[EXPECTATIONS OF NOTRE DAME PREPARATORY STUDENTS](#)

[PARENTAL SUPPORT](#)

[RELIGIOUS FORMATION](#)

[HOUSE SYSTEM](#)

[ESLRs](#)

[DAILY PRAYER](#)

[LITURGIES](#)

[FIRST FRIDAY ADORATION](#)

[SACRAMENT OF RECONCILIATION](#)

[DAYS OF REFLECTION/RETREATS](#)

[CHRISTIAN SERVICE](#)

[ACADEMIC INFORMATION](#)

[NDP GRADUATION REQUIREMENTS](#)

[REQUIREMENTS TO GRADUATE WITH DISTINCTION](#)

[FAILURE POLICY/REPEATING COURSES FOR GRADES](#)

[ACADEMIC PROBATION](#)

[CO-CURRICULAR ELIGIBILITY-ACADEMICS](#)

[MATERI DEI CHAPTER OF THE NATIONAL HONOR SOCIETY](#)

[GRADING](#)

[BEHAVIORAL POLICIES AND PROCEDURES](#)

[ATTENDANCE/ABSENCES](#)

[STUDENT APPEARANCE/DRESS CODE](#)

[ACADEMIC DISHONESTY](#)

[DRUG, ALCOHOL AND TOBACCO POLICY](#)

[STUDENT SEARCHES](#)

[ELECTRONIC DEVICES](#)

[EXPECTATION OF HONESTY](#)

[INAPPROPRIATE LANGUAGE](#)
[CAMPUS CLEANLINESS/GUM](#)
[PUBLIC DISPLAY OF AFFECTION](#)
[DELIVERIES](#)
[ACCEPTABLE NETWORK USE POLICY](#)
[DISCIPLINARY REVIEW BOARD](#)
[APPEAL PROCESS](#)

[OTHER POLICIES AND PROCEDURES](#)

[ASBESTOS/INSPECTION REPORTS](#)
[AUTOMOBILE/PARKING AREA](#)
[BELL SCHEDULES](#)
[COMMUNICATION](#)
[CRISIS PREVENTION AND PLANNING](#)
[DANCES](#)
[FIELD TRIPS](#)
[FINANCIAL INFORMATION](#)
[GRADUATION/BACCALAUREATE MASS](#)
[INSURANCE](#)
[MEDIA RELEASE](#)
[STUDENT IDENTIFICATION CARDS](#)
[LOST AND FOUND](#)
[NURSE'S OFFICE](#)
[PARENT ORGANIZATION AND SCHOOL BOARD](#)
[PUBLICATION AND LOGOS](#)
[RESTRICTED AREAS/FACILITIES USAGE](#)
[SAFE AND SECURE ENVIRONMENT](#)
[SAINTS STORE](#)
[SCRIP](#)
[WELLNESS POLICY](#)

[IN CONCLUSION](#)

[APPENDIX A](#)

[HARRASSMENT POLICY AND PRCEDURES](#)

MISSION STATEMENT

Always keeping God and family as our priority, Notre Dame Preparatory, a Diocesan Catholic high school, engages in the formation of students by integrating faith in a college preparatory curriculum, promoting academic excellence, moral values and lifelong service.

PHILOSOPHY

The continued success of our program at Notre Dame Preparatory is based on a philosophy of mutual cooperation and respect. Administrators, faculty, staff, parents and students work together to achieve common goals and objectives that promote the best interests of the school. Students and families are expected to support these efforts.

ACCREDITATION

Notre Dame Preparatory is a fully-accredited institution by AdvancED and the Western Catholic Education Association (WCEA) and is under the direction of the Diocese of Phoenix Catholic Schools Office.

ADMISSIONS/NON-DISCRIMINATION POLICY

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

SCHOOLWIDE EXPECTATIONS

Acceptance of 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 current Student-Parent Handbook and do agree to comply with all current and future school regulations. Students and their parents must sign the Handbook acknowledgement form and return it to the school prior to registration for classes. The most current Handbook in effect will be posted on the NDP website.

Expectations of Notre Dame Preparatory Students

Notre Dame Preparatory strives to create an environment where students understand the importance of proper conduct and ethical engagement with all people. Discipline in use of word and action helps create this environment and forms students into well-rounded, ethically aware and morally sound young men and women. Notre Dame Preparatory's goal is to continue building and reinforcing these values in everyday interactions with all Notre Dame Preparatory families. Students are subject to behavioral expectations at all times--from the time they enroll in school until the time they graduate.

Discipline is based on three basic rules: Respect Self, Respect Others, and Respect Property. We are committed to providing students a high quality educational experience that provides challenging, well-prepared instructional opportunities in a safe environment for all students.

In order to provide this, 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, seeking help from teachers when needed and participating in class
- To respect school property and the personal property of other students and 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

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. When the institution deems that a parent's actions, attitudes or behavior are in conflict with the school's mission, policies, or any specific directive of the administration, that parent's student's enrollment at Notre Dame Preparatory may be reviewed.

RELIGIOUS FORMATION

Parents are the primary religious educators and nurturers of their children's spirituality. 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. *If a student is going to be missing experiences including Mass, Reconciliation, Adoration or House meetings, the student will be required to fill out a pre-arranged absence form and have it approved by the dean's office.*

NDP House System

At NDP we engage in the formation of the entire person; mind, body and soul. We desire that our students leave here and go on to lead lives that reflect the example of Jesus Christ. Through the leadership of Director of House Faith Formation, we offer ways for students to develop skills to become the best versions of themselves and live authentic lives that are good, right and true.

To help our students find their way at Notre Dame Preparatory, we have implemented the House System. Each student is assigned to one of ten houses where he or she can feel safe to express his or her

faith, fears, and dreams. Within their house, students have multiple opportunities to take on leadership roles such as, house captain, spirit coordinator and house activities leader. All students are free to discover their gifts and talents. As a whole, students work together to strengthen their House. Within each House there are smaller groups called families providing opportunities for even more in-depth discussion and camaraderie.

The House System will cement the bond between House members and provide healthy competition between the Houses in the areas of academic excellence, school spirit, Christian service and more. House points are given for various reasons creating healthy rivalry between houses and greatness among our students.

ESLRs (Expected School Learning Results)

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

REVERENCE

The Notre Dame Preparatory High School graduate will

- ❖ Exhibit knowledge and understanding of the Catholic faith.
- ❖ Demonstrate a Christian moral and ethical awareness and approach to the community and the world, based upon the message of Jesus Christ.
- ❖ Display reverence for Eucharistic celebrations and communal prayer.

RESPECT

The Notre Dame Preparatory High School graduate will

- ❖ Possess the ability to work collaboratively and to build healthy relationships both with individuals and groups.
- ❖ Exhibit respect for self, others, property and the environment through word and action.
- ❖ Display an understanding of social, cultural and economic diversity.

RESPONSIBILITY

The Notre Dame Preparatory High School graduate will

- ❖ Understand and practice the responsibilities of citizenship.
- ❖ Possess an awareness of and the willingness to respond to the issues and needs of local and global communities by embracing service to others.
- ❖ Demonstrate academic achievement by mastering subject knowledge using critical thinking, technology and communication skills.

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 families members are encouraged to attend as well.

All-school Masses are celebrated 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.

First Friday Adoration

Each first Friday of the month, Adoration of the Eucharist will begin after the 7:05 a.m. morning Mass. Adoration concludes with Benediction at 3:15 p.m. Students, faculty, staff and family members are welcome.

Sacrament of Reconciliation

During the seasons of Advent and Lent, arrangements are made for the student body to gather to celebrate this sacrament.

Days of Reflection/Retreats (Graduation Requirement)

Per Diocese of Phoenix requirements, all students in Catholic schools have a **mandatory** Day of Reflection each year. Other retreats, including Kairos, are offered throughout the year. Students are encouraged to take advantage of these opportunities.

Christian Service – Bringing Christ Into the World 2018-2019

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. In light of this challenge, students are required to complete service during the course of each calendar year.

I. Christian Service Requirements

- The graduation requirement for all NDP students is 120 hours of Christian service.
 - Freshmen: 30 hours
 - Sophomores: 30 hours
 - Junior: 30 hours
 - Seniors: 30 hours
 - Graduation Requirement: 120 hours
 - 20 to a place of worship
 - 10 to the school
 - 90 to the community

II. Christian Service Learning Pass/Fail Grade

All students must complete 30 hours of service each year. Christian Service will be graded as a Pass/Fail elective course each semester. First semester all students must have at least 15 hours of service claimed, verified and approved on x2VOL by the end of the semester. At that point, they will receive a Pass or a Failing grade. That grade will not change. Students will receive .5 credit for each year they

pass Christian Service.

All students must have a total of 30 hours claimed, verified and approved on x2VOL by the start of their first final exam in May. Students who do not have their service completed will Fail Christian Service. That grade will not change, even if the student completes the requirement after the deadline. They will NOT receive credit for their service.

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, they 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 their Christian Service they 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 an incomplete for Christian Service on their transcript.

Students will have until January 15 (one week after the start of the second semester) to fulfill this requirement.

Students who do not complete this requirement will be asked to withdraw, as they will not meet graduation requirements.

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

ACADEMIC INFORMATION

NDP Graduation Requirements

To receive an NDP diploma, a student must complete required number of credits listed below:

| | |
|---|-------------|
| Theology | 4 credits |
| English | 4 credits |
| Mathematics | 4 credits |
| Science | 4 credits |
| Social Studies | 4 credits |
| World Language (<i>Must be sequential and in same language</i>) | 3 credits |
| Fine Arts/Performing Arts | 1.5 credits |
| Technology | .5 credit |
| Personal Fitness/Health | 1.5 credit |
| Elective Courses | 1.5 credits |
| Christian Service | 2 credits |

- 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 30 hours of service and reflection.
- Only those courses taken at NDP will be averaged into the GPA of each student.
- Seniors who fail more than one core course may not have the option to attain a diploma from Notre Dame Preparatory.
- Current students who fail a core course may be asked not to return to Notre Dame Preparatory.
- Students must be enrolled in a math class each year at NDP.

Requirements to Graduate with Distinction

| Honors at Graduation for Class of 2019-2021 | | | |
|---|--|-----------------|-----------|
| | Summa Cum Laude: | Magna Cum Laude | Cum Laude |
| Credits: 2019 | 31 | 31 | 31 |
| Credits: 2020 | 31.5 | 31.5 | 31.5 |
| Credits: 2021 | 32 | 32 | 32 |
| Weighted GPA: | 4.0 | 4.0 | 3.75 |
| Required Electives: | <ul style="list-style-type: none"> • Focus: Seminar Honors • Focus: Research Honors • Philosophy Honors • Argumentation & Rhetoric Honors | | |
| Comments: | <ul style="list-style-type: none"> • Rising seniors are considered to have met the Graduate with Distinction language requirements if they have completed a 4th level of world language at NDP. For example, if a current junior successfully completes Spanish IV this year, that student need not take another Spanish class to fulfill the requirement. | | |

| Honors at Graduation for Class of 2022 | | |
|--|--|-----------------|
| | Summa Cum Laude: | Magna Cum Laude |
| Credits: | 32 | 32 |
| Weighted GPA: | 4.0 | 3.85 |
| Required Electives: | <ul style="list-style-type: none"> • Focus: Seminar Honors • Focus: Research Honors • Philosophy Honors • Argumentation & Rhetoric Honors | |
| Comments: | <ul style="list-style-type: none"> • Rising seniors are considered to have met the Graduate with Distinction language requirements if they have completed a 4th level of world language at NDP. For example, if a current junior successfully completes Spanish IV this year, that student need not take another Spanish class to fulfill the requirement. | |

GPA will be checked for students eligible to Graduate with Distinction on March 1st (or the closest school day after). The final GPA check will occur on April 1st (or the closest school day after).

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.

Failure Policy/Repeating Courses for Grades

A student who fails a semester in a required course must pass that course in an approved summer school program.

A class must be repeated in these three circumstances:

1. Any required class in which a student receives an F in either semester must be repeated with a passing grade.
2. Whenever a student earns a grade of D+, D, or D- in the *second* semester of any World Language or Mathematics course, it is highly recommended that a grade of C or better should be earned in summer school before the student moves on to the next level.
3. When a student in Mathematics or World Language fails (F) the first semester, he/she will be dropped from the second semester of the course and placed in study hall when he/she will complete the first semester of an online course. Students must complete the second semester during the summer prior to returning in August.

In all cases of a student failing a class, their continued enrollment at Notre Dame Preparatory will be evaluated.

Students choosing to repeat any courses that are not included in the three above categories may do so on their own and have an official transcript sent to Notre Dame Preparatory.

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

Academic Probation

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 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 Improvement Plan in conjunction with their counselor, parent(s)/guardian and the teacher involved. Additional measures may be added to an Improvement Plan at the discretion of the Assistant Principal for Academics.

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 student may be counseled to transfer to another school.

Co-Curricular Eligibility-Academics

Student Academic Performance and Disciplinary/Attendance record determines eligibility for co-curricular participation. A student must be in good academic standing: no F, or accumulation of more than one D.

Students who receive an F or 2 Ds at the time of grade eligibility grade check will not be eligible to participate in any co-curricular activity for a period of 14 days. The 14-day period will begin on the Wednesday following the Tuesday grade check.

At the conclusion of the 14-day period, students whose grade reports continue to reflect an F or 2 Ds will not be eligible to participate in any co-curricular activity for a period of 7 days. This process of review and restriction will continue weekly for the remainder of the semester for students to become eligible. Additional measures for a student's return to eligibility may be required at the discretion of the Assistant Principal for Academics.

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.*

Posting Periods for the
2018-2019 Academic Year

1st Semester

1st 6-Week Grading Period - Sept. 11

2nd 6-Week Grading Period – Oct. 30

3rd End of Semester Posting – Dec. 21

Posting Periods for the
2018-2019 Academic Year

2nd Semester

1st 6-Week Grading Period – Feb 19

2nd 6-Week Grading Period –Apr. 2

3rd End of Semester Posting- May 23

Mater Dei Chapter of the National Honor Society (NHS)

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 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 3.75 (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 majority vote of the Faculty Council, consisting of five faculty members appointed by the Principal. 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 NHS. The Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Note: Complete NHS Bylaws are posted on the school website

GRADING

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

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

*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.***

BEHAVIORAL POLICIES AND PROCEDURES

ATTENDANCE/ABSENCES

Attendance Direct Line: (480) 634-8250

Research consistently reveals that a strong correlation exists between consistent attendance and academic achievement. Therefore, Notre Dame Preparatory highly discourages absences for any non-emergency situations. 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. **Please note that frequent 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 ATTENDANCE OFFICE. THERE ARE NO EXCEPTIONS. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

Definitions pertaining to school attendance guidelines:

- Absence: A student's non-attendance in his/her assigned classroom during an assigned period.
- Excused Absence: An absence that is preceded by a parent phone call, 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 doctor's 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. Purple/Gold early release days present an ideal opportunity to schedule appointments that cannot be made before or after school hours.
- **Note: an excused absence still counts in the total number of absences per semester.**
- Unexcused Absence: An absence that occurs that does not meet the criteria for excused absence and/or does not meet the stated criteria for notifying the school and documenting the absence.
- Pre-Arranged Absence: An absence that is submitted to, and approved by, the Dean of Students at least two days prior to the student's absence from school. Students must use the Pre-Arranged Absence Form that can be obtained from attendance or from the school's website on the Dean's Office page.
- Tardy: When a student is late to class. A student must be in his/her classroom before the end of the bell.

Procedure and Requirements to be Followed in Case of Absence

1. Call required

Parents must call or email the Attendance Office at (480) 634-8250 / attendance@ndpsaints.org by 8:00 a.m. **each day** the student is absent. Messages must clearly identify the student's name, the caller's name and relationship to the student, and a number at which the caller can be reached.

2. Note Required Upon Return to School

To be admitted to class upon returning to school after being absent the previous school day, students **must** present a written explanation signed by the parent or guardian to the Attendance Office by 7:35 a.m. Please list all of the following on the note:

- Student's full name and grade.
- Date(s) of absence(s).
- Reason for absence(s).
- Parent's printed name and telephone number where a parent may be contacted if the note needs to be verified.
- Parent's signature.

This note is required in addition to the required phone call(s) or email to the Attendance Office in order for a student to be admitted to class. The return note is necessary to re-admit the student to school and close out the record of his/her absence. Any student who fails to provide an excuse note may face disciplinary action. Please be advised that any student who misrepresents the parent/guardian signature or information will be subject to disciplinary consequences at the discretion of the Dean of Students.

3. 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.

4. 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 Deans of Students or Principal prior to the day they take place as they are an essential part of the school's formation curriculum. If not approved, the student will serve detention for missing the event, and/or a meeting with Deans of Students/Principal/Director of Student Life. Repeated offenses will result in the student being re-evaluated for continued enrollment at Notre Dame Preparatory.

5. Absences and Exams

A Student who is present the day before a test day and is absent on a test day, must take the exam on the day they return to class. If a student returns to school on a test day, but missed the exam, they are required to take that test before the leaving campus for the day.

Consequences for Repeated Absences and Tardies Table

| Absences/ Tardies | Consequences |
|----------------------|---|
| 8 | Parent and Student Meeting with Dean a) Process for course credit appeal is outlined b) Student is placed on an Attendance contract c) Possible review board |
| 10 | <ul style="list-style-type: none"> • Parent and Student meeting with administration to discuss further enrollment • Credit may be withheld • Student would have to receive a 75% or higher on final exam to receive credit • Student may be withdrawn |

Attendance Review Board

The Attendance Review Board is comprised of several NDP faculty and will include a counselor, Dean of Students, and Assistant Principal. The board meets only with the student and the parents/guardians of the student.

Academic Probation

Students who exceed the maximum allowable absences in any course may be placed on academic probation and is required to sign an attendance contract. If the student continues to accumulate absences beyond the maximum eight (8) per semester, they may lose course credit or be asked to withdraw from Notre Dame Preparatory.

Unexcused Absences

Three (3) unexcused absences in a course (per semester) for any reason make the student liable for dismissal. If dismissed, a student will receive an "F" for that semester. Classification of student absences will be determined by the Dean of Students. Each offense incurs three (3) hours of detention or a Saturday detention at the discretion of the Dean of Students.

Pre-Arranged Absences

On rare occasions, a situation may arise that requires a student to miss class for personal reasons. If so, **the student must have a Pre-Arranged Absence Form, signed by both his/her parents and teachers, on file in the Dean of Student's Office at least two (2) school days prior to his/her departure.** Failure to submit a completed Pre-Arranged Absence Form on time will result in disciplinary consequences. Furthermore, failure to submit a Pre-Arranged Absence Form at all **will result in an unexcused absence for the classes or days missed,** necessitating disciplinary consequences.

Teachers use the Pre-Arranged Absence Form to indicate their approval or disapproval of the planned absence. The Dean of Students ultimately determines whether or not an absence will be excused. 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 the planned absence is 1-3 days the form can be turned in directly to the attendance office. If the absences will exceed 3 days the form *must* be turned into the dean's office for approval. *If a student is going to be missing Mass, Reconciliation, Adoration or House meetings, the student will be required to fill out a pre-arranged absence form and have it approved by the Dean's Office.*

Consequences of cutting a class or part of class, including study hall:

- 1st Offense 3 hour after school detention.
- 2nd Offense The student may be asked to withdraw.

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 without permission from the Dean of Students and escorted by security.

Tardies

Students are expected to be punctual to all classes and school activities. Any student who arrives at school after 7:40 a.m. (the second bell) must report to the Attendance Office to sign in. Students arriving more than 20 minutes after the start of any class period are considered absent.

Students arriving at school between 7:40 a.m. and 8:00 a.m. are tardy. Parents must call the Attendance Office at (480) 634-8250 by 8:00 a.m. if the student will be arriving late; a **parent must state what time the student is expected to arrive**. Students arriving after 8:00 a.m. without a parent's phone call or without a note may be issued a detention unless the note or phone call is received by the end of the day.

If a parent chooses to send a note with the student, it must include the following:

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

Unexcused Tardy Infractions include but are not limited to the following:

- 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
- Car pool running late
- Socializing before school
- Printing materials in the library

Early Dismissal

In the rare event that a student needs to be dismissed early from school due to a medical appointment, he/she must present a note from his/her parent to the Attendance Office before 7:35 a.m. The note must contain the following information:

1. Student's full name and grade.
2. Date and time of the requested dismissal and when/if the student will return.
3. Specific reason for the dismissal.
4. The name of the person authorized to pick up the student, or if the student has permission to drive himself/herself.
5. Parent's printed name and telephone number where he/she may be contacted if the note needs to be verified.
6. Parent's signature.

It is the student's responsibility to show the Early Dismissal Pass from the Attendance Office to the teacher prior to the class in which the student is to be dismissed and to report to Attendance at the specified time. The student must turn in all work that is due before the early release.

If a parent comes to school to retrieve his/her child without prior notice, the student will be released at the end of the current class period.

No student will be released early unless the aforementioned policy is followed. Students who call home from a school phone or cell phone during the day will not be released; the exception: illness during the school day when the student has been seen and released by the school nurse.

Make-Up Work Due to Illness

A student will have an amount of time equal to the length of the absence to make up missing work and exams. **All formative/summative assessments must be made up within two (2) weeks of the original date of assessment or the student will receive a zero (0).**

It is 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 and Other Events

Students are required to submit a completed Pre-Arranged Absence Form to the Dean's Office through the teacher taking them on the field trip prior to the absence. Students are required to submit work and do the make-up quizzes/exams on the day they return to class. 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. This excludes students representing NDP at school-sponsored events. Students 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 Suspensions (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.

On-Campus College Visits

Students may not miss announced tests for “in-school” college presentations.

Illness During the School Day

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 where the student can be supervised by a medical professional. 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. Students may not then participate in or attend any after-school activities that day.

Attendance Eligibility for Co-Curricular Activities Participants

The following can affect the eligibility of a student to participate in co-curricular activities.

1. School Absences

When students are absent from school, they are ineligible to attend or participate in extra-curricular activities or official school functions on that day. This includes clubs, plays, meetings, athletic practices or contests and any official Notre Dame Preparatory school event. Students who violate this rule will face disciplinary consequences at the discretion of the Administration.

2. Late Arrival

A student must be on campus for 75% 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.

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 the fourth period on any given day.

Note: If a student attends an evening event after failing to attend school 75% of the school day, he/she will not be allowed to participate in that event e.g. tryouts, auditions, athletic events.

STUDENT APPEARANCE/DRESS CODE

Dennis Uniform is the sole supplier of all NDP uniform shorts, skirts, mass attire, and physical education outfits. The store is located at 3645 E. Indian School Road, Unit 1, Phoenix, AZ, 85018. Their website is www.dennisuniform.com.

Uniform Nike shirts that were approved in prior school years will be considered acceptable on days in which a uniform polo is in compliance with the dress code.

Personal Appearance

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 Rs of Reverence Respect and Responsibility.

NDP Girls' Dress Code

General

- **Students are to be in uniform at all times on campus during the school day** unless the student is participating in a school-sponsored practice, game or spirit day dress.
- Uniforms should be clean, neat and in good repair at all times or the student may be asked to change before continuing classes. 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, Dennis Uniform. 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.
- Visible tattoos and body piercings are not permitted at school or school-sponsored events.
- Only NDP P.E. uniforms may be worn for all P.E. classes.

Shirts

- A white or purple knit NDP shirt with NDP logo purchased through Dennis Uniform. Senior students are permitted to wear black knit NDP shirts with NDP logo.
- A white or purple button-down Oxford-cloth shirt with NDP logo, properly buttoned-up at all times.
- All uniform polo and Oxford-cloth shirts must be tucked in at all times during the school day.
- No uniform shirt can be unbuttoned past the second button.

- Spirit shirts, worn on Fridays, may be untucked.
- No shirt sleeves may be rolled up at any time.

Uniform Skirt/ Shorts/Slacks

- Skirts and shorts cannot be more than 3 inches above the top of the kneecap. Please leave room for growth when altering. The waistband of the skirt is to be worn on the waist, never on the hips and never rolled. Our skirt length demonstrates a respect to the Catholic faith, our school and to all faculty members.
- All apparel must be purchased through Dennis Uniform.
- Shorts and slacks must be worn with a plain belt. No patterns may appear on belts.
- It is highly recommended that skirts be worn with black bike shorts purchased through Dennis Uniform.
- No warm-ups or sweatpants are allowed.

Skirt Length Policy:

Skirt shorter than 3 inches

1st Time Offense

- Meeting with the Dean
- Letter sent home to parents
- 1 Hour Detention
- **Skirt must go to the knee for the remainder of the school year.**

2nd Time Offense

- Meeting with the Dean
- Letter sent home to parents
- 1 Hour Detention
- **Shorts or Pants must be worn for the remainder of the school year**

Undergarments (*in addition to traditional female undergarments*)

- Plain white t-shirt or white mock turtleneck.
- Seniors only may wear black t-shirts under their black NDP polo shirts.
- Thermal underwear shirts are permitted but cannot be visible.

Socks/Shoes

- It is mandatory to wear socks.
- Socks should be appropriate at all times.
- Socks should be visible above the top of the shoe.
- 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-toes 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, Dennis Uniform sweaters and sweater-vests are permitted, always worn over uniform polos or spirit shirts on approved days.
- 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

- No more than two earrings per ear.
- Dangling earrings, while allowed, must be appropriate – no longer than 1 ½ inches in length.
- No more than two rings per hand.
- 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.

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

Hair and Make-Up

- Hair must be well-groomed.
- Extreme hairstyles, two-toned hair coloring, or chunk highlights are not permitted.
- Only traditional shades of nail polish and lipstick are permitted.
- 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 before the next school day in order to return to class. Violations will be given in-school suspensions (ISS). Please see pg. 16 for information on ISS.

Dress Code for Mass Days

On Mass days, the required student dress code for girls is as follows:

NDP uniform skirt, short/long sleeved white or lavender Oxford-cloth shirt (Dennis Uniform), uniform socks/shoes (No white soles. Dress shoes must be dark-soled). Please note that sleeves may not be rolled. Shirts may not be unbuttoned past the second button from the top on the shirt. Dress shoes must be worn. Sweatshirts, team jackets and spirit pullovers are not to be worn to mass..

****THIS IS THE PRESCRIBED DRESS CODE FOR THE ENTIRE SCHOOL DAY. STUDENTS NOT IN DRESS CODE WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.**

Dress Code for Dances:

Note for all students and guests in attendance:

- The dress code applies to all NDP students and their guests.
- Visible tattoos and body piercings are not permitted at school or school-sponsored events.
- Violation of this policy may result in not being admitted to the dance.

The Administration reserves the right to make the final decision regarding the appropriateness of attire.

Dress Code for Homecoming Dance/Semi-Formal Dress:

Please remember to keep in mind the principles of neatness, modesty, cleanliness and good taste.

Girls

- Dresses and skirts must be no shorter than 3 inches from the top of the kneecap. (If the dress is shorter, the student will be asked to change and may not be allowed to enter the dance.)
- A dress with straps or a strapless dress is appropriate, provided there is a modest neckline, and no cleavage is showing.
- No bare midriffs or low-cut bodices or backs are permitted.
- No tube tops.
- No bandage or tube skirts or dresses, or any skin-tight skirt that rides up.
- No see-through dresses.
- Dress shoes must be worn.

Dress Code for Prom/Formal Dress:

Girls

- Dresses for the prom must be long (ankle length).
- A dress with straps or a strapless dress is appropriate, provided there is a modest neckline and there is no cleavage showing.
- No bare midriffs or low-cut bodices; backless dresses must be at least waist-high.
- Side cut-outs must not wrap to the front of the dress.
- No bandage or tube skirts or dresses, or any skin-tight skirt that rides up.
- No see-through dresses.
- Dress shoes must be worn.
- Students arriving at the dance who are inappropriately dressed will receive a Saturday detention.
- An extreme violation of this policy will result in the student not being permitted to enter the dance.

NDP Boys' Dress Code

General

- Students are to be in uniform at all times on campus during the school day unless the student is participating in a school-sponsored practice or game.
- Uniforms should be clean, neat and in good repair at all times or the student may be asked to change before continuing classes. 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, Dennis Uniform. No substitutions or alterations will be permitted.
- No hats may be worn with the school uniform.
- Visible tattoos and body piercings are not permitted at school or school-sponsored events.
- Students must refrain from writing on themselves or others; it is inappropriate and demeans the body.
- Sunglasses may not be worn indoors.
- Only NDP P.E. uniforms may be worn for all P.E. classes.

Shirts

- A white or purple knit NDP shirt with NDP logo purchased through Dennis Uniform. Senior students are permitted to wear black knit NDP shirts with NDP logo.
- A white, long-sleeve button-down Oxford cloth shirt with NDP logo, properly buttoned up at all times at both the wrist and neck.
- Shirts may not be unbuttoned past the second button.
- All uniform shirts must be tucked in at all times during the school day.
- Spirit shirts, worn on Fridays, may be worn untucked.

Uniform Pants

- Both shorts and pants are permitted.
- Shorts and pants must be worn at the waist, with no undergarments visible. Shirt sleeves and pants/shorts may not be rolled up, and the uniform is to be worn in the spirit in which it was designed.
- Pants and shorts must be purchased through Dennis Uniform.
- Pants and shorts must be worn with a plain belt. No patterns may appear on belts. **Students may borrow a belt from the Dean's office by submitting a license or phone in lieu of detention.**
- Warm-ups or sweatpants are not allowed.

Undergarments *(in addition to traditional male undergarments)*

- Plain white or black t-shirts or white or black mock turtleneck.
- Thermal underwear is permitted but cannot be visible.

Socks/ Shoes

- It is mandatory to wear socks.
- Only solid white, gray or black socks can be worn but may contain logos of the apparel maker.
- Any sensible shoe is permitted as long as it has a solid sole, closed-toes, and a permanently attached back support. Shoes may not have holes in them and must be worn appropriately, with the shoe back at the designed height.
- 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, Dennis Uniform sweaters and sweater-vests are permitted, always worn over uniform shirts. 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

- No body piercings may be visible.
- No earrings or clear plastic studs are permitted for boys.
- Necklaces and bracelets must be silver or gold.
- Only one necklace and one bracelet may be worn at a time.
- Necklaces must be worn inside the shirt.
- 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.

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

Hair and Facial Appearance

- Hair must be well-groomed.
- No shaved heads are permitted.
- 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.**
- Hair may not touch the upper rim of the collar or cover the eyebrows. **If hair is in violation students must cut or fix hair before the next school day in order to return to school.**
- Bands to hold boys' hair back are not permitted, including all athletic events.
- Extreme hairstyles, two-toned hair coloring or chunk highlights are not permitted.
- Sideburns may not be below the bottom of the ear.
- Young men may not wear make-up of any kind.
- Tattoos cannot be visible.

The Administration reserves the right to judge the appropriateness of any hairstyle for school.

Dress Code for Mass Days

On Mass days the dress code extends for the entire day, the required student dress code for boys is as follows:

NDP uniform pants, a plain belt, white, long-sleeved Oxford-cloth shirt (all buttons must be fastened), with mandatory NDP uniform tie, uniform socks and dress shoes (No white soles. Dress shoes must be dark-soled). Ties are to be worn in a traditional manner, fixed at the collar, and the shirt must not be open at the collar. All are to be Dennis Uniform items. Shirt sleeves must be rolled down and remain buttoned. Sweatshirts, team jackets and pullovers are not to be worn to mass.

Dress Code for Dances

Note for all boys and girls students and guests in attendance:

- The dress code applies to all NDP students and their guests. It is the responsibility of the student to communicate the dress code to his/her guest.
- Visible tattoos and body piercings are not permitted at school or school-sponsored events.
- It is the student's responsibility to share the dress code with their guest prior to dances.

The Administration reserves the right to make the final decision regarding the appropriateness of attire.

Dress Code for Homecoming Dance/Semi-Formal Dress:

Please remember to keep in mind the principles of neatness, modesty, cleanliness and good taste.

Boys

- A dress shirt (short- or long-sleeved) with buttons and a collar must be worn with a tie and full-length dress pants. No polo shirts or t-shirts; no jeans or casual pants.
- Dress shoes and socks must be worn. **No tennis shoes or sports shoes.**
- **No hats** may be worn.
- **Belts must** be worn.

Dress Code for Prom/Formal Dress:

Boys

- A tuxedo or suit must be worn (full-length pants, a dress shirt with buttons and collar, and a tie are required).
- Dress shoes and socks must be worn.
- **No tennis shoes or sports shoes.**
- Hats that are rented with the tuxedo may be worn. No baseball caps.
- Belts or suspenders must be worn.

Note for all students and guests in attendance:

- Visible tattoos and body piercings are not permitted at school or school-sponsored events.
- The dress code applies to all NDP students and their guests.
- Students arriving at the dance who are inappropriately dressed will receive a Saturday detention.
- An extreme violation of this policy will result in the student not being permitted to enter the dance.

Spirit Days

Students may wear Notre Dame Preparatory team apparel on Fridays or on designated Notre Dame Spirit Days. Students may wear any shirt displaying an appropriate Notre Dame Preparatory logo with their Notre Dame Preparatory shorts, slacks or skirts. Students not appropriately dressed will be subject to disciplinary consequences at the discretion of the Dean of Students.

No team may take it upon itself to wear team apparel on days not approved by the Administration. Athletic and club apparel will be permitted at the discretion of the Administration in consultation with the coach or moderator.

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.

Field Trip Dress

The Administration, in consultation with the moderator, will decide appropriate dress for each field trip.

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. Plagiarism, the act of intentionally or unintentionally treating work done by someone else as though it were one's own, copying portions of reports (including reports in books, encyclopedias and magazines, from those written by other students, or from Internet/online sources) without giving credit to the people who wrote these reports. It is unacceptable to borrow a report (or pay another person to do one's own paper) and then hand it in as original work.
4. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via email, jump drive, CDs or network drive.
5. Copying from pre-written answers or "cheat sheets" during an assessment.
6. Use of electronic translators or internet translators for work in World Language classes.
 - **First Offense:** For a summative assignment, the student is given an alternative assessment/different test, but the score will be capped at 50%. On formative assessments, students receive a zero (0%). A disciplinary referral is written and parents are contacted in all cases of academic dishonesty.
 - **Second Offense:** Procedures for a first offense are followed. A student may be asked to sit before the Disciplinary Review Board if deemed necessary by the Dean of Students.
 - **Third Offense:** Student may be dismissed from Notre Dame Preparatory.

Violation of Testing Procedures (Summative Assessment)

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: It is by the discretion of the teacher that a violation has been made.

DRUG, ALCOHOL AND TOBACCO POLICY

Commitment to Safe and Alcohol, Tobacco and Drug-Free Environment:

Notre Dame Preparatory is an alcohol, tobacco and drug-free campus. Under no circumstances is the use, possession, distribution and/or sharing or selling of drugs, both prescription or non-prescription, synthetic 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 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. The cost of assessment and treatment for positive drug and alcohol tests will be the responsibility of the student and his/her parents. 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.**
- **A diluted/tampered sample is an invalid test. Two diluted/tampered samples will be considered a positive drug test.**
- **Altering drug tests with synthetic urine or by other means will be subject to immediate dismissal.**

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
- 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.

Students who freely and voluntarily seek assistance for a substance problem as long as the student comes forward prior to any investigation being initiated will be assisted. An action plan will be developed to respond to the particular needs of the student. The action plan could include any or all of the above actions, depending on the individual circumstances.

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. One way parents can support the school's efforts is by signing the Safe Home Network pledge and attending Parent Information Nights that the school sponsors to help support and educate parents.

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.

If you test positive for nicotine, the following consequences will be put into place:

1. We will search your belongings. This includes your backpack and your car.
2. We will call home to notify your parents
3. You will receive a Saturday morning work detailed detention
4. You will be placed on a nicotine contract which will outline what will happen if there is a second positive nicotine offense

If you are caught on campus at any time with a vaping device or nicotine, you will be suspended with the possibility of dismissal.

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 for withdrawal.
- 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 for withdrawal.

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.

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.

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.

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 can include, but are not limited to, Saturday detention(s), in-school suspension, out-of-school suspension, a Disciplinary Review Board hearing or dismissal.

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 DISPLAY 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.

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. To this end the following guidelines regarding campus deliveries must be adhered to:

- Deliveries will only be accepted from parents
- Deliveries made from parents must be dropped off by 9 AM and pertain to educational or co-curricular responsibilities.
- After 9 AM the front office will not accept anything. *Parents passing food and or other items over the fence is strictly prohibited due to safety concerns.*

ACCEPTABLE NETWORK USE POLICY

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 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 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 only on the Internet; and
- Students must abide by all laws, this Acceptable Use Policy and all NDP security policies.

Only current students or employees are authorized to use the network.

NDP will use technology protection measures to block or filter, to the extent possible, access of visual depictions 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.

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 website 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:
 1. 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;
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. 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;
 4. Using any NDP computer to pursue "hacking," internal or external to NDP, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "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:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion or financial gain; or

3. 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

NDP employees may use email to communicate with spouses, children and other family members when appropriate, as long as it does not interfere with their prescribed work as an NDP employee. There should be no expectation of privacy.

Email messages created and transmitted on NDP computers are the property of NDP and users have no right to expect that their emails may not be inspected. NDP reserves the right to monitor all email transmitted via NDP computer systems. Students, Teachers and Staff have no reasonable expectation of privacy when it comes to NDP, school and personal use of NDP's email system.

Your 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 employee usage. The Company reserves the right to disclose email text and images to regulators, the courts, law enforcement, and other third parties without the employee's consent.

Unacceptable Uses of NDP Email

The following are examples of inappropriate use of NDP Email, but NDP 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 employment or criminal prosecution.

Social Media and Internet Expectations

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 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 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.

DISCIPLINARY REVIEW BOARD

Students are asked to appear in front of the review board under the recommendation of the deans or principal. Students who accrue an excessive amount of infractions or have a serious offense will be called to appear in front of the board. The NDP Disciplinary Board is made up of faculty and administration. The principal and deans are non-voting members. During a board hearing, the student and parents are given an opportunity to share with the board information related to the incident that led them to a hearing as well as a chance to speak about their time at NDP. Following the hearing, the board takes time to come up with a recommendation that is passed on to the principal. The principal will either accept, reject or amend the recommendation.

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
2. Schools. The written appeal must contain the following information:
 - a. The subject of the appeal.
 - b. Any factual data relevant to the appeal.
 - c. Site the specific policy(ies) alleged to have been violated.
 - d. The efforts that have been made to resolve the issue.
 - e. Date(s) of meeting with school Principal regarding the decision.
3. The Principal's decision must be appealed within 10 working days of the communication of that decision to the aggrieved party.

4. It shall be within the sole discretion of the Superintendent of Schools to determine whether to review the decision.
5. 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.
6. 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.

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

OTHER POLICIES AND PROCEDURES

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.

AUTOMOBILES/PARKING AREA

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 will be issued parking permits after they present a valid Arizona driver's license. Parking permits are given out only when space is available. This 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. 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 mean 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 without the permission of the Dean of Students. The Dean or designated security officer/administrative member must supervise the student while he/she goes to his/her automobile.

Students parking on campus without a permit, or in a space not assigned to them, or in a visitor's spot will result in the car being towed and responsible for towing fees. Parking privileges and may also face sanctions under the school's discipline policy. Students who fail to comply with parking procedures will be subject to disciplinary consequences at the discretion of the administration.

A fee is charged for a parking permit at the school, and all cars must be registered with NDP. Parking permit applications may be obtained at the front desk or on the Dean's Office page on the school website. The issued tag must be displayed on the front windshield of every vehicle registered to park on campus.

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.

Notre Dame Preparatory participates in Maricopa County's Trip Reduction Program. The program's goal is to reduce single occupant vehicle (SOV) trips and/or miles traveled to worksites. **Students** are encouraged to use an Alternate Mode of Transportation (carpool, bicycle, bus, walk and hybrid vehicles too) to get to school. A benefit for participating in the 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 students who choose to run, walk or bike to school. Please join the fight against air pollution.

NDP BELL SCHEDULES 2018-19

Monday, Tuesday & Friday

| PERIOD | TIME | TOTAL MINUTES |
|--------|---------------|---------------|
| BELL | 7:37 | |
| A | 7:40 – 8:24 | 44 |
| B | 8:28 – 9:10 | 42 |
| C | 9:14 – 9:56 | 42 |
| BREAK | 9:56 – 10:16 | 20 |
| D | 10:20 – 11:02 | 42 |
| E | 11:06 – 11:50 | 44 |
| LUNCH | 11:50 – 12:28 | 38 |
| F | 12:32 – 1:17 | 45 |
| G | 1:21- 2:03 | 42 |
| H | 2:07 – 2:50 | 43 |

GOLD EARLY RELEASE WEDNESDAY SCHEDULE

| PERIOD | TIME | TOTAL MINUTES |
|--------|---------------|---------------|
| A | 7:40 - 8:52 | 72 |
| B | 8:56 - 10:07 | 71 |
| BRUNCH | 10:07 - 10:42 | 35 |
| C | 10:46 - 11:59 | 73 |
| D | 12:03-1:15 | 72 |

PURPLE MASS/ HOUSE DAY THURSDAY SCHEDULE

| PERIOD | TIME | TOTAL MINUTES |
|--------------------|---------------|---------------|
| E | 7:40 - 8:52 | 72 |
| MASS/HOUSE MEETING | 8:56 - 10:14 | 78 |
| BREAK | 10:14 - 10:30 | 16 |
| F | 10:34 - 11:44 | 70 |
| LUNCH | 11:44 - 12:18 | 34 |
| G | 12:22 - 1:35 | 73 |
| H | 1:39 - 2:50 | 71 |

Before/After School

The cafeteria is normally open at 7:00 a.m. Monday through Friday. From 3:30 p.m. to 5:30 p.m., students will be able to go to P2 classroom which will be staffed by a classroom teacher unless otherwise in use by the school.

After-School Study Period

Teachers are expected to be available from 2:50-3:30 p.m. Monday-Friday 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. Parent/Teacher(s) meetings are usually 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.

COMMUNICATION

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.

Reporting a Concern:

Parents and/or students are to first contact the school representative directly responsible for the class or activity in question – teacher, coach or moderator. If the parent/student is not satisfied with the results of this communication, the appropriate administrator is then to be contacted, following this order:

1. Teacher, Coach or Moderator
2. Department Chair or Athletic Director
3. Assistant Principal for Academics/Director of Student Life
4. Principal

It is 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.

CRISIS PREVENTION AND PLANNING

To assure the safety of students, faculty and staff, drills are conducted on a regular basis. Students, faculty and staff are instructed in the appropriate procedures. Law enforcement/fire department officials have approved NDP's plans.

Parents are asked to cooperate with the Administration in following necessary directions. During a lock-down, a sign will be posted in the front lobby window asking parents/guests to immediately leave the campus and its vicinity. An alert system has been installed to notify all parents/guardians if an

emergency situation arises and to give any directions deemed necessary. Parents/guardians **are not** to come to the campus until notified. Students are not permitted to use cell phones.

DANCES

Notre Dame Preparatory will periodically hold student dances. NDP students will be admitted after paying the appropriate fee, showing their **Student ID** and passing a breathalyzer test.

Students who are on the ineligibility list (2 D's or an F), will not be permitted into any NDP school dance.

Appropriate attire, as defined by the Administration, is expected of all students. Students inappropriately dressed will be asked to alter their dress. If the student cannot or will not alter his/her attire, the student will be asked to leave the dance or face disciplinary sanctions at the discretion of the Administration. Once students enter the dance, they may not leave and then return to the dance. To be permitted into the dance, students generally need to arrive no later than 45 minutes from the start of the dance. Admittance after this time will not be permitted. **Once students enter the dance, they will not be permitted to leave until one-half hour before the dance ends.**

Only one guest per Notre Dame Preparatory student is permitted. School personnel reserve the right to refuse any student admission. Guests will be admitted only under the following conditions:

1. The NDP student inviting the guest must pre-purchase a dance ticket and obtain a Guest Permission Form.
Note: The Guest Permission Form will not be distributed unless a ticket is pre-purchased.
2. The guest has read and signed with his/her school administrator the appropriate Guest Permission form prior to the night of the dance and arrives with proper ID.
3. The guest agrees to follow all rules and regulations of NDP as listed on the Guest Permission Form which includes the NDP dress code for dances.
4. The guest agrees to follow the directives of all Notre Dame Preparatory school personnel assigned to supervise the dance.
5. The Notre Dame Preparatory student will be held responsible for all violations of school rules by his/her guest.

Note: Students who have been asked to withdraw from Notre Dame Preparatory may not be permitted to attend school-sponsored events for one calendar year after their withdrawal.

6. Guests must submit to the breathalyzer test given to all NDP students prior to admission to dances.

If a guest does not adhere to the school rules, the following are consequences while at the dance:

- Student will be removed immediately from the dance.
- Student's parent(s) will be notified.
- The Administration will be notified.

While contemporary trends in dancing may be popular, they are not always appropriate and/or acceptable for students of a Catholic high school. Notre Dame Preparatory will not provide a setting

that allows dancing that is immodest, indecent or sexually suggestive. Students are encouraged to ask for clarification if they have questions. Students are expected to demonstrate respect for themselves and others.

Further, students are to remain in the designated areas during a dance. Loitering in the parking lot or around the facilities is not permitted. When students leave a dance, they are required to leave campus. Security guards will be on duty at all school dances.

FIELD TRIPS

School-sponsored field trips are extensions of material and subjects taught and are planned to enrich the education of students. Each student must have a Pre-Arranged Absence Form submitted to the Dean of Students office and a signed field trip permission form signed by a parent or guardian before the trip in order to attend each individual field trip. Per diocesan guidelines, field trip permission slips may not be faxed. Any parent who refuses to sign the diocesan field trip form for mandatory events will be required to provide transportation for his/her child to and from the event at the parent's expense. The Administration, in consultation with the moderator, will decide appropriate dress for each field trip.

FINANCIAL INFORMATION

Tuition and fees for the 2018-2019 school year are as follows:

| | | |
|-----------------------------|-----------|--|
| Tuition | \$16,680 | |
| Discounted Tuition* | *\$14,130 | |
| Application Fee | \$50 | |
| Registration Fee—FR, SO, JR | \$400 | |
| Senior Registration Fee | \$575 | <i>(includes \$175 Graduation Fee)</i> |
| Parking Fee | \$75 | <i>Carpool or</i> |
| | \$125 | <i>Single Driver</i> |
| Freshman Book Fee | \$875 | |

*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, 2018, and 1/2 on December 15, 2018) or monthly. All parents must use the Smart Tuition management system. All tuition payments must be completed by April 15, 2019.

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 pro-rated basis. No refund of tuition will be made after October 1 for the first semester or after February 1st for the second semester.

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

Note: All financial obligations to the school must be met prior finals. 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 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.

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. Participation in the graduation activities is a privilege, not a right. A student may be excluded from graduation activities for reasonable cause; the administration reserves the right to determine if there is reasonable cause. 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.**

INSURANCE

Every student is covered by supplemental student accident insurance during the school day as well as during school athletic and extra-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

MEDIA RELEASE

At times, members of the media will take photographs of events involving students from Notre Dame Preparatory. Parents and students are required to sign and return the Roman Catholic Diocese of Phoenix Photographic and Interview Release Form which can be found on the school's website.

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. A fee will be assessed for each replacement card.

Student ID cards come with a barcode for parents to load funds onto the card through k12paymentcenter.com. Students **must have** their ID to pay for their daily lunch and snacks.

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 inside the office of the Dean of Students.

NURSE'S OFFICE

A registered nurse is on campus from 7:30 a.m. to 3:00 p.m. to administer medication, provide emergency care to students who sustain injuries, and to care for students who become ill at school until their parents arrange transportation home. Other services of the school nurse include administering vision and hearing tests, health screenings, drug screenings, keeping cumulative health records and assuring compliance with Arizona's immunization requirements.

Nurse's Information Form

All students must have a completed Emergency Medical Consent Form on file in the nurse's office. This provides us with important contact information and a brief medical history. Please notify the school in writing of any changes throughout the year. A new form is mandatory each year.

Physicals and Consent Forms

A physical exam is mandatory for all 9th grade students, students new to the school and/or an AIA sport who participate in any P.E. class, and for Dance, Weight Training, Pilates, Life Sports, Teams Sports, Strength and Speed Training, Yoga, and Hip Hop. Students may not try out, practice, or begin class until a *valid* physical is on file. Physicals must be performed after March 1, 2018, to be valid for the 2018-19 school year. Physicals that have been re-dated and signed by a physician are not acceptable.

Immunizations

A documented immunization record is required by Arizona law for all students attending school. This may be obtained from the school nurse at the student's prior school. No student will be permitted to begin classes until this requirement is met.

Authorization to Carry Inhaler/EpiPen

A student may carry and self-administer emergency medication if the physician indicates this need in writing and considers the student sufficiently responsible. The Authorization to Carry Inhaler and/or EpiPen Form must be completed and on file in the nurse's office.

Emergency Action Plans

Parents of students with urgent health concerns are encouraged to contact the nurse's office. Emergency Action Plans are required for students with asthma, diabetes, seizures and allergies. Please notify the school nurse, and the proper forms will be sent home for completion.

Authorization to Administer Medication Form

If a student needs to take over-the-counter or prescription medication during school hours, the appropriate permission form must be completed, and the medication supplied by the parent. Medication can only be given to a student if the appropriate parent permission form is completed and the medication is supplied by the parent.

Medication Policy

Notre Dame Preparatory High School encourages parents and physicians to minimize the prescribing of medication to be taken during the school day. Medication should be given BEFORE and AFTER school hours when possible. It is dispensed by the nurse only when the student's health may be jeopardized without it, and when it is needed to maintain/promote the health of the student so that learning is enhanced.

All medication, whether prescription or non-prescription, requires written consent. This includes Tylenol, Advil, Aleve, Motrin or cough drops. If a student requires medication to be administered during the school day, an *Authorization to Administer Medication Form* must be completed before medication may be given at school. All medications, including over-the-counter ones, must be provided by the parent.

Medication should be brought to school by the parent in a properly labeled container from the doctor or pharmacy. The label must include the student's name, physician's name, the date of prescription, name of the medication, the dosage and the frequency of administration. Over-the-counter medication

should be in the original, sealed container and limited to 24-count size. NO medication will be administered in improperly labeled containers (i.e., plastic bags, envelopes, aluminum foil, cellophane). Except for emergency medications, **all medications** will be stored in a locked area, and documentation of the administration of medication will be kept.

Students will not be permitted to carry any medication, including cough drops, during school hours except for those students with a documented need for emergency medication. Emergency medications (i.e. EpiPen, Glucagon, inhalers) may be carried by the student and self-administered if the physician indicates this need in writing and considers the student sufficiently responsible.

The school does not assume responsibility for any reactions that may occur following administration of medication sent from home, nor can there be any responsibility assumed if the parent does not send sufficient medication and does not complete the proper medication form. It shall be the student's responsibility to come to the nurse's office to receive the medication at the designated time. Due to the schedule and other responsibilities, it is possible for a dosage(s) to be delayed or missed. If it becomes necessary to give a student medication that is not kept at school, a parent or legal guardian may come to the school and administer the medication in the nurse's office.

The *Authorization to Administer Medication Form* must be updated with each new school year, with each new illness and with any change in dosage. These regulations are for the safety and protection of all students at Notre Dame Preparatory High School. Any medications not picked up within one week of the end of the school year will be destroyed according to diocesan policy.

Illness/Injury

In an emergency, a student may be admitted by the nurse without a pass. If the nurse is not in her office, students are to report to the main office. Minor needs (hand lotion, ice, temperature checks) may wait until the beginning of break or the beginning of lunch period. All ill or injured students referred to the nurse's office will be evaluated, appropriately treated and their disposition determined by the nurse based on their current health needs. They may return immediately to class, rest for a short period of time and then return to class or go home with a parent/guardian or emergency contact. The parent/guardian or emergency contact must pick up a student who is ill or injured at school. In most instances, students who are too ill to remain in school for the day are too ill to drive home. The student's ability to drive home safely is a major concern. *No student may use his/her cell phone, email or text message to contact a parent to request he/she be picked up or called out. All arrangements for health dismissals are made through the nurse's office. No student will be released without a parent/guardian/alternate of the parent being notified.*

All school injuries should be reported to the teacher in charge of the activity, and then the student should be sent to the Nurse's Office for evaluation, if necessary. A written report of the incident will be made. Injuries sustained at home should be treated at home or in a physician's office.

When to Stay Home

Students who have the following symptoms need to stay home until these symptoms have been absent for at least 24 hours without the help of medication, or until a doctor sends a note that states the

condition is not contagious and the student may return to school: fever of 100.0 degrees Fahrenheit or higher, vomiting, diarrhea, red, itchy eyes; or rash of undetermined origin. When illness requires antibiotics, the student must be on the medication 24 hours before returning to school. If the student develops any of the above symptoms, he/she is required to go home. **Please be conscious of others' welfare and notify the school if the student has a communicable disease as they spread easily throughout a school environment.** The above is for the protection of all students, staff and faculty at Notre Dame Preparatory High School.

Medical Emergency

In the event of a medical emergency, the student's parent or guardian will be contacted. If a parent cannot be reached, the seriousness of the problem will dictate the course of action to be taken:

1. The designated person may be asked to care for the student.
2. The school nurse, principal, or authorized designee shall call 911 if it appears hospital treatment may be required.

PARENT ORGANIZATION AND SCHOOL BOARD

Notre Dame Preparatory has multiple parent organizations and opportunities for a student's parents to become involved. A complete list of parent organizations and the names of the school board members can be found on the school website.

PUBLICATION AND LOGOS

In order to ensure consistent branding of Notre Dame Preparatory, all existing or new publications must be reviewed by the Marketing & Communications Department. If approved, they are then proofed by the school's proofreader. Please allow four days for review, approval and proofing of a publication.

The Marketing & Communications Office has a Logo Standard Book with logos that have been approved by the Marketing Committee. In addition, the school has logos and symbols of the school that have been trademarked for exclusive use by Notre Dame Preparatory. Any articles of apparel or school spirit must use the approved logos and symbols of the school. Please contact the Marketing & Communications Office at (480) 634-8234.

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 are not allowed in the parking lots without supervision at any time during the school day. Also, the gym, playing field and surrounding desert areas are off limits at all times, unless supervised by school personnel. Students **may not** be in these desert areas at any time, including before, during and after school. Notre Dame Preparatory is a closed campus, and no student is allowed outside the fenced areas during the school day. All classrooms are off-limits during lunch unless the teacher is present when the student is in the classroom. **At no time should a student or students be**

unsupervised or unattended in any school facility. No students should be in any school buildings or classrooms unless supervised by a faculty member or coach. Students are not permitted in the pods in between classrooms.

Students are encouraged to use an Alternate Mode of Transportation (carpool, bicycle, bus, walk and hybrid vehicles too) to get to school. A benefit for participating in the 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 students who choose to run, walk or bike to school. Please join the fight against air pollution.

SAFE AND SECURE ENVIRONMENT

The Diocese of Phoenix and Notre Dame Preparatory are committed to doing everything in their power to ensure the safety of all those entrusted to our care, particularly youth, the elderly, and the disabled. Because we believe that each individual is created in the image of God, we also hold that all individuals must be treated with dignity and respect, regardless of race, color or creed. Therefore, the Diocese of Phoenix and Notre Dame Preparatory consider abuse, neglect or defamation of any kind to be totally unacceptable and contrary to Christian principles.

Notre Dame Preparatory endeavors to provide a safe environment for students on campus and at school-sponsored activities. To this end, all students receive Called to Protect information each year. All of our faculty and staff undergo Called to Protect training to protect those students entrusted to our care, and all parent volunteers who work around students must undergo this Called to Protect training. Should any student ever be approached by anyone in an improper way, or if any student ever feels that his/her safety is in jeopardy, the student should immediately notify the Principal or any faculty/staff member. Although Notre Dame Preparatory has hired a security service and installed surveillance cameras, it is the responsibility of each student, parent, staff and faculty member to be vigilant about inappropriate behavior.

Notre Dame Preparatory is a closed campus between the hours of 7:15 a.m. and 3:30 p.m. All visitors must report to the main office to receive a Visitor Pass before entering the campus. The school office hours are 7:15 a.m.-3:45 p.m. Students on campus before 7:00 a.m. or after 3:30 p.m. are expected to be in a supervised, designated area. Parents are asked to schedule appointments with teachers in advance of their visit to the campus.

NDP desires to provide a safe environment for students on campus and at school activities. Security cameras are posted at various locations on the school grounds.

SAINTS STORE

The NDP Saints Store has numerous Notre Dame Preparatory items for sale, including mugs, spirit shirts, stadium seats, jewelry and hats. The store's hours are posted on the website.

SCRIP TUITION REIMBURSEMENT INCENTIVE PROGRAM

Purchasing Scrip gift cards is an easy way to offset your student's tuition while supporting NDP's fundraising efforts. A variety of gift cards are available from Harkins to Fox Restaurants, Visa to Starbucks. You can purchase Scrip gift cards in the Saints Store or online at [ndpsaints.org/scrip`](http://ndpsaints.org/scrip)

WELLNESS POLICY

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 2018-19 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.

IN CONCLUSION

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.

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). 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.

**APPENDIX A
DIOCESE OF PHOENIX
HARASSMENT POLICY AND PROCEDURES**

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

Policy 3-1 Catholic Schools

Appendix A.3

11/2011

Policy 3-1 Catholic Schools; APPENDICES

**Appendix A.3
DIOCESE OF PHOENIX HARASSMENT POLICY AND PROCEDURES**

PHILOSOPHY

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.

1. HARASSMENT POLICY: (Policies 3.1.3.25 and 3.1.4.29, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS

THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), WHETHER VERBAL, PHYSICAL, OR ENVIRONMENTAL. ANY EMPLOYEE WHO VIOLATES THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION.

- a. 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. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment.
- b. It shall be a violation of this policy for any employee, staff member, volunteer, parent, or student to harass another employee, staff member, volunteer, parent, or student through conduct or communications as defined in Section 2 below.
- c. 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.

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

Policy 3-1 Catholic Schools

Appendix A.3

11/2011

2. DEFINITION OF HARASSMENT

- a. Harassment on the basis of race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability constitutes discrimination and, as such, violates civil law and the policies of the Diocese of Phoenix.
- b. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion 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, and that:
 - 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; or
 - iii. otherwise adversely affects an individual's opportunities.
- c. Harassing conduct includes, but is not limited to, the following:
 - i. epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, age, religion, gender, marital or veteran status, sexual orientation, national origin, ancestry, or; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.
- d. The standard for determining whether verbal or physical conduct relating to race, color, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability is sufficiently severe or pervasive to create a hostile or abusive environment is 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, gender, national origin, age, or disability. It is not necessary to make a showing that the victim was psychologically harmed.
- e. 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 maintains an environment free of harassment on any of these bases.

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

Policy 3-1 Catholic Schools

Appendix A.3

11/2011

3. PROCEDURES

- a. Any person who alleges harassment by an employee, volunteer, or student files a complaint in writing directly to his or her teacher, immediate supervisor, Principal/Preschool or Superintendent of

Schools. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.

b. The filing of a complaint or otherwise reporting of sexual harassment will not reflect upon the filing individual's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.

c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. If the allegation is one of sexual misconduct, the diocesan policy on Sexual Misconduct will be followed.

4. SEXUAL HARASSMENT BY OR TOWARD SCHOOL EMPLOYEES

For employees, sexual harassment is defined as illegal sex discrimination and includes unwelcome advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:

a. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment, status, or promotion

b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting the harassed employee

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

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

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

Policy 3-1 Catholic Schools

Appendix A.3

11/2011

5. SEXUAL HARASSMENT BY OR TOWARD STUDENTS

Sexual harassment toward students is defined as including, but not limited to, unwelcome sexual advances, requests for sexual conduct or physical conduct of a sexual nature directed toward a student under any of the following conditions:

a. Submission to or toleration of sexual conduct is an explicit or implicit term or condition of any services, benefits, or programs sponsored by the Diocese or school

b. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting a student

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

6. EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to the following forms:

- a. Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets
- b. Written: Suggestive or obscene letters, notes, e-mails, or invitations
- c. Physical: Sexual assault, touching, impeding or blocking movement
- d. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters
- e. Digital: Soliciting or sending images of an inappropriate nature that show the genitals, breasts, or backside.

7. SANCTIONS

- a. A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- b. 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 expulsion, consistent with the student discipline code.

The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures

Policy 3-1 Catholic Schools

Appendix A.3

11/2011

8. NOTIFICATIONS

Notice of this policy and procedures will be circulated to all schools in the diocese and incorporated in employee, volunteer and student handbooks. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers and students in all schools of the diocese.

Complaint Filing and Investigation Procedures at Notre Dame Preparatory

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

1. The individual may first choose to tell the individual causing the harassment that his/her behavior unacceptable and if it does not cease immediately, the student is required to report the harassment to the Principal, Dean of Students, or to a teacher who will report it to the Administration.
2. The individual alleging the harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be strictly maintained.
3. The investigation will include a meeting with the person(s) alleged to have been harassing the complainant, sharing with that person the nature of the allegations and, only when appropriate, the name of the person bringing the allegations. The accused student(s) may be suspended and the accused adult(s) may be placed on administrative leave during the investigation.
4. Once the facts have been gathered, the Principal will decide what, if any, disciplinary action is warranted. Disciplinary action can include, but is not limited to, extended suspension, a Disciplinary Review Board hearing or required withdrawal.

5. If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem. Any harassment complaint made against the Principal should be done through the Superintendent of the Diocese of Phoenix's office.