



NOTRE DAME™
Preparatory High School

2015-16 Student/Parent Handbook Rules & Regulations

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 the start of classes.

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 Prep's goal is to continue building and reinforcing these values in everyday interactions with all Notre Dame Prep families. Students are subject to behavioral expectations at all times--from the time they enroll in school until the time they graduate.

Student Pledge

As a Notre Dame Preparatory student, I pledge to make an outwardly visible and honest attempt to continue my growth in mind, body and soul through the development of my character, ethics and morals. In pursuit of this endeavor, I will strive to make a positive impact on my school and familial communities. I do this not only for the benefit of my own growth, but also for the benefit of those around me, especially the less fortunate.

*****Note: The digital version of the handbook located on the school's website supersedes this print version.**

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.

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NDP Direct-Dial Phone Numbers

<i>Main Office</i>	<i>(480) 634-8200</i>
<i>Attendance Office</i>	<i>(480) 634-8250</i>
<i>Principal's Office</i>	<i>(480) 634-8202</i>
<i>Assistant Principal for Academic Affairs</i>	<i>(480) 634-8210</i>
<i>Assistant Principal for Curriculum and Instruction</i>	<i>(480) 634-8251</i>
<i>Business Office</i>	<i>(480) 634-8275</i>
<i>Campus Ministry</i>	<i>(480) 634-8241</i>
<i>Counseling Department</i>	<i>(480) 634-8239</i>
<i>Dean of Students</i>	<i>(480) 634-8228</i>
<i>Director of Admissions</i>	<i>(480) 634-8281</i>
<i>Director of Admissions Assistant</i>	<i>(480) 634-8283</i>
<i>Director of Athletics</i>	<i>(480) 634-8204</i>
<i>Assistant Director of Athletics</i>	<i>(480) 634-8212</i>
<i>Director of Advancement</i>	<i>(480) 634-8227</i>
<i>Director of Finance</i>	<i>(480) 634-8282</i>
<i>Nurse's Office</i>	<i>(480) 634-8255</i>
<i>Registrar</i>	<i>(480) 634-8238</i>

*****NOTRE DAME PREP MAIN OFFICE OPERATION HOURS
ARE 7:15 A.M. TO 3:30 P.M. DURING THE SCHOOL YEAR.**

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.

Student Formation Pillars:

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 in 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.

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.

NOTRE DAME PREPARATORY

ADMISSIONS/NON-DISCRIMINATION POLICY

Notre Dame Preparatory is a fully-accredited institution by the North Central Association of Colleges and Schools (NCA, a division of AdvanceED) and the Western Catholic Education Association (WCEA) and is under the direction of the Diocese of Phoenix Catholic Schools Office.

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.

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 the following opportunities and experiences.

Campus Ministry

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 7:05 a.m. Monday-Friday in the Chapel and at lunch on select days. Students, faculty, staff and family members are encouraged to utilize this valuable grace opportunity. Parents 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)

Underclassmen will have a Day of Reflection each year. Seniors will have an overnight retreat. Students are reminded that they must attend, and their class Day of Reflection is not optional.

Christian Service – Taking Christ Out Into the World

Christian Service, or reaching out to those in need because of your Christian call to holiness, 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.

“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 expected to complete service during the course of each year.

I. Christian Service Requirements

- The graduation requirement for all NDP students is 125 hours of Christian service.
- Twenty-five of the overall hours should be served in a student’s place of worship. Only 25 hours of service to a place of worship can be accepted to meet the graduation requirement of 125 hours. More service may be done in a place of worship and recorded, but only 25 hours will be applied to your graduation requirement.
- 10 hours of service out of the 125 should be service to the school. This includes, but is not limited to peer ministers, Frosh Night Out, sports camps, Mass ministries. Only 10 hours of service to the school can be accepted meet the graduation requirement of 125 hours. More service may be done At NDP and recorded, but only 25 hours will be applied to your graduation requirement.
- Any opportunity not listed on x2VOL must be pre-approved by the Director of Christian Service Learning using the appropriate process on x2VOL.
- ***Service hours completed without pre-approval will not count toward the requirement, since they will not be recorded on x2VOL.***
- Grade level *minimum* requirements:
 - Freshmen: 30 hours
 - Sophomores: 35 hours
 - Juniors: 30 hours

- Seniors: 30 hours
- GRADUATION REQUIREMENT: 125
 - 25 to a place of worship
 - 10 to the school
 - 90 to the community
- Students are encouraged to complete more hours of service to each of these locations, and they will be added to the student’s Student Activities transcript on Naviance each year.
- Current senior classes will be following last year’s requirements.

II. Grade Level Requirement Timeline

All students must complete the required hours according to the chart below. Failure to meet the semester deadlines may result in additional service required before you are admitted back to NDP for the following year.

	Total Hours	Hours Due 1 st Semester	Hours Due 2 nd Semester
		1 st Monday of December (Dec 7)	1 st Monday of May (May 2)
Freshmen	30	15	30
Sophomores	35	18	35
Juniors	30	15	30
Seniors	30	15	30

III. Verification

- *Verification will be through x2VOL. You can access x2VOL through your Naviance account. All training videos on how to use this web site can be found on youtube.com (search x2VOL and all training videos will be there)*
- *Parents may not verify your service.*
-

IV. Finding Service Opportunities

- All service opportunities are on x2VOL, which you can access through Naviance.
- You may choose to do Christian service hours at a non-profit organization that is not listed on x2VOL.
 - This service must be pre-approved by the Director of Service Learning through x2VOL. Training videos on how to use this web site can be found on youtube.com (search x2VOL and all training videos will be there)
 - Guidelines:

1) Does this non-profit organization directly help people?

2) Does this organization help people who are in need and/or disadvantaged?

Do not simply show up at a service organization. You need to sign up on x2VOL and make arrangements with the agency.

V. Tips for Completing Christian Service Hours

- Students are not allowed to do Christian service hours during school hours.
- The intent of this program is to develop an on-going commitment of service to the human family.
- Students may **not** fulfill the overall requirement (125 hours) in one year.

- Once the yearly required hours are met, additional hours do not roll over to the next year. They will be recorded for your Student Activities transcript through x2VOL on Naviance.
- Final approval of hours is left to the Director of Service Learning. If in doubt, check with the Director of Service Learning *before* the hours are served.
- Training hours served at an approved non-profit organization do NOT count as service.

VI. First Semester Deadline (December)

- Students who do not complete first semester hours by the first Monday of December will be required to complete service through opportunities provided after school and on weekends with the Office of Christian Service Learning until their requirement is fulfilled.

VII. Second Semester Deadline (May)

Students who do not complete second semester hours by the first Monday of May will be required to complete service through opportunities provided after school and on weekends with the Office of Christian Service Learning.

- Seniors who do not complete the necessary hours will not be allowed to participate in the graduation ceremonies: They will NOT be allowed to walk at graduation.
- Students who do not complete the necessary hours for each year – or do not complete their contract requirements by the last day of class – will not be permitted to return to Notre Dame Preparatory.

VIII. Service Hours Credit Guidelines

Credited hours include:

- Hours served from the approved list on the NDP website.
- Hours pre-approved by the Director of Service Learning.
- Hours served that benefit our Notre Dame community, including summer sports camps and school/diocesan fundraisers up to a total of 10 hours of their total 125 hours.

Retreats and Mission Trips

- Mission trips will be allowed if it is through a Catholic or Christian organization approved the Director of Service Learning. You may go on as many mission trips as you desire, **but only one, through a Catholic or Christian organization (school or place of worship) will go towards your graduation requirement.**
- Student peer ministers for parish retreats will be allowed a maximum of 10 total hours per day of a weekend retreat and must be accompanied by a log of hours signed by your supervisor. No more than 20 hours will be accepted for a parish retreat. This will go towards your 25 hours of service to your place of worship.

IX. Summer Service Opportunities

Summer service will count toward the next school years' service hours.

Returning Students...

- Service hours must be from organizations on the approved list on x2VOL.

- Pre-approval needed only for those organizations **not** on the approved list
- **Must get pre-approval by the Director of Service Learning by the end of May.**

Incoming Freshmen...

- Service hours must be from organizations on the approved list on the NDP website. NO EXCEPTIONS. Please note that places of worship are accepted as an approved organization.
- Service hours must be performed after the last day of 8th grade. Any service hours completed for 8th grade credit cannot be used for 9th grade credit at Notre Dame Preparatory.

X. May Service Opportunities – current students

Service completed during the month of May will count toward the next school years' service hours providing:

- The service was performed after the first Monday of May (due date for the current years' service hours)
- The current years' service requirements have been successfully completed.

XI. Accessing x2VOL

- You must have a Naviance account to access x2VOL.
- All training videos for x2VOL are on youtube.com. Just search for x2VOL and pick the video you want to watch.

If you have any questions, please do not hesitate to contact the Director of Service Learning.

Academic Information

NDP Graduation Requirements

To receive an NDP diploma, a student must complete twenty-eight (28) credits. The required courses for all students are:

Theology	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies (<i>W. Geo, W. History, Amer. History, Econ and Gov't – ALL required</i>)	4 credits
World Language (<i>Must be sequential and in same language</i>)	3 credits
Fine Arts/Performing Arts (Classes of 2015-2017)	1 credit
Fine Arts/Performing Arts (Class of 2018)	1.5 credits
Technology	.5 credit
Personal Fitness	1 credit
Health	.5 credit
Elective Courses (Classes 2015-2017)	2 credits
Elective Courses (Class of 2018)	1.5 credits
TOTAL	28 credits

**In addition, 125 hours of Christian service are needed for graduation.*

- *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 Prep, and he/she still must earn 28 total credits.*
- *Only those courses taken at NDP will be averaged into the GPA of each student.*
- *Seniors who fail to pass a second semester core course resulting in non-fulfillment of an academic requirement for graduation will have until the end of that same calendar year to complete a comparable course in order to receive their diploma from Notre Dame Preparatory.*
- *Seniors who fail more than one core course may not have the option to attain a diploma from Notre Dame Preparatory.*

Requirements to Graduate with Distinction

For class of 2016		
	SUMMA CUM LAUDE	HONORS
Credits	30	30
Weighted GPA	3.75	3.5
<p><i>Note: Candidates scoring below these minimum GPA requirements in any one semester will have the next semester to bring their cumulative GPA to above the required standard.</i></p>		
Honors and Advanced Placement	Total of 14 Honors and/or Advanced Placement classes over the four years with at least four of the 14 classes being Advanced Placement.	Total of 13 Honors and/or Advanced Placement classes over the four years with at least three of the 13 classes being Advanced Placement.
Electives	<p>Summa Cum Laude and Honors students must meet all the regular graduation requirements for a student attending Notre Dame Prep and, in addition, must take three required electives:</p> <ul style="list-style-type: none"> • Honors Focus Research • Honors Philosophy • Writing Skills for Advanced Placement 	
Comments	<ul style="list-style-type: none"> • To qualify for the Summa or Honors Programs, students must attend Notre Dame for all semesters from 10th through 12th grades. • All classes counting toward a Summa Cum Laude or Honors diploma must be taken at Notre Dame Prep. No transfer courses will be counted, with the exception of NDP approved and supervised JVLA courses. • Any student who meets the course qualifications for either program but has not met the GPA requirement by the completion of the first semester of his/her senior year will not be eligible for recognition on the commencement program or be invited to attend the Summa/Honors Dinner, but he/she may bring his/her GPA up in the final semester to qualify and thereby receive a Summa Cum Laude medal and diploma at graduation. • Summa and Honors students accept leadership responsibilities within the school infrastructure (athletics, clubs, class, student body officers). • Summa and Honors students contribute services to the community that utilize the intellectual, cultural, and spiritual gifts each student develops while in the program. • Rising seniors are considered to have met the Summa language requirements if they have completed a 4th level of world language at NDP. For example, if a current junior successfully completes Spanish IV Honors this year, that student need not take another Spanish class to fulfill the requirement. 	

For class of 2017			
	Summa Cum Laude	Magna Cum Laude	Cum Laude
Credits:	30	30	30
Weighted GPA:	4.0	4.0	3.75
Required Electives:	<ul style="list-style-type: none"> • Focus: Seminar Honors • Focus: Research Honors • Philosophy Honors 		
Comments:	<ul style="list-style-type: none"> • Rising seniors are considered to have met the Summa language requirements if they have completed a 4th level of world language at NDP. For example, if a current junior successfully completes Spanish IV Honors this year, that student need not take another Spanish class to fulfill the requirement. • Students will be invited to pursue the Summa Cum Laude honor at the end of their sophomore year. 		

For class of 2018 and beyond			
	Summa Cum Laude	Magna Cum Laude	Cum Laude
Credits:	30	30	30
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 Summa language requirements if they have completed a 4th level of world language at NDP. For example, if a current junior successfully completes Spanish IV Honors this year, that student need not take another Spanish class to fulfill the requirement. • Students will be invited to pursue the Summa Cum Laude honor at the end of their sophomore year. 		

Course Selection

Students select courses in the spring of each year for enrollment in the following year. The process includes advisement steps through the Counseling Department, recommendations by the faculty and authorization by parents.

Dropping a Course

Students wishing to drop a course must complete the drop process within the first five (5) days of that course. Consultation with the student's counselor will be followed by the completion of a Drop/Add

Form to be signed by the student, parents and all faculty involved in the change. The course is deleted from the student's transcript.

Adding a Course

Students wishing to add a course must complete the add process within the first five (5) days of that course. Consultation with the student's counselor will be followed by the completion of a Drop/Add Form to be signed by the student, parents and all faculty involved in the change. Student responsibility for previous assignments is at the discretion of the teacher. Grades will be calculated in the normal manner. The course is then added to the student's transcript.

Changes of Level to and from Honors Courses

Students wishing to change course levels must follow the same process for dropping/adding a course. In order to change the level of a course from an Advanced Placement course to a lower level course, the request must be made within the first five (5) days of the course. Consultation with the student's counselor and teacher will be followed by the completion of a Drop/Add Form to be signed by the student, parents and all faculty involved in the change. Only then will the change be made. Student responsibility for previous assignments is at the discretion of the teacher. The course is deleted from the student's transcript if dropped during these five (5) school days.

Transfer Students

- A. Any student transferring into NDP must meet all graduation requirements, with the exception of four years of Theology; these credits may be made up in another area. Transfer students will be placed in the Theology class for their class level.
- B. Students who are deficient in credits in a particular subject area will work with a guidance counselor to plan a course of action to satisfy the necessary graduation requirements.

Semester Exams

Students must take semester exams during the scheduled exam time. All students must take a summative exam to conclude their course. No student will be permitted to pass a course without taking a summative final exam. No exams will be administered early, except for extraordinary circumstances approved by the Principal. If a student is unable to take an exam at the regularly scheduled time, the student will take the exam on make-up exam days during break.

Students whose tuition has not been paid, have failed to return school materials such as uniforms and library books, or have any other unfulfilled obligation will be permitted to take semester exams, but they will not have their grades or transcripts released to them or their parents prior to fulfillment of the outstanding obligation.

Academic Deficiency

Students who receive an F in any subject or in multiple subjects for a grading period, or any student whose overall GPA is below a 2.0 for a grading period, will meet with his/her counselor and the Assistant Principal for Academic Affairs and be placed on academic probation. Other improvement steps will be initiated in collaboration with the student's counselor, the student and his/her parent(s) and the student's teachers. *Note: Students with an academic deficiency who represent the school at school-sponsored activities, i.e., games, plays, trips or any other activities that necessitate missing class time, may not be allowed to participate in these events.*

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. The only NDP-approved summer school program is through the Jesuit Virtual Learning Academy (JVLA). If a student must take a JVLA course, the parent should contact the Assistant Principal for Academic Affairs to sign up and receive a discounted rate on tuition.

A class must be repeated in these two 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, a grade of C or better must be earned before the student can move on to the next level.

In both of these cases, the original grade will appear on the transcript as an RD+, RD, RD- or RF, with no credit. The new grade will appear on the transcript with credit. The Grade Point Equivalent points for the original grade will be averaged with the Grade Point Equivalent points for the new grade to calculate the student's Cumulative Grade Point Average.

Note: Any and all costs for repeating of coursework will be incurred by the student's family.

Students wishing to repeat any courses that are not included in the two above categories may do so on their own and have an official transcript sent to Notre Dame Prep so that the classes can be included with the student's official transcript sent to colleges. None of these repeat grades will be included in the NDP GPA calculation.

Academic Probation/Co-Curricular Eligibility

A student who receives a failing grade (F) or a GPA below 2.0 for a quarter grade 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 set up 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.

Co-Curricular Eligibility-Academics

Student Academic Performance

Part I

Each semester is broken down into 5 grading periods. Each period is approximately 4 weeks in length.

Part II

At the end of the first grading period for each semester, students who receive an F or 2 Ds or more will be contacted to inform them of the academic performance. The students' parents will also be contacted. Students who receive an F or 2 Ds or more will be reminded about our Participation Policy.

Part III

At the end of all subsequent grading periods for each semester, students who receive an F or 2 Ds or more will not be eligible to participate in any co-curricular activity for a period of 7 days. The 7-day period will generally begin on the Monday following the posting day, or as defined by the Assistant Principal for Academic Affairs. At the conclusion of the 7-day period, students whose grade reports continue to reflect an F or 2 Ds or more will not be eligible to participate in any co-curricular activity for a period of 7 days. This process of weekly review and restriction will continue for the remainder of the semester.

Posting Periods for the 2015-2016 Academic Year

1st Semester

1st 4-Week Grading Period - Sept. 4
2nd 4-Week Grading Period – Oct. 2
3rd 4-Week Grading Period – Oct. 30
4th 4-Week Grading Period – Nov. 30
5th End of Semester Posting – Jan. 6

Posting Periods for the 2015-2016 Academic Year

2nd Semester

1st 4-Week Grading Period – Jan. 29
2nd 4-Week Grading Period – Feb. 26
3rd 4-Week Grading Period –Mar. 25
4th 4-Week Grading Period- Apr. 22
5th End of Semester Posting- May 31

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.

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. 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

<p>Subject Achievement Marks:</p> <p>A = Outstanding Achievement B = Above Average Achievement C = Satisfactory Achievement D = Below Average Achievement F = Failure I = Incomplete (must be made up within two weeks)</p> <p><i>Note: Make-up exams are given only after the initial exam.</i></p>	<p>Honor Roll</p> <p>Principal's List GPA of 4.0 or above</p> <p>Honor Roll GPA of 3.5 or above</p>
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Number Grade	Letter	GPA	Final Semester Grade Range
93-100	A	4.00	3.835-4.0
90-92	A-	3.67	3.5-3.834
87-89	B+	3.33	3.165-3.499
83-86	B	3.00	2.835-3.164
80-82	B-	2.67	2.5-2.834
77-79	C+	2.33	2.165-2.499
73-76	C	2.00	1.835-2.164
70-72	C-	1.67	1.5-1.834
67-69	D+	1.33	1.165-1.499
63-66	D	1.00	0.835-1.164
62-60	D-	0.67	0.335-0.834
59-0	F	0.00	0-0.334

*Note: * Honors courses earn an extra .5 GRADE POINT EQUIVALENT; AP courses earn an extra 1.0 GRADE POINT EQUIVALENT.*

***Cumulative GPAs are updated only at the end of each semester.**

Semester grades are determined by using the following formula:

$2 \times (1^{\text{st}} \text{ quarter} + 2^{\text{nd}} \text{ quarter}) + \text{semester exam}$, divided by 5. This resulting score is applied to the scale above to arrive at the final semester grade.

The GRADE POINT AVERAGES must be used in this formula, not numerical averages. Numerical averages are used only to assign the letter grade for a marking period.

NDP BELL SCHEDULES 2015-16

DAILY SCHEDULE		TOTAL
Bell	7:37	
A	7:40 - 8:24	44
B	8:28 - 9:10	42
C	9:14 - 9:56	42
BREAK	9:56 - 10:13	17
D	10:16 - 10:58	42
E	11:02 - 11:44	42
LUNCH	11:44 - 12:28	44
F	12:32 - 1:16	44
G	1:20 - 2:02	42
H	2:06 - 2:50	44

MASS/ASSEMBLY GOLD/PURPLE DAY SCHEDULE		
PERIOD	TIME	TOTAL
A or E	7:40 - 8:52	72
Mass/Assembly	8:56 - 10:16	80
BREAK	10:16 - 10:30	14
B or F	10:34 - 11:44	70
LUNCH	11:44 - 12:19	35
C or G	12:23 - 1:36	73
D or H	1:40 - 2:50	70

GOLD/PURPLE LATE START SCHEDULE		
PERIOD	TIME	TOTAL
Warning Bell	9:05	
A or E	9:09-10:21	72
B or F	10:25-11:35	70

Lunch	11:35-12:19	44
C or G	12:23-1:36	73
D or H	1:40-2:50	70

GOLD/PURPLE EARLY RELEASE SCHEDULE		
PERIOD	TIME	TOTAL
A or E	7:40 - 8:52	72
B or F	8:56 - 10:06	70
BREAK	10:06 - 10:34	28
C or G	10:38 - 11:50	72
D or H	11:54-1:07	73

Attendance

Attendance Direct Line: (480) 634-8250

A high correlation exists between consistent attendance and academic achievement. Therefore, Notre Dame Preparatory strongly 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.
 - *****Please note that 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 and misses a portion of the class period.

PROCEDURES AND REQUIREMENTS TO BE FOLLOWED IN CASE OF ABSENCE

1. Call required

Parents must call the Attendance Office at (480) 634-8250 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) 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 and Religious Events

All Eucharistic liturgies, days of reflection, reconciliation services 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 Dean 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 so approved, the student will serve detention for missing the event, and repeated offenses will result in the student being re-evaluated for continued enrollment at Notre Dame Preparatory.

Consequences for Repeated Absences

For each **class** that a student has missed more than **six (6)** times in a semester, the student is subject to loss of credit for that course. Parents will be notified of the student's violation of the attendance policy. Absences deemed excessive by school administration may subject a student to disciplinary probation or dismissal from Notre Dame Preparatory.

ACADEMIC PROBATION

Students who exceed the maximum allowable absences in any course may be placed on academic probation. If the student continues to accumulate absences beyond the maximum six (6) per semester, they may lose 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.

- Ditch Days/Disruption of Learning Environment

Attendance at school on all school days is mandatory for students unless they meet one of the criteria described under permissible absences. If it is determined by the Administration that students have participated in cutting classes, students may be subject to disciplinary consequences at the discretion of the Administration. Any student who disrupts the learning environment, damages school property or forces NDP staff, faculty and Administration to take time away from their prescribed duties will be responsible for the cost of repairs and/or cost of time paid.

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 excused 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.

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

- 1st Offense Saturday detention that may include a one-day in-school suspension at the discretion of the Dean of Students.
- 2nd Offense The student may be asked to withdraw.

Notre Dame Prep 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.

Tardiness

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.

Consequences of Tardiness

- Students who are tardy more than one time in one semester (unexcused) will be issued a detention to be served the following day. This will occur with each subsequent tardy. Students who are tardy more than five (5) times in one semester (excused or unexcused) may be issued a Saturday detention. A Saturday detention may also be assigned for each subsequent tardy.
*Amended

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

Excused Tardies

- At the discretion of the Dean of Students, and in conjunction with a coach or moderator, members of teams/clubs may be permitted to arrive late to school on days following certain school-oriented events. Students and parents will be made aware of this prior to the event. When a late start is permitted, students are still responsible for turning in any homework due for the period(s) for which they are excused.

Any student who is tardy to a class more than five (5) times in a semester may be removed from the course.

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 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. 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, with the exception of those who have been out because of an extended illness.

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.

Suspensions

Missed exams or assignments may be made up at the discretion of the Administration.

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.

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 before the start of fourth (4th) period 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 Administration 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 prior to the start of the fourth period, he/she will face disciplinary consequences at the discretion of the Administration.

BEHAVIORAL POLICIES AND PROCEDURES

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 test/assignment answers.
2. Allowing someone else to copy one's own answers for a test/assignment.
3. Divulging test questions and answers to other students.
4. Copying another person's homework.
5. Allowing someone else to copy one's own homework or giving another student access to one's assignments.
6. Using, providing, or having in one's possession "cheat sheets" of any kind.
7. 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.
8. Verbal or nonverbal communicating, for whatever reason, with another student while a test is in progress.
9. Use of an electronic device during a testing period without permission of the instructor.
10. Looking around at another student's desk, test or papers.

11. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via email, jump drive, CDs or network drive.
12. Copying from, using, having on the desk (or anywhere within possible view) any written answers, vocabulary, formulas, notes or other written/visual/electronic material that is not specifically required or permitted by the teacher during the test.
13. Use of electronic translators or internet translators for work in World Language classes.
 - **First Offense:** Student receives an F for the assignment and the parents will be contacted.
 - **Second Offense:** Student receives an F for the assignment. 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.

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. 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 dismissed.**
- **Two diluted samples will be considered a positive drug test.**
- **Altering drug tests with synthetic urine or by other means will result in the student being dismissed.**

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 Prep'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.

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

Summary of Drug, Alcohol and Tobacco Sanctions for Students

Self-Reporting

Note: Self-reported infractions must be made to the Dean of Students prior to a student being drug/alcohol tested and/or prior to notification of the student's violation of the drug/alcohol infraction by a third party.

- Drug, Alcohol or Tobacco Offense (Self-Reported)-1st Offense

- Based on the offense, the Dean advises the Principal to convene the Disciplinary Review Board.
 - If the Disciplinary Review Board is not convened, the consequences may include:
 1. Drug and alcohol evaluation: Subsequent treatment recommendation must be followed at the expense of the student and his/her family.
 2. Added community service hours in addition to the amount already required for graduation.
 3. A minimum one-week suspension from all non-academic school activities, effective the day the report is made.
- Drug, Alcohol or Tobacco Offense (Self-Reported)-2nd Offense (in a career)
- Based on the offense, the Dean advises the Principal to convene the Disciplinary Review Board.
 - If the Disciplinary Review Board is not convened, the consequences may include:
 1. Drug and alcohol evaluation: Subsequent treatment recommendation must be followed at the expense of the student and his/her family.
 2. Added community service hours in addition to the amount already required for graduation.
 3. A minimum two-week suspension from all non-academic school activities, effective the day the report is made.
 4. The student is placed on disciplinary probation to run through the rest of his/her career.
- Drug, Alcohol or Tobacco Offense (Self-Reported)-3rd Offense (in a career)
- Violation of Probation: Disciplinary Review Board Hearing

Not Self-Reported

- Drug, Alcohol or Tobacco Offense (Not Self-Reported)-1st Offense
- Based on the offense, the Dean advises the Principal to convene the Disciplinary Review Board.
 - If the Disciplinary Review Board is not convened, the consequences may include, but are not limited to, the following:
 1. Drug and alcohol evaluation: Subsequent treatment recommendation must be followed at the expense of the student and his/her family.
 2. Additional hours of community service in addition to the amount required for graduation.
 3. A minimum thirty (30) day suspension from all non-academic school events.
 4. Disciplinary Probation

- Drug, Alcohol or Tobacco Offense (Not Self-Reported)-2nd Offense (in a career)
 - o Violation of Probation: Disciplinary Review Board Hearing
-

Student Searches

The school Administration reserves the right to search the persons 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.

Harassment/Hazing

DIOCESE OF PHOENIX HARASSMENT POLICY AND PROCEDURES

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

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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. Therefore,

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.

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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

- ii. 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.

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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 Director 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.

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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:

Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets

Written: Suggestive or obscene letters, notes, e-mails, or invitations

Physical: Sexual assault, touching, impeding or blocking movement

Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters

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.

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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.
6. Any harassment complaint made against the Principal should be done through the Superintendent of the Diocese of Phoenix's office.

Electronic Devices

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

*STUDENTS ARE REMINDED THAT IF THEY ARE ILL, THEY MUST REPORT TO THE NURSE'S OFFICE TO CALL HOME AND BE DISMISSED. STUDENT'S WILL NOT BE DISMISSED FOR ILLNESS UNLESS APPROVED BY THE NURSE.

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.

Theft

Notre Dame Preparatory Administration, faculty and staff are not responsible for personal items, i.e. textbooks, clothing, money, electronic devices, that are lost or stolen on campus or at school-sponsored activities. Students who take found items into their possession are required to alert a teacher or administrator immediately

Classroom Guidelines

Teachers will be responsible for classroom management and discipline. Teachers will maintain contact with the student's parents, the Counseling Department and 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. Any student who fails to clean up 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.

School 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.

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 Prep 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.

Note: An out-of-town guest may fax his/her guest contract to NDP to the attention of the Dean of Students.

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 Prep 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 Prep 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:

1. Student will be removed immediately from the dance.
2. Student's parent(s) will be notified.
3. 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 Prep 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.

The final decision concerning the appropriateness and acceptability of behavior on the dance floor will be determined by the Dean of Students and faculty chaperones. Failure to comply with modest and decent standards of dancing appropriate for Catholic high school students, as determined by school personnel, may result in the following consequences:

1. For the first offense, the student will be issued a warning.
2. For the second offense, the student's parents will be called and either the student sent home or the parent will be asked to pick up the student.

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.

Disciplinary Sanctions

Detentions

Detentions are given for infractions of NDP's school philosophy and rules, including a failure to comply with the dress code. Detention is held Monday-Friday from 3:00-3:45 p.m. Any student who is given a detention will be given an explanation of the reason it was issued. Notice will be sent home to the parent/guardian.

Detentions should be served the day the detention is issued or by the following day.

Students who are absent on the day of a scheduled detention must serve the detention on the day they return to school. A detention may not be transferred, with the exception for a doctor's appointment with a note, or if the student is representing the school at a school-sponsored event. This does not include team practices.

Notre Dame Prep views a student's continuous violation of school rules as a serious issue. Therefore, the following scale will be used for students who chronically violate school rules:

- Upon the fourth (4th) Detention: Student serves a Saturday detention.
- Upon the eighth (8th) Detention: Student serves two Saturday detentions and is put on disciplinary probation.
- Any additional detentions accrued fall under the Disciplinary Probation agreement. Once a student violates probation, he or she is subject to a Disciplinary Review Board hearing or is dismissed.

Note: After-school or Saturday detentions take precedence over co-curricular activities (practice and rehearsals). Parents/students should take this into account when scheduling outside activities, such as jobs or tutoring.

Saturday Detentions

Saturday detentions will be held, when necessary, during hours to be announced. **Students may not transfer a Saturday detention.** Unexcused absence from Saturday detention will result in further disciplinary consequences.

Reasons for detentions and sanctions include the following, but are not limited to, and are subject to review in particular cases:

- 1) Cutting a class or part of a class, including the mandatory study hall
- 2) Being in unauthorized areas (on or off campus)
- 3) Falsification of notes and/or misrepresentation by phone
- 4) Driving recklessly on or near campus, which also results in a suspension of campus driving and parking privileges
- 5) Fighting

- 6) Disrespecting a teacher or disrupting a classroom
- 7) Harassment or bullying
- 8) Insubordination
- 9) **Conduct of any kind, at any time or in any place, that brings discredit upon the school, is in serious conflict with the values for which Notre Dame Preparatory stands, or is in violation of criminal or civil law or the reasonable rights of others.**

Disciplinary Probation

Probation is a serious disciplinary sanction and is used for severe breaches of discipline, or in the case of serious repetition of offenses; steps will be taken as follows:

1. The student and the parents will be asked to sign a contract of expected behavior of the student. Until the contract is signed, the student will not be permitted to attend class. If the student violates the contract, he/she could be subject to further sanctions, up to and including suspension, a Disciplinary Review Board hearing, or the student being dismissed from Notre Dame Prep.
2. A student placed on probation may be suspended from school for a period determined by the Administration.

Note: Students on suspension will fall into one of two categories:

- a. In-school suspension: Students are required to be on campus from 7:30-3:15. Students on in-school suspension may not attend school events on that day.
- b. Out-of-school suspension: Students placed on out-of-school suspension are not permitted to be on campus from the time they are suspended until the specified time their suspension ends. They may not participate or attend any school function on or off campus. Notre Dame Preparatory reserves the right to direct what students will do while on out-of-school suspension.

Disciplinary Review Board

The Disciplinary Review Board is comprised of up to seven individuals and will include the Principal and the Dean of Students. When convened, the Board meets only with the student and the parents/guardians of the student.

Student Dismissal

The reasons for dismissal include, but are not limited to:

- a. Possession of, attempted acquisition or purchase of, use of, consumption of, distribution of, or being under the influence of any alcoholic beverages or illegal drugs on or off campus
- b. Stealing
- c. Fighting
- d. Flagrant insubordination, disobedience or disregard for legitimate Notre Dame Prep authority
- e. Obscenity
- f. Violation of academic ethics

- g. Possession, handling or transmittal of any object that reasonably can be considered a weapon of any kind: (1) on the school grounds at any time; (2) off the school grounds at any school activity, function or event; (3) while en route between home and school. Using a weapon or threatening another person with a weapon at any time on or off campus
- h. Harassment, discrimination or prejudiced behavior of any type
- i. Further serious misconduct after being placed on a disciplinary contract or probation
- j. Vandalism, bomb threats, false fire alarms, arson, and/or any other serious disruption to the educational process
- k. Falsification or misrepresentation of notes or phone calls of parents or guardians
- l. Through attitude or actions that demonstrate disregard for teachers, administrators, fellow students or the Notre Dame Preparatory community and/or disrupting the orderly process of learning
- m. Conduct of any kind, at any time or in any place, that brings discredit upon the school, is in serious conflict with the values for which Notre Dame Preparatory stands, or is in violation of criminal or civil law or the reasonable rights of others, is grounds for dismissal.**

Appeal Process

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

Process of Appeal

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

The Decision of the Superintendent, Assistant Superintendent or delegate is final and binding and concludes the appeal process.

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

Student Appearance/Dress Code

Dennis Uniform is the sole supplier of the official NDP uniform. The store is located at 2716 N. 68th St., Suite 4, Scottsdale, AZ 85257. Their website is www.dennisuniform.com.

Personal Appearance

Notre Dame Preparatory wants to be proud of its students and help guide them in making appropriate dress decisions for various occasions; therefore, **the Administration reserves the right to judge the appropriateness of hairstyle.** Hair must be well-groomed; extreme hairstyles and coloring (such as two-toned) are not permitted.

Students are reminded that they represent Notre Dame Preparatory at all times. The Administration reserves the right to judge the appropriateness of a student's dress and behavior. If students or parents are unsure about the appropriateness of our dress code, they should check with the Administration.

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 or Nike. 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 or the Nike vendor uniform line. Only the Nike uniform version shirt may be worn on normal dress days. 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/Skort/Shorts/Slacks

- Skirts and shorts cannot be more than 3 inches above the top of the kneecap. Please leave room for growth when altering.
- All apparel must be purchased through Dennis Uniform.
- Shorts and slacks must be worn with a plain belt. No patterns may appear on belts.
- All must be worn at the waist.
- It is recommended that skirts be worn with black bike shorts purchased through Dennis Uniform.
- No warm-ups or sweatpants are allowed.

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 is permitted but cannot be visible.

Socks

- It is mandatory to wear socks.
- Socks should be plain but may contain logos of the apparel maker.
- Knee-high socks, up to but not covering the knee, or footed tights, full-length, may be worn in plain black or plain white with no patterns.

Shoes

- Any sensible shoe is permitted. 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.
- 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 Varsity Shop.

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.
- Necklaces must be worn inside the shirt.
- All necklaces and bracelets must have a clasp so they can be removed.
- 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.

Dress Code for Mass Days

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

NDP uniform skirt, white or lavender Oxford-cloth shirt (Dennis Uniform), uniform socks/shoes (NDP uniform tie optional). Please note that sleeves may not be rolled. Shirts may not be unbuttoned past the second button on the shirt. Dress shoes must be worn.

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.

Dress Code for Baccalaureate Mass and Graduation:

Please remember to keep in mind that students represent Notre Dame Preparatory and dress should reflect the principles of modesty, neatness, good taste and reverence.

Girls

Baccalaureate Mass and Graduation

- Dresses and skirts that are no more than 3 inches above the top of the knee.
- All tops must have a modest neckline, and no cleavage may be showing.
- No flip flops are permitted; wear shoes that will easily allow walking up and down stairs or a steep ramp.

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 or Nike. 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 or the Nike vendor uniform line. Only the Nike uniform version shirt may be worn on normal dress days. 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.
- 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

- It is mandatory to wear socks.
- Socks should be plain but may contain logos of the apparel maker.

Shoes

- 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 Varsity Shop.

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.
- 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 and will be issued a detention.
- Young men may not wear make-up of any kind.
- Hair may not touch the upper rim of the collar or cover the eyes.
- Tails or bands to hold boys' hair back are not permitted.
- Extreme hairstyles, two-toned hair coloring or chunk highlights are not permitted.
- Sideburns may not be below the bottom of the ear.
- Tattoos cannot be visible.
- The Administration reserves the right to judge the appropriateness of a hairstyle for school.

Dress Code for Mass Days

On Mass days, 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. 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.

****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.

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.

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

Dress Code for Baccalaureate Mass and Graduation:

Please remember that students will be attending Mass and/or representing Notre Dame Preparatory, and dress should reflect the principles of modesty, neatness, good taste and reverence.

Boys

For all events

- Dress shirts with ties and solid-color dress pants are required; all shirts sleeves must be unrolled.
- No polo shirts or t-shirts; no jeans or casual pants may be worn.
- Dress shoes are required; no athletic shoes are permitted.

Spirit Days

Students may wear Notre Dame Prep team apparel on Fridays or on designated Notre Dame Spirit Days. Students may wear any shirt displaying an appropriate Notre Dame Prep logo with their Notre Dame Prep shorts, slacks or skirts/skorts. 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.

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

1. 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;
2. 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;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. 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:

1. Using NDP email for personal financial gain;
2. Using NDP email 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.

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, or transmitting 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. 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 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.

Student iPad School User Agreement

For the full iPad School User Agreement, please visit the school website under the “iPad 1:1 Program” link and select the year of graduation that applies to the student’s year of graduation. Enrollment in Notre Dame Preparatory is acknowledgement of agreement to this policy.

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 Prep 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.**

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 parking spaces. Sitting in cars or loitering in this area is absolutely forbidden. 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 his 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, may lose their driving and 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.

LIBRARY/MEDIA CENTER

The Library/Media Center is normally open from 7:00 a.m. to 5:30 p.m. Monday through Friday. This also includes break and lunch. From 3:30 p.m. to 5:30 p.m., the library will be staffed by the librarian or a classroom teacher unless otherwise in use by the school.

- Students may not bring food or drinks (other than water) into the library at any time.
- Students with a signed pass may come to the Library during their study hall.
- The electronic resources are listed as a link on the Library page of the Notre Dame Prep school website.
- Students may check out books for three weeks; videos and DVDs may be checked out for one week, and students must have a Notre Dame Preparatory student ID to check out items.
- If materials are lost or damaged, students must pay the replacement cost before receiving a semester exam pass.
- Laptop computers may be used only within the Library when a valid student ID is presented.
- Failure to honor the terms of the NDP Acceptable Use Policy could result in the loss of computer privileges.
- It is highly recommended that all students purchase a USB (flash) drive to safely save and transport their work.
- A photocopy machine is available in the Library; copies are \$.15 each.
- A black and white printer is available for student use; multiple copies (classroom handouts) may not be printed at school.
- A color printer for \$.25 per page is also located in the Library.
- Destroying or defacing library material, furniture or equipment is strictly prohibited. All violators will be disciplined and made responsible for the cost of replacing all items.

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) Conferences are usually scheduled for this time.

Tutoring

Tutoring is also provided by National Honor Society students in the library after school. See the school's website for dates and times.

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 2014-15 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.

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.

Health 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, 2014, to be valid for the 2014-15 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.

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 Prep student is injured or has an accident during the school day

COUNSELING DEPARTMENT

The Counseling Department is an integral component of the educational process at Notre Dame Preparatory. NDP school counselors work cooperatively with teachers and the Administration to assure the success of each student. Numerous programs and services are offered: academic advisement, course selection and scheduling, college planning and admissions facilitation, college/university campus visitation scheduling, college information nights for parents and students, personal counseling and referral.

Assigned Counselor

Each student is assigned a counselor as indicated on the student's course schedule. Students and/or parents do not choose the counselor. All of the counselors are certified and have years of experience working with students. Counselors work together as a team and share in the classroom presentations and college information nights. It is to the students' advantage that counselors' case loads are kept in balance; therefore, changing counselors is rarely permitted.

Appointments

Student:

- Counselors are available to see students during breaks, lunch periods, as well as before and after school with no appointment necessary depending on the availability of the counselor.
- Each counselor has a sign-up sheet where the student will indicate his/her grade level, preferred class period to be seen, and the nature of the visit. The student's counselor will send a pass requesting to see the student.
- Students may not leave class to see their counselor, except in the case of emergency, an urgent necessity, or at the counselor's request, and only with the teacher's approval.
- When receiving a pass from a counselor during class periods, students should proceed directly to the Counseling Office at the requested time. Students must sign in and sign out at the reception desk.

Parent or Guardian:

- If you have a question about your student's current grade, content in a course, or any other teacher-related issue, you must first contact the teacher. Counselors do not have access to teachers' grade books. Edline, our online gradebook, is available and should be used regularly to monitor the student's academic progress.
- For a general counseling question or concern, the most effective way to contact a student's counselor is via his or her email or phone voicemail. Often counselors are not able to check their emails and voice messages until the end of the day. Counselors will attempt to return emails and phone calls within 24 hours.

School Standardized Testing

Explore, Plan, PSAT: To track the academic progress of students and to provide them with experiences of taking college admissions tests, the Counseling Department administers pre-ACT and pre-SAT practice test sophomore and junior year.

AIMS Test: Due to the dramatic changes to the Arizona Board of Regents College Tuition Waiver (ABOR) as well as the AIMS testing's impact on class time, the Diocesan Schools Office in concurrence with the Catholic high schools decided the tests will not be administered at the Catholic high schools. Students wishing to qualify for the scholarship need to contact their local public school district to sign up for the tests.

For information on the ABOR scholarship: <http://www.ade.az.gov/asd/tuitionwaiver/>.

Confidentiality

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

Important Information and Resources

The Counseling Department schedules numerous activities, college educational nights, as well as maintains important links that can be found on the NDP website. Counseling information also can be accessed using the school's website: www.ndpsaints.org

Naviance is a software program and the main source students and parents will utilize to access college, career and personal information. The program works in conjunction with the Common Application and Edoc, which allows the school to electronically send transcripts, the school profile and letters of recommendations to college/universities. Naviance is the primary vehicle for tracking and processing the student's college admissions information. The program also entails a college search program, a career exploration program, a scholarship search, an ACT/SAT test-prep program and other valuable information. Both the student and the parent are issued an account number to access the program.

College Application

Applications for college admission are processed through the Counseling Department. When a senior is ready for this important step, he/she should contact his/her counselor, who assists each student with the steps of college admission. Once all components of the college application are assembled, the application materials will be sent to the desired colleges/universities.

Students are responsible for knowing and abiding by the deadlines for each college to which they are applying. Adequate lead time of at least one week must be afforded the counseling staff in order to meet deadlines.

The student's discipline record is not provided to colleges/universities. If a student has received a serious infraction, i.e., suspension, cheating, alcohol/substance abuse, it is left to the student's discretion if he/she wishes to self-disclose this information to the college/university.

Requests for Accommodation

Even though Notre Dame Preparatory is not legally bound to accept students with disabilities needing accommodations, NDP does accept students if reasonable accommodations can be provided. Notre Dame Prep sets the following conditions:

- With reasonable accommodations, the student can meet the bona fide education requirements of Notre Dame Preparatory.
- Parents have notified the Administration at the time of registration and in the personal interview that the student has a diagnosed and documented disability, or a 504 Plan not more than three years old.
- The school will not provide reasonable accommodations unless there has been a comprehensive assessment completed by a qualified, credentialed examiner. The evaluation includes relevant education, psychological, developmental and medical history. The assessment should have a specific diagnosis of a disability, clearly describe functional limitations and include specific recommended accommodations.
- Once a student is accepted and a possible disability might be contributing to the student's lack of success, parents can request to seek a comprehensive psycho-educational assessment of their child.
- An assessment and its recommendations, although necessary and helpful, do not determine accommodations at Notre Dame Preparatory. Notre Dame Prep has the sole responsibility to determine what accommodations are reasonable according to its available resources.
- The Counseling Department will facilitate a conference for students who have documented learning disabilities. When necessary, the conference will include the student's parent(s)/guardian, the student's teachers and the student. A plan of action and/or accommodations will be devised if necessary.

REGISTRAR'S OFFICE

Transcripts

To obtain official transcripts, report cards or to withdraw from school, contact the Registrar, whose office is in the Counseling Building.

Access to Student Records

Parents have a right to access all Notre Dame Prep student academic and disciplinary records related to their children. The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. If a parent is denied access to the child or the child's academic records, the school needs a court-certified copy of the custody section.

Procedure:

The procedure for a parent to review his/her child's record at Notre Dame Preparatory is as follows:

1. A written request must be submitted to the school.
2. The school will set up an appointment with the parents within a reasonable period of time.
3. A qualified staff member will be present at the time of inspection to interpret data and to respond to questions.

Student Withdrawal Procedure

1. A parent/guardian wishing to withdraw his/her child from Notre Dame Prep must contact the NDP Assistant Principal for Academic Affairs. After doing so, the family will be directed to the Registrar.
2. The Registrar fills out the Withdrawal Form and obtains appropriate signatures from:
 - a. Campus Minister
 - b. Dean of Students
 - c. Business Manager
 - d. Nurse
 - e. Athletic Director
 - f. Technology Director
 - g. Librarian
3. After signatures are obtained, the Registrar schedules the parent/guardian to come to the school and complete an exit interview with a member of the Administration, who will then have the family sign the Withdrawal Form.
4. The Registrar gives the parent/guardian an unofficial transcript to take to the transfer school.
5. Parents are informed that the **transfer school must request the official transcript** from NDP.
6. The Registrar signs the Withdrawal Form and keeps the original, along with the original Exit Interview Form, in the student's permanent file.

7. The Registrar emails the faculty, Administration, and business office of the student's formal withdrawal.
8. Once the transfer school contacts the Registrar, the official transcripts and a copy of the Withdrawal form, signed by the parent/guardian, will be sent to the school.

GENERAL INFORMATION

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.

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
4. Principal

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.

Telephones

Student use of office or classroom phones is not permitted unless supervised by an NDP faculty or staff member. Two phones are available to students: one in the Attendance Office and the second in the reception area of the Administration Building. Phones are for emergency use or for important situations, not for general conversational usage.

Deliveries

The only deliveries of items that can be accepted for students are those made by a parent. Deliveries of flowers, balloons or other gift items cannot be accepted by the school. Such items cannot be delivered to students' classrooms, and storage space is limited. Students may not receive food deliveries or order restaurant food to be delivered during the school day. Uniforms are to be dropped off at the Dean's Office. Athletic equipment should be kept in gymnasium lockers. The school is not responsible for any items left out of unattended lockers. Equipment brought to school during the school day should be taken to the Athletic Director's Office in the gymnasium. No equipment will be accepted at the Attendance Desk in the main office. Homework will be accepted at the Attendance Desk, dated and timed, and then placed in the teacher's mailbox where they will determine whether or not they will accept the late assignment. No homework will be delivered to a student.

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.

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.

Lockers

Each student is assigned a locker. A student's locker must remain locked at all times when not in use. Students may not exchange lockers. If any student's assigned locker is found with other than a lock purchased from the school, the student will receive a \$5 fine, and that lock will be cut off and the contents of the locker confiscated; the student must then purchase a new lock from the Dean of Students.

Because students' lockers are located outside classrooms, their appearance reflects the pride in and the respect students have for the school. Stickers or other items are not to be attached to the outside of lockers. Fines or the cost of refurbishing a defaced or damaged locker will be assessed. Inappropriate items, symbols or signs are not to be displayed on lockers. At the end of the school year, students are expected to thoroughly clean and remove any items from inside their lockers.

Note: The above guidelines apply to locker room lockers as well.

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.

Varsity Shop

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

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.

FINANCIAL INFORMATION

Philosophy

A specific policy outlining tuition payment procedures is necessary, not to cause undue hardship to our families, but rather to ensure that revenues owed to Notre Dame Preparatory will be collected in a timely fashion. This will enable Notre Dame Preparatory to meet its financial obligations in an efficient and business-like manner.

Tuition/Fees

Tuition and fees for the 2015-16 school year are as follows:

Tuition	\$15,480	
Discounted Tuition*	12,930	<i>(see note below)</i>
Application Fee	50	
Registration Fee—FR, SO, JR	400	
Senior Registration Fee	525	<i>(includes \$125 Graduation Fee)</i>
Parking Fee	75	<i>Carpool or</i>
	125	<i>Single Driver</i>
Fine Arts Fee	20-70	<i>(depending on the class, per Course</i>
		<i>Description Guide)</i>
Freshman iPad Technology Fee	1,750	<i>(onetime payment or two payments of \$875)</i>

**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 Prep's 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 or in two installments (1/2 prior to July 15, 2015, and 1/2 prior to December 15, 2015). Tuition is also payable monthly. All parents who pay monthly (July through April) must use the FACTS tuition management system. All tuition payments must be completed by April 20, 2016.

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 as well as textbook purchases.

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 1 for the second semester.

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

Note: All financial obligations to the school must be met prior to transcripts and grades being released. No records will be sent until all debts are paid in full, 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 Scholarship 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.

Inspection Reports/Asbestos

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.

Publications 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) 634-8232.

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 Prep 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.

PARENT ORGANIZATIONS 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.

IN CONCLUSION

The Notre Dame Preparatory handbook may not include all directives. 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.