

CHAPTER 1:

HISTORY, MISSION AND GOALS

1.1 HISTORY OF SAINT JOSEPH NOTRE DAME HIGH SCHOOL

Saint Joseph Notre Dame High School is a consolidation of Notre Dame High School, founded in 1881 by the Sisters of Notre Dame de Namur, and St. Joseph's High School, founded in 1935 by the St. Joseph Parish and originally conducted by the Marianist Brothers. On March 27, 1881, at the invitation of Father William Gleeson, pastor of St. Anthony Church in Brooklyn (East Oakland), five Sisters of Notre Dame de Namur founded an academy on a plot of land on the corner of Chestnut Street and San Jose Avenue in Alameda. Notre Dame Academy educated the young women of Alameda in grades 1 through 12. St. Joseph Parish was established four years later in 1885.

In 1916 Fr. James Bernard Praught opened St. Joseph Elementary School for the boys and girls of the parish. In 1922 a new co-ed grammar school was donated to the parish by Theresa Ettinger in memory of her late husband. When St. Joseph Grammar School was built, the original school buildings became part of the girls' high school and the Academy was renamed Notre Dame High School. In 1960, Monsignor Alvin P. Wagner demolished the antiquated girls' high school and constructed a new parochial Notre Dame High School. The Sisters of Notre Dame de Namur stayed with the elementary and high schools until 1990.

St. Joseph's Boys High School was founded in 1935 by Fr. Praught and Fr. Joseph Tetzlaff, provincial of the Brothers of Mary (Marianists) on the same city block as the parish, elementary school, and girls' high school. St. Joseph High School was under the direction of the Marianist Brothers for 35 years until their departure in 1970.

In 1983, the Congregation of the Sacred Heart was asked to staff the parish and consolidate the two single-sex high schools, St. Joseph High School and Notre Dame High School into a coeducational high school. The current Saint Joseph Notre Dame High School began in September 1985.

1.2 VISION STATEMENT

Students of Saint Joseph Notre Dame High School will possess the knowledge, skills and Christian values they need to achieve fulfilling personal lives and careers. They will be prepared to exercise leadership roles in their adult lives and foster democratic principles and Christian values of social justice in a diverse and technologically changing society.

1.3 MISSION STATEMENT

Saint Joseph Notre Dame, a Catholic parish high school, provides a dynamic and rigorous college preparatory education. Our faith-filled, diverse, and welcoming community embraces the teachings of Jesus Christ. *We develop confident, open-minded, and effective leaders who are ready to live joyful lives of faith, scholarship, and service.*

1.4 STATEMENT OF PHILOSOPHY

We believe in the value of Catholic Education. In acknowledging parents as the primary educators of their children, Saint Joseph Notre Dame High School builds upon Catholic values, provides quality instruction, fosters a feeling of security and acceptance, and offers opportunities to join a caring community of faith and service. We encourage an atmosphere of respect and understanding for the unique gifts of the whole individual where diversity is valued and each student is made to feel a part of our community. We

recognize the faculty as facilitators of learning and as a faith and role models. We strive to educate students to meet the intellectual, social, physical and ethical challenges of living in a technological and global society.

1.5 INTEGRAL STUDENT OUTCOMES (ISOs)

Saint Joseph Notre Dame High School graduates are:

INSPIRED BY CHRIST to

- Live authentic lives of faith, compassion, and justice
- Act on Gospel values through participation in liturgies, retreats, community service, and ministry to others
- Embrace and foster the spirit of family as the foundation of community

ENGAGED AND CREATIVE SCHOLARS who

- Think critically and creatively
- Apply high-level thinking to solve problems in practical contexts
- Communicate clearly and effectively
- Use technology skillfully and responsibly
- Reflect on their own learning
- Collaborate productively and with purpose
- Pursue higher-education opportunities with tenacity and ambition

MORAL INDIVIDUALS who

- Work and make decisions to foster the physical, emotional, and spiritual well-being of self, family, community, and the wider world
- Respect and value differences among people
- Embrace roles of servant leadership
- Act with wisdom, conviction, and integrity

1.6 CAMPUS MINISTRY

The Campus Ministry department designs activities and opportunities to help students grow in appreciation and understanding of the Gospel message, to meet their pastoral needs and to deepen their spiritual life. The SJND community celebrates liturgies and prayer services in Saint Joseph Basilica, the mission-style parish church that stands on our campus. All students are required to attend liturgies, prayer services, and retreats and to give service to the community as expressions of our school's mission as a Catholic high school.

Retreat Program: The retreat program is an integral part of the Christian formation of SJND; therefore, in each of his or her four years at Saint Joseph Notre Dame High School, all students are required to participate in a retreat as designated by the Campus Ministry department.

- Freshman Retreat is a one-day retreat that focuses on team building within their peers and getting to know one another as new members of the SJND community. The retreat is off campus at a local retreat center.
- Sophomore Immersion Retreat gives students a view of the social mission of the Catholic church as they volunteer at St. Anthony's in the Tenderloin, San Francisco. Students develop awareness of the plight of the poor and the marginalized and respond with compassion and mercy and a determination to work for peace and justice in our society.

- Junior Retreat is an opportunity to bond together as a group and to develop the value of trust and confidence with one another. The main theme of this overnight retreat is for students to learn to trust themselves, their classmates and God.
- Kairos Senior Retreat is a four-day opportunity for students to participate in a meaningful experience of exploration, during which they learn: sharing life together, affirming each other, seeking forgiveness, reflecting on life and faith experience, and participating in communal worship.

Retreats are a powerful tool for high school students to examine the values they develop, as well as their relationships with others and their faith. At SJND, the retreat program is well-regarded, and alumni often return to volunteer on the culminating retreat for seniors, Kairos.

Immersion: Immersion opportunities are designed to develop students' sense of social and personal responsibility, increase their understanding of the conditions that warrant service, and challenge them to recognize their potential as agents of social change. By the students immersing themselves into service, they are truly able to walk away understanding that they can make a positive impact on the world.

Service Learning: We are committed to service learning as a way to incorporate civic responsibility through service into the curriculum. From the beginning days at SJND, students have opportunities to volunteer in the community--at a food bank, at a retirement home, or wherever your spiritual journey and civic commitment takes him or her.

Our Service Learning expectations are:

- To enhance students' learning by enabling them to practice skills and test classroom knowledge through related service experiences in the local community
- Support foundation efforts and collaboration that enhance the community partnerships we serve
- To formatively learn about and acquire the tools through which to challenge and change the inequitable systems and structures of society
- Encourage students to actively seek service opportunities outside of those completed as course projects
- Challenge students to embrace a lifelong commitment to service

1.7 PARENT PARTNERSHIP

The journey for our students at Saint Joseph Notre Dame is ultimately a partnership with our parents. We are committed as a school community to help your sons and daughters discover their potentials and to believe that they are more than capable of achieving every goal they set for themselves. We believe that the Saint Joseph Notre Dame experience will prepare them to make well-informed, moral, and compassionate decisions throughout their lives. We must work together with our students' families in order for the full Saint Joseph Notre Dame experience to come to fruition.

It is crucial that our students' attitudes and behaviors reflect the true value of our school both on and off campus. Our partnership is at the crux of this reality. We must work together in order for Saint Joseph Notre Dame students to continue to grow and learn the integral value of being honest, empathetic, and compassionate. We are all witnesses to this formation.

We believe that our parents have a responsibility to cooperate with school personnel; to work respectfully with school personnel over issues that arise in schedules, academic performance, practice, and any school related activity; to supervise the use of your home as a healthy gathering place for young people when appropriate; to monitor your child's social media usage so that it is positive and reasonable and supports values of our school.

This partnership must be sustained through healthy and honest communication. The Saint Joseph Notre Dame High School faculty and staff are here to facilitate growth, understanding, and leadership. Our

partnership allows this to become reality. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw from the school.

1.8 SCHOOL ENVIRONMENT

Our school campus is a place where students can enjoy outdoor space and nature. We believe that the natural environment must be valued and respected at all times. We recognize the need to protect the natural environment by practicing a sustainable lifestyle and participating in daily activities that support sustainability such as composting and recycling.

CHAPTER 2: ACADEMIC PROGRAMS AND POLICIES

2.1 ADMISSIONS

Statement of Non-Discrimination: The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, color, national and/or ethnic origin, age, sex, or disability in the administration of educational policies, scholarships and loan programs, and athletic and other school-administered programs.

Criteria for Admission: The HSPT placement examination (ability and achievement test) is administered to all prospective freshmen each year. Although academic ability is of paramount importance, admission is based on consideration of a number of characteristics which include: willingness to study, ability, achievement, interview of parents and student with faculty, the recommendation of former teachers and principals, and grammar school achievement, especially in the seventh and eighth grades. Upper-class transfers include the above and an acceptable high school record and will be subject placement tested accordingly.

Accreditation: Saint Joseph Notre Dame is fully accredited by the Western Association of Schools and Colleges (WASC) and the Western Catholic Educational Association (WCEA).

Visiting SJND: Prospective students who have a genuine interest in enrolling at SJND and wish to visit must make arrangements prior to the visit with the Admissions Office. Parents and other visitors must report to the main office to check in and to obtain a visitor's pass which must be worn visibly. California State law forbids outsiders to loiter on or near school property. Violators should be reported to the school office. Students are to discourage any friends from visiting SJND unless it is done officially through the office. Parents will be notified if their students entertain such visitors on or near campus during the school day.

2.2 GRADUATION REQUIREMENTS

To graduate from Saint Joseph Notre Dame High School a student must complete an academic curriculum composed of a total of 280 semester units. Some of these units are prescribed by the school, while others may be selected by students.

Each student will take seven courses per semester. The following is required of all students

Theology	40 units (4 years)
English	40 units (4 years)
Mathematics	30 units (3 years)
Modern Language	20 units* (2 years)

Physical Education	20 units(2 years)
Social Studies	30 units(3 years)
Science	30 units (3 years)
Visual or Performing Arts	20 units (2 years)
Electives	50 units

* 30 units (3 years) are strongly recommended

2.3 COLLEGE ACCEPTANCE COURSE REQUIREMENTS

The following are required by the *University of California* and the *California State University*.

- History/Social Science – Two years are required including one year of world history, cultures, or geography and one year of U.S. History or one half year of U.S. History and one-half year of American government/civics course.
- English – Four years are required of college preparatory English.
- Mathematics – Three years are required through Algebra 2, though four years are recommended.
- Science – Two years of laboratory science including biology and either chemistry OR physics, though three years (including BOTH chemistry and physics) are recommended
- Language (other than English) – two years of the same language other than English, though three years are recommended.
- Visual and Performing Arts – One year of the same art
- College Preparatory Elective Courses – One year or two semesters

More information about college admission requirements from both public and private institutions can be found in the SJND College Counseling Handbook.

2.4 COURSE PLACEMENT AND SELECTION

Beginning in mid-January, all teachers will begin informing their students about AP/Honors-level courses within their department that might be available to students for the next academic school year. Students will be invited to attend the AP/Honors Information meeting, where the Assistant Principal of Academics will inform students about what courses are available, basic details for each course, and the requirements necessary to be considered for each AP/Honors-level course.

Advanced Placement (AP) Classes: Advanced Placement (AP) courses are available to qualified students. Course descriptions and prerequisites are noted in the annual Course Catalog available on the school's website and updated each February. In addition to specific course requirements, the following general policies govern AP courses. Students may be required to take a placement test to earn qualification for enrollment into an AP course. Students enrolled in AP courses are required to attend the annual AP Information Night and may be required to complete summer assignments prior to the start of class. Students who take an AP course must take the AP test administered each spring. Students enrolled in AP courses that fail to earn a 70% for the first quarter may be dropped from the AP class at that time.

Course Request Workshop: During Collaboration in late February, all returning students will attend a workshop where they will receive instructions on how to request courses for the next academic school year, as well as specific information about what courses they should be considering for their next year's schedule. Beginning in early March, all teachers will begin informing students about course offerings, especially elective course offerings, available to students for the next academic school year. At this time,

teachers will provide a preview for students as to what can be expected in the next school year's curriculum. Course requests for the next school year are due into PowerSchool by mid March. These course requests indicate a commitment to enroll in and complete the selected courses, should students be assigned to them. Students may be assigned alternate electives if they cannot be placed in a first-choice class. While the school will make it a priority to assign students to courses they have requested to take, there may be irresolvable scheduling conflicts that will require assignment of Online Accelerated Learning, for which the school will be financially responsible. Final Schedules will be mailed home in early June.

Schedule Changes: Given that the master schedule is built upon course requests, schedule change requests will only be considered if the master schedule can accommodate them. Any requests for schedule changes must be completed during the add/drop period, which is two weeks into the first semester and two weeks into the second semester (for semester-long courses only). A schedule change request will only be reviewed if one of the following has occurred:

- a student has been assigned to the wrong level
- a required course is needed this year
- a prerequisite has not been met
- the same course was previously passed
- a scheduling error has been made (missing periods, double scheduled periods, canceled or newly formed classes).

No teacher or period requests will be granted. Most courses are year-long and students must select all of their courses prior to the start of the school year. Students may not change courses mid-year. Students are not allowed to have "gaps" in their schedules; they must be enrolled in seven periods each semester. Students must continue to attend the courses on their schedule until an official program change has been made and the counselor or APA gives them a new schedule. Students who do not receive an official schedule change before changing classes risk invalidation of an approved change and a failing grade on their transcript.

Course Withdrawals: Students may apply to withdraw from a course up until the first marking period (Q1). The request may or may not be honored. A course withdrawal can only be replaced by an Independent Study course, such as Online Accelerated Learning, which the student/parent is financially responsible for. Drops granted during the add/drop period will not appear on the student's permanent PowerSchool record. Drops granted thereafter and before the end of the first quarter will appear on the student's permanent PowerSchool record with a grade accompanied by a "W" and no credit. A student who drops a course at the end of the first marking period will have a grade recorded on their permanent PowerSchool record for Q1 with no credit. No course withdrawals can occur after the first marking period, Q1.

Level Changes: On occasion, students may need to change the level of the class in which they are enrolled (College Preparatory, Honors, AP). In order to do so, students must:

- Demonstrate that they have completed all assignments and sought additional help from the teacher and/or outside resource
- Initiate a level change discussion with their teacher

After the teacher contacts the parents, the request will be forwarded to the academic chair, counselor, and APA for approval. Level changes can be made during the first quarter of school, Q1. No requests will be granted after the first grading period. Students must remain in class until the level change is officially made.

PE Waivers: Students are required to complete 20 credits of coursework in the Physical Education Department to qualify for graduation. Because many of the PE Department Outcomes can be mastered through participation in SJND-sponsored athletics, students who participate in a Junior Varsity or Varsity-level sport during their 10th-12th grade years at SJND can receive a waiver of up to 10 credits of

the 20 credit requirement for the specific purpose of taking another academic course(s) at SJND. Five units can be waived for each SJND sport per season in which the student participates and fully completes (up to a maximum of ten units).

2.5 STUDENT EXPECTATIONS

In order to be successful, students are expected to consistently demonstrate the following habits of mind (adapted from *College Knowledge* – Conley, 2006):

- Critical thinking, analytic thinking, and problem solving
- Inquisitive natures and interest in taking advantage of educational opportunities
- Willingness to accept critical feedback and to adjust based on such feedback
- Openness to possible failures from time to time
- Ability and desire to cope with challenging and frustrating learning tasks
- Ability to express oneself in writing and orally in a clear and convincing fashion
- Discern the relative importance and credibility of various sources of information
- Draw inferences and reach conclusions independently
- Use technology as a tool to assist the learning process

2.6 GRADING AND REPORT CARDS

Semester Grades: The semester academic marks are the only grades that go on the permanent record (transcript) of each student. The school year is divided into two semesters. Each semester is divided into two reporting periods (called quarters). While quarter grades are reported through PowerSchool, they are only meant to be a mid-term progress indicator. Only final semester grades are considered official, and it is only final semester grades that are included on a student's academic transcript.

Semester grades are intended to indicate the level of course content mastery a student has attained during that term, and they may be calculated in various ways. How a teacher calculates semester grades must be included in that teacher's course information which is made available to students and parents at the start of each course, and must be in line with the department's semester grading policy.

Acceptable methods departments may use to calculate semester grades include the following.

- Departments may use a Total Points system, where the total number of points earned is divided by the total number of points available in order to establish a percentage for the semester.
- Departments may use a system where each quarter and the final exam/assessment are assigned particular percentages of the semester grade. For example, each quarter might be worth 40% of the semester grade, while the final exam/assessment is worth 20% of the semester grade.
- Departments may assign particular categories of grades to be worth certain percentages of the semester grade. For example, homework might be worth 25% of the semester grade, while quizzes might be worth 30% of the semester grade.
- Departments may use a mixed grading system, where both quarters and assignment categories account for particular percentages of the semester grade.
- At no time may a semester final exam/assessment be worth more than 20% of a semester grade.

Methods for calculating semester grades must be approved by the Assistant Principal of Academics prior to implementation. It is the semester grade in each subject that is evaluated for the purpose of college entrance. A student who fails, without a valid reason, to take a scheduled final examination will not be considered to have fulfilled the minimum requirements of the course and therefore may fail the semester.

Grades: Below is an explanation of the grades used at SJND. Students and parents should pay special attention to D and F-grades.

A = (100-90) Excellent. The student must meet the requirements for the marks of “B” and “C” plus the following: Does, in a superior manner, all the work assigned; has sufficient interest and initiative to do supplementary work; gives complete attention in class; keeps an “A” average on tests and gradable assignments.

B = (89-80) Good. The student must meet the requirements for the “C” mark plus the following: Does, in a manner above average, all the work assigned; gives evidence of good study habits; shows an interest in work in addition to the required assignments; shows complete attention in class; keeps a “B” average on tests and gradable assignments.

C = (79-70) Average. The student must meet the following requirements: Completes all of the work assigned; has not yet developed consistency in his/her study habits; concentration in class is inconsistent; keeps a “C” average on tests and gradable assignments.

D = (69-60) Below Average. This grade indicates that the student’s work is below average; incomplete or missing assignments; much of his/her homework is unacceptable; gives evidence of poor study habits; concentration in class is poor; keeps a “D” average on tests and gradable assignments. The student will receive credit for the course; however, s/he may not be eligible to advance to the next course in that subject-area without remediation. A D-grade may jeopardize a student’s eligibility for a four-year college/university without remediation. Thus, students are STRONGLY recommended to remediate D-grades during Summer School. Seniors who earn D or F Grades at the semester must inform the colleges and universities to which they applied. Procedures for reporting vary among institutions. D or F grades may impact eligibility for admissions or result in the cancellation of an offer of admission.

F = (59-0) Failure. This grade indicates that the student has failed the subject. Student has accomplished less than the fundamental minimum essentials for a grade of “D”; keeps an “F” average on tests and gradable assignments. The student will NOT receive credit for the course and is therefore not eligible to advance to the next course in that subject-area without remediation. The student may also become ineligible for a four-year college/university without remediation, thus, students are REQUIRED to remediate F-grades during Summer School in order to graduate. Seniors who earn D or F Grades at the semester must inform the colleges and universities to which they applied. Procedures for reporting vary among institutions. D or F grades may impact eligibility for admissions or result in the cancellation of an offer of admission.

I = Incomplete. Students who have missed 10% of classes in a course may receive a mark of incomplete rather than a letter grade. In the event of an incomplete the student may be granted an extension of two weeks to make up the missing work. It is the responsibility of the student to contact the subject teacher(s) for assignments and make-up work. If at the end of two weeks the assigned work is not completed, then the student will receive an “F” for the marking period.

In determining grade point averages, only semester grades are used (See honor roll for point value computation).

Grade of A	100-94	Grade of C	76-73
Grade of A-	93-90	Grade of C-	72-70
Grade of B+	89-87	Grade of D+	69-67
Grade of B	86-83	Grade of D	66-63
Grade of B-	82-80	Grade of D-	62-60
Grade of C+	79-77	Grade of F	59 and below

PowerSchool

Assignments that will be graded will be posted on PowerSchool no later than 4pm on the day the assignment is given. Homework and quiz grades are posted on PowerSchool within one week of being collected. Quizzes are defined as being shorter than 20 minutes. Test grades are posted to PowerSchool

within two weeks of being collected. Tests are defined as being longer than 20 minutes. Long-term project and essay grades are posted to PowerSchool within three weeks of being collected.

Academic Monitoring and Probation Policy

Saint Joseph Notre Dame High School provides a rigorous college preparatory curriculum that challenges all students to work towards their full academic potential. SJND strives to equip all students with the tools and support necessary for academic success. SJND students are successful when they practice active learning, collaboration, academic integrity, time management, test preparation, and strong study skills. Please refer to the academic monitoring and probation policy below for information about how SJND provides academic support for students who struggle with D or F grades.

Students who have D or F-grades or a GPA of 2.0 and below at the end of a grading period will be formally reviewed by the Academic Review Board. The Academic Review board will review all available grades at the end of each grading period (quarter and semester). The review board is composed of the Principal, Assistant Principal of Academics, the Assistant Principal of Student Life, counselors, and faculty representatives. The review board will determine the probationary status of each student, and whether a student will advance to the next level of academic probation for the following quarter based on the amount of academic progress the student has or has not made during the most recent quarter. The Academic Review Board will make decisions based on the tiered system below:

Academic Monitoring (Level 1)

- Students who are not already on any level of Academic Probation who earn two D-grades, one F-grade, or a GPA of 2.0 at the end of a grading period will be placed on Academic Monitoring for the next quarter.
- Students must complete the next grading period with a GPA above 2.0 and without any D or F-grades in order to be removed from Academic Monitoring.
- Failure to meet the above requirement for removal may move the student to Academic Probation (Level 2).

Academic Probation (Level 2)

- Students who do not make sufficient academic progress while on Academic Monitoring, or receive any combination of three D or F-grades, or two F-grades, or a GPA below 2.0 may be placed on Academic Probation for the next quarter.
- Students on Academic Probation will be restricted to limited involvement in co-curriculars while on Academic Probation.
- Students must complete the next grading period with a GPA above 2.0 and without any D or F-grades in order to be removed from Academic Probation.
- Failure to meet the above requirement for removal may move the student to Strict Academic Probation (Level 3).

Strict Academic Probation (Level 3)

- Students who do not make sufficient academic progress while on Academic Probation may be moved to Strict Academic Probation for the next quarter.
- Students on Strict Academic Probation are ineligible for co-curriculars
- Students must complete the next grading period with a GPA above 2.0 and without any D or F-grades in order to be removed from Strict Academic Probation.
- Failure to meet the above requirement for removal may put the student at risk of dismissal as recommended by the Academic Review Board and determined by the Principal.
- Students who have been placed on Strict Academic Probation for more than one non-consecutive grading period are at risk of dismissal as recommended by the Academic Review Board and determined by the Principal.

Students who earn more than THREE semester F-grades in ANY GIVEN SCHOOL YEAR...

- Are academically ineligible to continue as a student at SJND (regardless of remediation)
- Should consult the Parent/Student Handbook for information about being reconsidered for academic eligibility

Students on Academic Probation (Regular or Strict) will receive the following support services from SJND:

- Increased attention from his/her counselor
- Academic Coaching in the Learning Center (attendance required)
- Referrals to NHS Peer Tutoring

Special Failure Information

1. No student will be readmitted to SJND with an “F” for a semester grade in any subject unless special provisions are made with the Administration. All semester “F” grades must be made up during the school’s Summer Academics program, or at a school-approved alternative. Work from private tutors is not acceptable, and the make-up work may not be postponed until a later time. Any such failing grade or grades must be cleared before a student will be allowed to begin classes for the following year.
2. Any student who receives three (3) semester “F”s (15 credits of scholastic work) must withdraw from SJND. It is to be noted that two semester “F” grades in the same subject count as two “F”s.
3. Applicable to seniors:
 - a. A senior receiving a semester “F” at the end of the first semester will be obligated to make-up the “F” by repeating the course (or the equivalent, or an approved alternative) at an accredited institution outside regular school hours during the second semester. Evidence of having passed the course must be presented to the assistant principal before a graduation diploma will be issued and before the student will be allowed to participate in the Baccalaureate Mass and graduation ceremony.
 - b. Any senior receiving two (2) semester failures for the first semester (no matter what course the failures are in) will be automatically withdrawn from the school unless deemed otherwise by special review.
 - c. No senior receiving one or more semester “F”s at the end of the second semester will be given a diploma until each of those “F”s is made-up by repeating the course (or the equivalent or approved alternative) in summer school. The diploma will be withheld until all coursework is completed and proof of the coursework is submitted to the Assistant Principal of Academics.

Report Cards: Report cards are developed once teachers have finalized his/her grades in PowerSchool. These are mailed home approximately one week after the completion of the quarter or semester. Parents should review the grades and the accompanying comments very carefully, and wherever necessary should contact teachers for conferences. Report cards will be withheld and transcripts not released if tuition or any school fees are in arrears or overdue library books or school equipment have not been returned.

Grades: Grades earned by a student reflect the work and standards performed and demonstrated by that student in a grading period. The teacher’s professional judgment consistent with the school’s and department’s grading policies will be the determined grade of record. If a student believes that a mathematical mistake has been made calculating the grade, the student may bring this to the attention of the teacher within one week of receipt of the report card. If a mathematical error was made, the teacher will correct the grade and report that correction to the Assistant Principal of Academics, who will then change the student’s grade accordingly. However, in the absence of any mistake, or any claim of fraud or form of misrepresentation on the part of the teacher, the grade shall be considered final.

If a teacher does not agree to a change of grade, the parent may appeal to the Assistant Principal of Academics within one week after the meeting with the teacher. The parent must present evidence of

fraud or some form of misrepresentation or bad faith on the part of the teacher in determining the final grade.

Semester Exam Absence: No student may miss semester exams due to a family vacation or other unexcused absence. A student may request to reschedule a final exam only for a medical emergency verified by a doctor's note, or an extraordinary family emergency such as a death in the family. All other requests to reschedule final exams will be denied. If a student misses a final exam due to an unexcused absence, the student will receive academic consequences on the exam as well as disciplinary consequences.

Student-Parent-Teacher Collaboration: Parents are strongly advised to consult with teachers in whose subject the student may be having difficulties. Appointments with these teachers may be made by contacting the teacher during the school day. At that time teachers can clarify what the difficulties of the students may be. Almost all student-teacher questions can be addressed by a conference with the classroom teacher. Whenever a parent has a concern regarding a classroom situation involving their son or daughter, the first contact must always be the classroom teacher. Resolving any concerns at this level is the best form of communication and cooperation in working together for the student's best interest. SJND's counseling staff is also available to help facilitate this collaboration upon request. If there is a need to address any concern in the classroom, the order of contact is:

1. the classroom teacher
2. the program chairperson
3. the Assistant Principal for Academics

Honor Roll: All honors are based upon the student's semester GPA.

The grade point average (GPA) is arrived at by using the following values: A=4 points; B=3; C=2; D=1; F=0; I=0. When the total number of points is determined by addition, the GPA is found by dividing the total points by the total class periods. One quality point is added to the grades of A, B, and C only in honors and Advanced Placement (AP) classes.

An Honor Roll is published after each semester.

High Honors: GPA of 3.75 or higher

Honors: GPA 3.5 or higher

Honors at Graduation: Honors at graduation are earned for the following seven semester cumulative GPAs: Cum Laude for a 3.5 to 3.74; Magna Cum Laude for a 3.75 to 3.89; and Summa Cum Laude for a 3.9 and above.

Summer School Grades: Students may take classes during summer school to improve a D or F grade received during the school year, for example, an Algebra I class to earn the grade to qualify to advance into Geometry. The grade earned in the summer school class will appear on the transcript with the original grade. No extra units of credit will be earned since the units were already earned during the course of the normal school year. If a summer school class is taken to make up an F-grade, then credit for the summer school class will appear on the student's record. Summer school grades are not used in the calculation of a student's cumulative grade point average. In order to clear either a semester D or F grade earned during the school year, a student must earn a final grade of at least C- in the summer school class to be considered passing. This grade of C- is the minimum required passing grade whether the class is through a high school summer program or any online provider approved by SJND. In the case of any online course, both the final exam grade AND the course grade must be a minimum of C- for SJND to accept credit for the course.

No course may be taken for credit without the prior approval and permission of the school (summer school application or concurrent enrollment form). Students who wish to take an approved course at a community college, or at another high school for the purpose of advancing to the next level of a course sequence must do three things:

1. Consult with his/her counselor and receive approval from the program chair affiliated with the course in question;
2. Submit proof of parent/guardian permission;
3. Complete the community college concurrent enrollment form;
4. Pass the class in the community college with the same grade required by SJND to advance.

Online Course Policy: Online Accelerated Learning (OAL) is an independent online learning opportunity for self-motivated and self-directed students wishing to enhance their curriculum with coursework offered through an accredited virtual institution. All learning is facilitated online and students are scheduled in the SJND Miller Library for a specific class time. All curriculum is built by the virtual institution and all assignments, projects, quizzes, tests and final exams will be graded by a virtual teacher. OAL is a Pass/No Pass course. On the final transcript, students will see a P/NP, which SJND determines, AND a final semester letter/percentage grade determined by the virtual teacher. Students' quarter grades are based on their ability to stay on pace in the online course. Students will receive one point recorded in PowerSchool for each week they are on pace. Students must complete all coursework and earn a C- or better in their online course before a final exam can be ordered. Both the final exam grade AND the course grade must be a minimum of C- for SJND to accept credit for the course.

2.7 PROCEDURE FOR ACADEMIC DISMISSAL

Students may be asked to withdraw from the school for the following academic reasons:

- Student receives three or more semester F grades in one academic year
- Students do not meet the requirements for removal from Strict Academic Probation

On a quarterly basis, the Academic Review Board will meet to discuss the status of students on academic probation. If necessary, the review board will make a recommendation regarding the enrollment status of a student and forward that to the Principal. The Principal will make the final decision in all cases. Parents who wish to appeal the decision of the Principal may do so in writing within 24 hours of the initial decision. This letter must present new and compelling information that was not available to the Academic Review Board that might affect the decision. The Principal is the arbiter of any appeal. Beyond the Principal, an appeal may be made to the Pastor of Saint Joseph Parish. A final appeal may be made to the Superintendent of Schools of the Diocese of Oakland.

2.8 ACADEMIC INTEGRITY POLICY

Academic Integrity at SJND

The goal of academic integrity belongs within SJND's larger mission of developing students' character through understanding our responsibility to each other and the integrity with which we present ourselves and our work. Trust among our peers, faculty, and community is integral to the culture of SJND and its academic goal of pursuing excellence in scholarship. Below are outlined the expectations for academic integrity that SJND holds for its students, faculty, staff, and administration in all academic courses.

Intentional Plagiarism

Plagiarism is to use another's work and attribute it to yourself; to use another's product or work and attribute it to yourself, or to present another's unique ideas as your own. (The list below, quoted from the CCU.edu Student Handbook, gives specific examples of intentional plagiarism).

- Submitting someone else's work and representing it as your own
- Copying words (quoting) or ideas (summarizing) from someone else without giving credit
- Intentionally giving incorrect information about the source of a quotation

- Changing words but copying the sentence structure (or paraphrasing) a source without giving credit
- Copying a sufficient number of words or ideas from a source that it makes up the majority of your work
- Copying and pasting Internet content without providing a source
- Splitting up the work on an assignment with another classmate, if the assignment is not designated to be a team assignment
- Copying a computer file (e.g. a program, document, spreadsheet, presentation, database, utility, or another's work product of any description) and representing it as your own work
- Use of your own writing without proper citation (self-plagiarism) in accordance with required writing standards. This includes any material which was submitted and graded for another course. Students may include their own previously prepared work in later courses with the permission of the current course faculty and with appropriate required writing standards.

Cheating and General Dishonesty in Academic Work

Not only limited to plagiarism, academic dishonesty can be other things as well, such as fabrication of the content of your work, cheating or using deception to avoid responsibilities for an assignment or assessment as a way of achieving a higher grade, attaining any assignment or assessment in advance without proper authorization, helping any other student to plagiarize or be academically dishonest by providing unauthorized advance information or giving permission to copy answers or work on an assignment, or attempting to get and/or manipulate school records.

Academic Dishonesty Through Carelessness

Lack of attention to teachers' policies for collaboration with classwork can lead to academic dishonesty. Rushed and sloppy work may result in failure to follow standard citation protocols. Either of these cases can result in unintentional fraud or dishonesty in your academic work. Carelessness about, or ignorance of, policies and protocols is not an excuse.

Knowledge of Another Student's Academic Dishonesty

Students who know about academic dishonesty should make their teacher or administrator aware of said dishonesty. While this is a difficult situation for any student to find themselves in, SJND's academic culture is dependent on mutual trust and respect. Helping stop academic dishonesty will, in the end, be a way we care for and support each other's integrity and academic excellence.

Consequences for violating the Academic Integrity Policy on **assignments**:

1. First offense: Zero on the assignment, Extended Detention including a mandatory lesson on academic integrity, parent contact.
2. Second offense: Zero on the assignment, Weekend Detention, parent contact, Regular Disciplinary Probation.
3. Third offense: Zero on the assignment, suspension from school, Strict Disciplinary Probation.

Beyond three offenses: Discipline Review Committee meeting and possible expulsion

Consequences for violating the Academic Integrity Policy on **assessments**:

1. First offense: Zero on the assessment, Weekend Detention including a mandatory lesson on academic integrity, parent contact.
2. Second offense: Zero on the assessment, suspension from school, Strict Disciplinary Probation.
3. Third offense: Zero on the assessment, suspension from school, Discipline Review Committee meeting, and possible expulsion.

Beyond three offenses: Possible expulsion

Any combination of three or more offenses from either an assignment or an assessment may result in suspension or expulsion.

All violations of this policy are cumulative for the duration of a student's time at Saint Joseph Notre Dame High School.

2.9 TRANSCRIPTS

General Transcript Requests: To request an official transcript, students must complete the "Request for Transcript" form and submit a \$5 fee per transcript. The request may be completed with the Registrar in the Main Office.

Final Transcripts for Graduating Seniors: Unless a transcript was previously requested, seniors are entitled to one transcript free of charge to be sent to a college or professional agency. After that, a fee of \$5 is charged for each additional transcript requested. Please enclose the necessary amount for each transcript if the request is through the mail. No transcripts are automatically mailed. A "Request for Transcript" form must be completed and submitted to the Registrar in the Main Office. The Registrar's Office is open Monday-Friday 9am-2pm. Transcripts are mailed no later than 5 business days after the submission of the "Request for Transcript" form to the Main Office. As above, no transcript of credits will be sent to another school, college or any other professional agency, without a complete settling of school financial accounts and other obligations. Deadlines to submit a final transcript to colleges varies by institution and are required as part of the college enrollment process. Failure to submit final transcripts by the posted deadlines may result in the cancellation of the college enrollment contract.

For more information on requesting transcripts and other school materials as part of the college application process, please refer to the SJND College Counseling Handbook.

Student Withdrawals: Students and parents should notify their counselors as soon as possible when a student's withdrawal from SJND is contemplated. A special withdrawal form must be completed by the parents and the student must participate in an exit interview conducted by the school. School financial accounts and other obligations must be settled before the withdrawal process can be completed.

Transferring from one school to another may affect a student's athletic eligibility under North Coast Section and/or California Interscholastic Federation rules. It is the student's responsibility to address any issues regarding athletic eligibility when they withdraw from SJND.

2.10 STUDENT RECORDS

In 1974, Congress passed the Family Educational Rights and Privacy Act (FERPA). This law gives the student, if he/she is an eligible student, or the student's parents/guardians if the student is not eligible, certain rights regarding student educational records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school.

The law requires that schools: (1) allow the parent or eligible students to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a counselor or social worker, which are not shared with anyone but a substitute for that person; (2) give the parent or eligible student the chance to challenge the records in a hearing to make sure they are not misleading or inaccurate; (3) obtain written permission from the parent or eligible student before revealing the records to other persons; and (4) notify parents or eligible students of their right under the law.

There are some exceptions to rule No. 3 above. School personnel may show or turn over records without permission to: (1) other officials of the same school; (2) officials of another school in which the student seeks or intends to enroll; (3) certain federal, state, and local authorities performing functions authorized by law; (4) individual or organizations in connections with a student's application for receiving financial aid; and (5) court or law-enforcement officials, if the school is given a subpoena or court order.

SJND abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a

court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

In 2012 the state of California passed the Bradford bill (AB 1799) regarding the transfer of student records between high schools. In compliance with AB 1799, upon receiving a written request for the transfer of a student's permanent record (transcripts and immunization records) from a legal parent or guardian, SJND has up to 10 school days following the date the request is received to transfer the records to the public or private school if the student intends to enroll. Written requests for the transfer of student records must be submitted to the registrar.

2.11 GRADUATION

Graduation is a privilege not a right. Twelfth-grade students are considered candidates for graduation only if they have met school graduation requirements; this includes successful academic accomplishments required during a senior's final semester of study. A candidate for graduation may be excluded from participation in the graduation exercises and/or student's diploma may be withheld for reasonable cause. Reasonable cause may be any violation of a school policy that warrants suspension, expulsion, and/or recommended transfer from the school. Diplomas and transcripts may be withheld from students until they or their parents/guardians satisfy financial and/or academic obligations to the school.

2.12 GRADUATION SPEAKERS

Selection of Valedictorian and Salutatorian is made from qualified applicants by the Graduation Committee. Selection of Valedictorian and Salutatorian is based on a number of factors, including academic performance, co-curricular activities, and the content and quality of the submitted speech. Students who have one of the top 10% grade point averages are eligible to submit a Valedictory/Salutary speech for review by the Graduation Committee. The Graduation Committee will review submitted speeches and ask superior candidates to present their speech before the committee, in person. The Graduation Committee is chaired by the Assistant Principal of Student Life.

2.13 COUNSELING DEPARTMENT

The St. Joseph Notre Dame Counseling Department provides a comprehensive, developmentally appropriate program to educate, guide and support our students to help them:

- develop the skills and personal qualities to achieve academic success
- grow spiritually
- maintain good health and personal well-being
- gain awareness of their strengths, talents, interests, and challenges
- learn responsible decision-making skills
- overcome obstacles to progress and healing
- create and maintain healthy, life-affirming personal relationships
- come to experience a sense of belonging as valued members of their respective communities
- find a good match for their life goals and their post graduation plans

We work collaboratively with students, teachers and parents to provide a safe and caring environment. We ensure that the needs of every student are addressed, that students are proactive in advocating for themselves, and that each student's post secondary academic goals are realized.

Counseling services are available to all students in the areas of academic, college, personal and career. Students are assigned a Personal/Academic Counselor as well as a College Counselor. Students with special learning needs are assigned to the Learning Services Counselor. Students are assigned a counselor for all four years. The College Counselor also manages *Naviance*, ACT/SAT registration and the general

admissions process for all students. The Learning Services Counselor will work with students, teachers and parents to help meet the educational needs of students with documented learning differences. Students are seen by their counselor frequently during the school year, particularly those who experience academic difficulty. Counseling appointments may be set up by going directly to the counselor's office, located in San Jose Hall, by phone or email. Parents are also encouraged to contact counselors for assistance as necessary. Spiritual counseling is available through the Campus Ministry Office.

In addition to our individual student planning and responsive services component, the SJND counseling team has designed and implemented a four-year program to address the distinct needs of our student population. Through Counselors in the Classroom (CIC), the counseling team provides social/emotional and college counseling to all grade levels throughout the year. In our direct services to students in the classroom, the counselors provide all students with knowledge and skills appropriate to their developmental level. Through effective collaboration with teachers, we are able to implement a curriculum that is organized to help students acquire, develop, and demonstrate competencies in identified areas of need. The program curriculum has been designed to help realize the SJND Mission Statement and Integral Student Outcomes.

2.14 LIBRARY

The SJND Miller Library is located in the main administration wing adjacent to the Main Office lobby and accessible from the school quad. The Library is available for students to work independently and collaboratively. Students may also reserve the Library's Conference Room for special projects and meetings. The Library is open Monday through Friday, 7:30am to 5:00pm with the exceptions of school holidays, staff meetings, special activities, or other scheduled adjustments.

Print materials may be checked out for 30 days and may be renewed for an additional 30 days with the Librarian's permission. Items checked out within 30 days of the last day of school are due back on the last day of classes. Students are responsible for all materials checked out from the Library and for the replacement of any lost or damaged materials. Students who do not return library materials or pay lost charges by the end of the school year will have their diplomas and transcripts withheld until their account is cleared.

Technical support for the BYOD program is available to students during regular school hours in the Library and by online request through the Library's website found on Launchpad and/or the SJND website. Also through the Library's website, students have 24/7 access to 16 online databases, the Library catalog of print materials and eBooks, and much more for academic and personal research.

Loaner laptops are available for checkout in the Library only if a student's laptop is inoperable. Loaner laptops are due back by 5pm on the same day they are checked out. A student cannot come to the Library during class to check out a laptop.

Behavior Expectations:

- There is absolutely no food or drink (except bottled water) allowed in the Library and Conference Room.
- The use of cell phones is prohibited in the Library during school hours unless the Librarian grants permission
- If you want to listen to music or need to watch something on your device, you must use headphones.
- Students must respect the library space. Throw away any garbage, recycle unneeded papers, return your chair to where it belongs, do not sit or stand on the furniture.

- Students will respect other students in the Library. Students will not yell across the room or annoy students who are working. This means no throwing anything, running, bouncing balls, etc.
- The Conference Room is for academic group work only. There are 6 people MAX allowed in the Conference Room at a time. Students must check out and return all dry erase markers to the Librarian.
- Textbooks, magazines, newspapers, reference books, and reserved materials do not leave the Library. Students can make copies of or use these materials in the Library and Conference Room only.
- All belongings left behind in the Library and Conference Room will be given to the Main Office at 5pm each day and available for pick up there the next day.

Failure to comply with these rules will result in disciplinary action.

2.15 FIELD TRIPS

From time to time, teachers or counselors may schedule field trips or other off-campus activities for their students. In all instances parent permission is required. Students will be permitted to attend all academic course-related field trips or any field trip not associated with an academic course only if they are in good academic and disciplinary standing with the school at the time of the trip.

These guidelines do not apply to students attending a school-required retreat as a retreatant, but they do apply to all other retreat-related activities (i.e. serving as a retreat leader). Students who do not qualify to participate in a field trip for the aforementioned reasons may be removed from the activity. Additionally, students may not participate in any off-campus activity unless parent/guardian permission is provided using school-authorized forms at least 24 hours prior to the start of the activity.

A parent-generated note or a verbal permission will not be accepted as substitutes for the official permission form. Transportation on all off-campus activities will be provided by public transportation, chartered bus or adult drivers (parents or faculty). Students are not permitted to drive themselves or other students. Adult drivers must register with the school's office by providing a copy of their current driver's license and proof of insurance. Unless otherwise instructed, students are to report to class prior to leaving on an off-campus trip or activity.

2.16 SJND Return-to-Learn Concussion Policy

What is Return-to-Learn? Following a concussion, students may have difficulties with short- and long-term memory, concentration and organization. They will require rest while recovering from injury (e.g., avoid reading, texting, video games, loud movies), and may even need to stay home from school for a few days. As they return to school, there may be a need for learning accommodations as recommended by a doctor and approved by the school. Please visit the CIF website (cifstate.org) for more information on Return-to-Learn.

Students under a doctor's care for head injuries will follow the protocol for "Return-to-Learn." The protocol parallels the "Return-to-Play" for student athletes and is guided by the recommendations given by the student's medical doctor. While SJND is generally able to make reasonable accommodations while students heal from injury, there may be accommodations that the school cannot make because they will impact the acquisition of skills necessary for mastery of a course. For example, most missed assignments and assessments will need to be made up according to a flexible timeline. In the event that the school cannot make the accommodations recommended by the student's doctor, the counselor, parent and Assistant Principal of Academics will meet to determine educational options outside of SJND.

SJND has created a Return to Learn program for any student who has suffered a concussion. This protocol is aligned with SJND's Athletic "Return-to-Play" program.

Below are the steps to follow if a student suffers a concussion:

1. Schedule a doctor's visit to determine the diagnosis. The doctor's diagnosis should include a note stating physical and cognitive status.
2. Give a copy of the doctor's formal report to the student's counselor.

* If you are an athlete that has been referred to a doctor by an athletic trainer due to sustaining a possible concussion, please refer to the athletic section of the student/parent handbook for more information on "Return-to-Play" (Section 7.4).

Phase 1: no school, full cognitive rest

Phase 2: attend school for half days, with school-approved accommodations

Phase 3: attend school for full days, with school-approved accommodations

Phase 4: attend school for full days, without school-approved accommodations

Phase 5: full return to school and extracurricular activities (must be cleared by doctor and if student is participating in SJND athletics must also complete SJND Return to Play protocols)

In order to receive school-approved accommodations, students must provide formal medical documentation that identifies and supports the need. Accommodations can only be granted if they do not impact the acquisition of skills necessary for mastery of a course.

CHAPTER 3: ATTENDANCE

3.1 ATTENDANCE

Regular daily attendance is expected of students who attend Saint Joseph Notre Dame. A student is absent if he/she is not in the classroom after 15 minutes of the period have passed, unless a student enters with an approved pass.

3.2 ABSENCES

Absence: If a student is to be absent for any reason, a parent must telephone the school (510-523-1526) or email (attendance@sjnd.org) before 8:45 a.m. on each morning of the absence. All absences, including late morning tardies and any early dismissals, are subject to verification contact with a parent or guardian. If the absence is foreseeable, such as in the case of college visits, an *Absence Request Form* must be submitted to the Dean of Students at least 10 days prior to the absence. Submitting this form ahead of time allows the teachers and school to prepare for the absence but does not excuse it unless it meets the criteria for an "excused absence."

Regular Excused Absence: An absence is considered excused only for the following reasons: illness of the student, serious illness or death in the family, medical or dental appointments (verification note by doctor required), court appearance, reason due to religious beliefs, or extraordinary circumstance that school administration would deem adequate. Students who are absent for more than 3 consecutive days must provide documentation from a doctor/physician. It is the responsibility of the student to make up all work missed. Students have one school day per day of school absence, up to a maximum of one week, to make up any missed assignments. Exceptions must be approved by the Assistant Principal of Academics.

College Visits: Defined as an absence resulting from a junior or senior traveling to college or university that is located a significant distance from the Bay Area, as to require an absence from school. College visits will only be approved for juniors and seniors where a student is traveling in the company of his or her parent or legal guardian. The student's parent or guardian should complete the *Absence Request Form* and receive the approval of the Dean of Students at least ten days prior to the first day of the anticipated absence. After the Dean reviews the form, it must be signed by all of the student's teachers and returned to the Main Office. Approval of an absence request in this category entitles the student to receive advanced assignments covering the period of the anticipated absence. The student must be prepared to

turn in homework assignments and graded work missed upon return and be prepared to take make-up test within five (5) days of his/her return to school. Teachers may not be expected to provide tutorial assistance for material covered during the student's absence.

Activity Absence: Any student who wishes to participate in a non-Saint Joseph Notre Dame activity that occurs during the school day, including non-Saint Joseph Notre Dame sports events and college sports tryouts, must fill out an Absence Request Form at least 10 days prior to the event. The absence will be recorded as either Excused or Unexcused, depending on the approval of the administration.

Service/Programmatic Absences: Defined as an absence resulting from a student's service to the community or participation in National/International programs (such as the model UN, Speech and Debate Championships or other academic competitions). Service/Programmatic absences will only be approved for the instances where a student is traveling in the company of his or her parent or legal guardian. The student's parent or guardian should complete the *Absence Request Form* and receive the approval of the Dean of Students at least ten days prior to the first day of the anticipated absence. After the Dean reviews the form, it must be signed by all of the student's teachers and returned to the Main Office. Approval of an absence request in this category entitles the student to receive advanced assignments covering the period of the anticipated absence. The student must be prepared to turn in homework assignments and graded work upon return and be prepared to take make-up test within five (5) days of his/her return to school. Teachers may not be expected to provide tutorial assistance for material covered during the student's absence.

Unexcused Absence: Absences that have the consent of a parent or guardian but do not meet the criteria for Regularly Excused Absences, College Visit Absences, Activity Absences or Service/Programmatic Absences. Teachers are not obligated to accept make-up work for unexcused absences.

Excessive Absence: Students who miss school for reasons such as, but not limited to, family vacation, frequent early dismissals, or frequent excused absences hamper their education. (See excused and unexcused absences noted above.) The school reserves the right to deny credit for any class in which a student has missed 10% of classes. Consequences for excessive absences from school may include not only denial of credit but also placement on disciplinary probation. Note the school's policy refers to classes rather than days.

Absences and Athletic/Co-curricular Activities: Students are to be in attendance at school the day of any day or evening co-curricular or athletic event if they plan to attend or participate (as a team member) or the day before if the event or game falls on a holiday or weekend. Students who miss more than one class period on the day of their activity (or the day before the activity if the event or game falls on a holiday or weekend) will be unable to participate in said activity unless otherwise approved by the administration.

3.3 EARLY DISMISSAL

A student must bring a note signed by a parent or guardian stating the reasons and the time he/she is to leave school. This note should be presented to the office before the start of school on the day of the early dismissal, and an Early Dismissal slip will be issued. This slip should be presented to the teacher whose class the student will be leaving. Appointments with doctors, dentists, etc. should be made for times outside of school hours if at all possible.

3.4 ILLNESS

A student who is too ill to remain in class should notify the teacher. The teacher will send the student to the office accompanied by another student. The Main Office will call a parent/guardian to pick up the student.

In accordance with Center for Disease Control policy, any student who is ill with a fever *must remain at home for an additional 24 hours after the fever returns to normal*. Students who return to school before the 24 hours has passed will be required to return home by the parent/guardian.

3.5 MEDICAL EXCUSE FOR PHYSICAL EDUCATION

A student who is unable to fully participate in Physical Education class must bring a note from a physician to their Physical Education teacher. A student who does not complete the specified activities may be denied credit for that course.

3.6 OFF-CAMPUS PERMISSION

Since the school is legally responsible for students, a student may not leave the school during regular school hours with the prior knowledge of the student's parents or guardian. Leaving school grounds without permission will warrant an Extended Detention. Seniors may be granted off-campus lunch as a senior privilege.

3.7 CUTTING

Cutting or truancy is defined as any absence from school/class without the knowledge and consent of parents/guardians or the school. Cutting may result in no academic credit being given for work missed, plus an appropriate disciplinary action.

3.8 TARDY

Students are expected to be on time for the start of school, homeroom, and for all classes during the school day. A student is tardy if he/she is not in the classroom when the bell rings, unless the student enters with an approved pass. All tardies are recorded and become part of the student's permanent record. All tardies to school are unexcused unless the tardy is due to illness of the student, serious illness or death in the family, medical or dental appointments (verified by a note from a doctor), court appearance, or extraordinary circumstance deemed by school administration as adequate. These excused tardies require a note.

1. Students who are more than five (5) minutes late to school must report to the office.
2. Five (5) unexcused tardies to any class in a semester will result in an after school detention assigned by the Dean of Students. A seventh (7th) tardy to class in a semester will result in a call to the parent(s) and an Extended Detention assigned by the Dean of Students.
3. Students who are tardy to school or class ten (10) times in a semester will be placed on Regular Disciplinary Probation. Continued tardies to school or class may result in the student being placed on Strict Disciplinary Probation, which includes the loss of privileges to attend or participate in school sponsored social or athletic events.
4. If a student leaves a class without permission or leaves for longer than deemed necessary without permission of the teacher, it will be deemed a cut and the student will be disciplined appropriately.

3.9 IMMUNIZATION

No student may be admitted to Saint Joseph Notre Dame unless he or she has been immunized according to California immunization requirements. Students must have a completed *California Immunization Form* filed with the Main Office. Students who do not have a completed form filed with the Main Office will be sent home.

3.10 PHYSICAL EXAMINATION

Entering freshman and new students must file a report of physical examination dated after July of that school year with the school office. Students who play sports or enroll in Physical Education classes must file a report of a current physical examination each year with the Athletic Director to be eligible to participate.

CHAPTER 4: NORMS OF STUDENT CONDUCT

As members of a Christian community, all of our actions and behavior should reflect Gospel values of love and respect for ourselves and for each member of the Saint Joseph Notre Dame community. Saint Joseph Notre Dame supports all our students with respect and dignity; the values of mercy, inclusion and compassion need to be included in our response to unique realities. We want to provide the most supportive school environment possible for all students. Consequently, we call all students to hold the commandment that we love God and our neighbor as the fundamental value of our community, treating each other at all times with kindness, respect, and compassion.

We expect our students to uphold Saint Joseph Notre Dame values at all times, on and off campus and will be held responsible for any action that varies from our philosophy. This includes on and off campus school sponsored functions, events sponsored by other schools, and throughout the community. Students are liable for discipline for off campus activities that conflict with school policies and values. Any student who is determined to be in violation of our school policies will be assigned appropriate consequences.

The administration reserves the right to question any student in matters of discipline or violation of school rules without prior notice to student(s) or parent(s). If a student fails to be honest and lies to the faculty or administration, especially during a disciplinary investigation, he/she may be liable for immediate dismissal.

4.1 GENERAL RULES AND POLICIES

Bullying and CyberBullying: Every person has a right to his or her own dignity and individuality. Thus, any student who harasses, bullies or demeans another person, in any manner or by whatever means, is subject to appropriate corrective action. Saint Joseph Notre Dame is aware of the growing prevalence of the use of electronic communication for harassment and bullying, and considers such “cyber bullying” a clear violation of the dignity to which each person is entitled. Types of bullying and the consequences for engaging in these activities are discussed in section 4.8.

Damaging of School or Outside Property: Students must respect the property of the school and of others. Any Saint Joseph Notre Dame student who destroys or damages school property, student property or property of others outside the school will be disciplined appropriately. A police report may be necessary. The student and/or parent will be responsible for the cost of repair or replacement.

Theft: Any student who steals from the school, from another student, or from the community will be disciplined appropriately. The Dean of Students will gather information, including statements from all individuals involved and will work with the administration to determine the proper consequences.

Food and Drink: Notre Dame Hall is open for food and beverages at morning break and lunchtime. Food and drink are to be confined to break and lunch. No beverages or food are permitted in classrooms or buildings unless permission is granted. Gum chewing is **NOT** allowed anywhere on school property or school events.

Inappropriate Affection: Relationships between students should be expressions of respect and dignity to which each is entitled. Inappropriate displays of affection between students are not permitted. Staff will correct students who make inappropriate displays of affection. Repeated excessive displays will be referred to counselors and the Dean of Students.

Littering: Students are to keep Notre Dame Hall, classrooms, hallways, bathrooms and school grounds clean. Trash is to be placed in the proper waste containers. Common courtesy and respect dictates that students do their part to keep Saint Joseph Notre Dame and the surrounding residential and parish vicinities clean, neat and orderly. Littering can result in detention and/or trash clean-up assignment.

Lockers and Desks: Lockers and desks are the property of the school. The school is a co-tenant of all lockers and desks and reserves the right to search them at anytime without notice. All students must have locks approved by the school. Lockers must be kept locked when not in use. Neither locker combinations nor lockers are to be shared with other students. Damaged lockers or inoperable locks are to be reported immediately to the Dean of Students. Students are personally responsible for maintaining their lockers. No stickers, signs or writing are to appear on the face of the locker.

Lost and Found: The school is not responsible for lost or stolen items. Students should be extremely careful with backpacks, handbags, cell phones, laptops and wallets and not bring large amounts of money to school. Lost or found articles are to be reported to the Main Office as soon as possible. Articles, if found, may be recovered in the Main Office. Items brought to the lost and found that are not collected are disposed of at the end of each quarter.

School Facilities: There is no faculty supervision of the campus before 8:00 a.m. and after 3:30 p.m. For legal reasons, individual students or groups of students may not use the school facilities without prior approval by the Administration.

Visiting Other Campuses: California State law prohibits any student from entering the campus of another school while it is in session without the knowledge and approval of school officials. Students will be subject to disciplinary action if they are on the campus of another school without the expressed permission of the school's officials.

4.2 DETENTIONS

To underscore the importance of school rules and regulations and to assure their compliance, detention is held twice a week for 45 minutes and is monitored by the Dean of Students. Detentions are usually assigned for the following reasons:

1. Failure to observe school rules and regulations.
2. Tardiness to school and to classes.
3. Failure to comply with the classroom teacher's detention policy as part of the stated behavioral expectations for the class.
4. Violations of the dress and grooming policy.
5. Failure to sign up for collaboration.
6. Other infractions for which the Dean of Students deems detention to be an appropriate consequence.

Students who have received a Detention Notice must report to the designated detention room 10 minutes after school on the day indicated on the notice. Students are not automatically excused from detention for athletic games, matches, meets, practices, rehearsals or other co-curricular activities. In the case of an early dismissal from school, it is the student's responsibility to make arrangements with the Dean of Students to serve the detention the next day that detention is held.

Failure to report for detention will result in an Extended Detention assigned. Failure to attend a second Extended Detention will result in a Weekend Detention. More than 7 detentions or 2 Weekend Detentions in a semester may place a student on Regular Disciplinary Probation or may require a hearing before the Disciplinary Review Board.

4.3 EXTENDED DETENTIONS

Students who fail to report to detention will attend the weekly extended detention for an hour and fifteen minutes where students may serve our school community through service and education. Extended detention will occur after school and assigned by the Dean of Students.

4.4 WEEKEND DETENTIONS

Weekend Detention: Weekend Detentions are assigned by the Dean of Students for more serious infractions of school policy. They are scheduled once a month and usually occur on the weekend. If a student arrives late, he or she will not be admitted and may be assigned an additional Weekend Detention.

4.5 PROBATION

Regular Probation: The consequences of regular probation will include loss of participation in school co-curricular activities for 8 weeks after the probation is assigned. If applicable, other consequences may be assigned as deemed appropriate by the Dean of Students. A student will be placed on Regular Disciplinary Probation for the following reasons:

1. More than 10 tardies to school or 8 tardies within the school day, in a semester.
2. More than 7 behavioral detentions in a semester.
3. More than 2 Weekend Detentions in a semester.
4. Any disciplinary violation which warrants probation.

Students may appeal the terms of Regular Probation by writing a letter to the administration.

Suspended Probation: If a student appeals Regular Probation and the appeal is granted, the student is placed on Suspended Probation. If the specified terms of this probation are violated, the student will move to Regular Probation for the time period indicated.

Strict Disciplinary Probation: The consequences of Strict Disciplinary Probation will automatically include the student's loss of eligibility to participate in school activities, including but not limited to, athletics, Campus Life Team, Campus Ministry, clubs, all senior privileges (if the student is a senior), and on and off campus events for 12 weeks. Certain serious infractions of school policy or violation of the terms of strict probation could lead to expulsion from Saint Joseph Notre Dame. Strict Disciplinary Probation is warranted for the following consequences:

1. Any violation of the terms of Regular Probation.
2. A serious disciplinary infraction.

Any violation of the terms of Strict Disciplinary Probation will require a Discipline Review Committee.

4.6 SUSPENSION AND EXPULSION

Suspension: Suspension is a temporary removal of a student from the student body and the loss of student body privileges including attending and/or participating in school activities. In all cases of suspension, parents or guardians will be notified by phone and in writing. No student shall be suspended from school for more than five (5) school days at a time. Unless the severity of the offense precludes it, the student shall have the opportunity to make up work missed during the suspension. The student must report to the Main Office at the start of the school day and must leave campus at the end of school. Students are not allowed to be on campus after school hours. The parents or guardians must meet with school officials before the student can be reinstated to school.

Expulsion: Expulsion is the permanent removal of a student from the student body. This is an extreme but sometimes necessary disciplinary measure for the common good.

Causes for Suspension and/or Expulsion:

The possible disciplinary causes leading to suspension and disciplinary probation are:

1. Truancy

2. Theft
3. Unexcused absences (cutting) from class or school property during the school day
4. Continued and willful disobedience and/or disrespect
5. Forging and/or using forged notes, passes, excuses or school documents
6. Smoking or possessing tobacco or marijuana or using smokeless tobacco.
7. Persistent violations of dress and grooming regulations
8. Habitual profanity or vulgarity
9. Violation of regular disciplinary probation
10. Excessive absences and/or tardies to school or class
11. Fighting
12. Violation of Academic Integrity Policy
13. Failure to comply with detention policy
14. Harassment, bullying, cyber-bullying (including name-calling), or use of slurs (racial, sexual, etc.) toward other students, school employees or volunteers
15. Making disparaging statements concerning a student, school employee or volunteer in-person, writing or verbally, whether at school or away from the school campus
16. Disruption of educational process
17. Violation of Technology Acceptable Use Policy
18. Violation of driving and parking policy

Possible disciplinary causes for expulsion may include the following, but are not limited to these examples:

1. Hazing
2. Use, sale, distribution or possession of any narcotics, dangerous drugs, drug paraphernalia, harmful substances or alcohol on the school campus, on the way to and from school, or, on the way to and from school-sponsored events, or at school-sponsored events. This includes being under the influence of narcotics, dangerous drugs, harmful substances or alcohol.
3. Willfully cutting, defacing or otherwise damaging in any way, any property, real or personal, belonging to the school or to other persons, (including school personnel, volunteers, and students).
4. Use or possession of and/or assault with a deadly weapon and/or any object which can be used to cause harm to another.
5. Assault or battery, or any threat of force or violence directed toward anyone (including school personnel, volunteers, and students).
6. Open, persistent defiance of the authority of a school employee.
7. Noncompliance with the conditions of disciplinary probation.

Some offenses, which may not be directly school-related, are reasons for suspension or expulsion.

1. Violations of the law, whether as an individual or as a member of a group.
2. Actions or attitudes directly contrary to the mission of SJND.

The non-disciplinary causes for suspension and/or expulsion:

1. Non-compliance with academic requirements as published by the school and implemented by the Assistant Principal of Academics.
2. Uncooperative or disruptive attitude of parents or guardians.
3. Failure to fulfill tuition and other financial obligations according to Contract of Financial Responsibility.
4. Failure to return complete/current emergency cards, health records or immunization records before opening of school.

*These are some examples of incidents which may warrant Probation, Suspension, or Expulsion. The Administration will assign consequence(s) deemed appropriate for any specific behavior.

4.7 DISCIPLINE REVIEW COMMITTEE

We believe that it is important to give our students the room to learn from mistakes and grow as individuals within the Saint Joseph Notre Dame Community. When a student has committed a serious action deemed expellable, has multiple infractions or has been on probation multiple times the student may be immediately expelled, suspended from school, or have a hearing scheduled before the Discipline Review Committee. In the event of a hearing, the students and parent(s) will receive the Process and Procedure.

The Discipline Review Committee is made up of a panel of faculty and administrative members. The student and the parent/guardian of the student must be present at this meeting together. Only the parent/guardian of the student will be allowed to attend this meeting; no proxies or other representatives will be allowed. The committee will not meet with the student if the parent/guardian of the student are not in the room with the student.

4.8 REPORTING DISCIPLINARY ACTION TO COLLEGES

Upon direct request from the colleges for information pertaining to a student's discipline record, the student must honestly and fully disclose if she or he has been subject to a disciplinary response, including, but not limited to, probation, suspension, dismissal or withdrawal from the school. Upon direct request from the colleges for information pertaining to a student's discipline record, Saint Joseph Notre Dame High School will honestly and fully disclose if a student has been subject to a disciplinary response, including, but not limited to, probation, suspension, dismissal or withdrawal from the school. The student should work closely with the college counselor to ensure that both are responding in a consistent and thoughtful manner.

If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an intent to register. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the student's personal/academic counselor will notify the colleges in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

4.9 HARASSMENT POLICY

Saint Joseph Notre Dame affirms the Christian dignity of every individual. It is the policy of Saint Joseph Notre Dame to provide an educational environment in which all students, all employees, and all volunteers, including all associated with Saint Joseph Elementary School and Saint Joseph Parish, are treated with respect and dignity. Harassment is defined as any form of behavior that violates the dignity of an individual or a group of people. Students should be allowed to learn and teachers to teach in an environment free from harassment or behavior which may be offensive. Harassment in any form is counter to the philosophy and mission of Saint Joseph Notre Dame and will not be tolerated. Federal, state and local law further prohibits harassment. The school, then, will treat allegations of harassment seriously and will review and investigate such allegations promptly, confidentially and thoroughly.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or sexual orientation. Harassment can involve any student, any employee or any volunteer of Saint Joseph

Notre Dame; it may be contact that involves student-to-student, employee/volunteer to student, or student to employee/volunteer incidents. It includes, but is not limited to, any of all of the following:

1. Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person; hazing, bullying, teasing.
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
3. Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawing, gestures.
4. Inappropriate Sexual Behavior: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Every effort shall be made to protect the privacy of parties involved in any complaint of harassment. Files pertaining to complaints are confidential and will be discussed only when necessary for the investigations and/or resolution of the matter.

When assigning consequences, all violations of this policy are viewed cumulatively for the duration of a student's tenure at Saint Joseph Notre Dame High School.

Complaint Filing and Investigation Procedures: The following procedures must be followed for filing and investigating a harassment claim of any kind:

1. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop.
2. If students do not feel comfortable confronting the person(s) or the situation is not resolved by the above action, they shall direct their complaint to a school counselor or directly to the Dean of Students. Every effort shall be made to respond promptly to any complaint.
3. The Dean of Students and/or the Assistant Principal for Student Life shall interview and obtain written statements from all parties involved in the complaint or named in the complaint as witnesses able to corroborate information.
4. After the Dean of Students determines that the conduct complained of rises to the level of harassment, the student(s) may be subject to disciplinary action, including but not limited to verbal reprimand, suspension, disciplinary probation, and/or expulsion.
5. Both parties have the right to appeal the decision of the Discipline Review Committee to the Principal within a specified period of time. The principal will review the facts and circumstances of the case and make a determination based on his findings or reinstate the recommendation of the Review Board.

4.10 BULLYING

All students must feel safe both physically and emotionally at all times throughout the academic day. Bullying may include but is not limited to comments regarding race, appearance, or sexual orientation and is not tolerated in our school community. Saint Joseph Notre Dame High School defines bullying as any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (texting, "subtweeting," site postings, photos, or video-"cyberbullying"). Any behavior that has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile, or offensive educational environment is considered bullying:

1. **Physical bullying:** when a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching or holding the down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.
2. **Verbal bullying:** when a student uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, eye-rolling and spitting.

3. **Relational bullying:** when students disrupt another student's peer relationships through leaving them out, gossiping, whispering and spreading rumors.
4. **Cyberbullying:** refers to the use of electronic devices to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages and media sexting and spreading destructive rumors. The school reserves the right to access information on electronic devices such as smartphones and computers as well as Internet accounts (email and social media etc.).

4.11 SUBSTANCE USE AND ABUSE POLICY

It is the intent of Saint Joseph Notre Dame High School, in concert with its stated philosophy and mission, to keep its students free from narcotics, dangerous drugs, drug paraphernalia, alcohol and other harmful substances. We strive to keep our campus safe and free from any harmful substances. The policy relating to such abuses is designed to be preventative in nature and is intended to help any member of the school community having problems with alcohol and other drugs.

California laws concerning adolescent and adult responsibility in relationship to the use of drugs and alcohol by minors are very specific with serious consequences. No person with a medical marijuana card may use marijuana on school property. California's medical marijuana laws, as well as school policy, prohibit the use of marijuana in, or within 1000 feet of a school.

Drug-Free Campus: In order to maintain a safe, drug-free community, Saint Joseph Notre Dame High School contracts with a professional detection canine group to ensure that our campus is free of illegal substances. The trained canines detect the odor of contraband items such as alcohol, drugs, and explosive materials. Inspections will take place randomly throughout the school year.

Saint Joseph Notre Dame students and parents alike must be aware that any of the following offenses and or actions contrary to the standards of the Saint Joseph Notre Dame community committed by students under the jurisdiction of the school, on or off campus, are reasons for suspension or expulsion.

Any student suspected of being under the influence or in possession of alcohol, drug paraphernalia, or drugs at any point on or off campus or at a school related activity, will be removed from the class or activity and be detained by the Dean of Students or the administrator or teacher-in-charge. The Dean will notify the parent(s) or guardian(s) and will release the student only to a parent or legal adult guardian after notification. An investigation by the Dean of Students will take place in a timely fashion thereafter to determine if further action is warranted as described above.

In any of the instances discussed below, the principal or administrative delegate shall determine whether law enforcement officers should be notified. If such notification occurs, the parent(s) or legal guardian(s) or emergency card designee(s) will be notified.

The following chemical substance policy will cover all school activities on and off of the campus, school functions, or times and places involving the school:

- Possession or use of narcotics, dangerous drugs, drug paraphernalia, alcohol or other harmful substances by a student may result in suspension or expulsion.
- Students found to have sold, intended to buy or sell, distribute, receive or exchange drugs or controlled substances will be expelled.
- Saint Joseph Notre Dame High School may require and conduct drug or alcohol testing of any individual who, in the professional opinion of the administration, exhibits behaviors consistent with use of alcohol or illegal drugs, or who has previously failed a school administered drug test or admitted to prior use. When a student is suspected of such use, the student may be screened or breathalyzed and, if necessary, referred for treatment in the community.

All teachers, staff and counselors at Saint Joseph Notre Dame High School will support students dealing with substance abuse issues. No student who seeks assistance from the counseling departments or who is

referred to the counseling department by a teacher or staff member regarding a substance abuse problem will be subject to discipline, provided that student must not be under the influence of any substances when requesting assistance, or referred for assistance.

4.12 SEARCH AND SEIZURE POLICY

To maintain order and discipline in school, protect the safety and welfare of students, and promote the educational environment, school authorities may, without a search warrant, search a student, a student's backpack, other bags and possessions, or car based upon a reasonable suspicion that the student has unauthorized or illegal contraband. School authorities may also seize such items discovered in the search. Possession of unauthorized or illegal items will be grounds for disciplinary action and may be grounds for reporting to the local law enforcement agency.

Saint Joseph Notre Dame reserves the right to confiscate and to search all student electronic devices (including cell phones and laptops) that are brought onto campus as part of an investigation or to ensure compliance with the Responsible Use Policy. Students in violation of the Responsible Use Policy are subject to disciplinary action, confiscation of the device and removal of content. In the event of confiscation, completion of class work remains the responsibility of the student.

CHAPTER 5: DRESS AND GROOMING POLICY

At Saint Joseph Notre Dame High School, we strongly believe in a tradition of excellence that includes dress and grooming standards. We feel that this policy allows us to create an atmosphere that is conducive to learning and ultimately allows our students to grow into respectful and responsible leaders in our community. The purpose of a dress code is as follows:

- To ensure a safe school community, where our students easily identifiable
- To ensure an effective educational environment, focused mainly on learning
- To maintain favorable school representation and promote a positive, dignified image to the greater community
- To assist students in developing pride, unity, and self-respect
- To promote fairness, consistency, and social equalization

5.1 POLICY ENFORCEMENT

It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school and school-sponsored activities. Parents/guardians are to ensure that their child regularly follows conventional standards for personal hygiene. All members of the school community are expected to support compliance with the dress and grooming policy. The Dean of Students and/or Assistant Principal of Student Life have the final decision on the appropriateness of dress and grooming. If there is any doubt about these regulations, consult the Dean of Students about the style of grooming or the purchase of questionable clothing or footwear.

Consequences for any student who violates the dress and grooming policy at any time during the school day are the following:

- All dress and grooming violations will carry an automatic detention. If a student continues to violate the dress code policy, he/she will receive an Extended or Weekend Detention.

- Students who are out of dress code may be provided with a proper uniform if said clothing is available and will be assigned a detention.
- Students must always dress according to the school guidelines; clothing may not have any logos, designs, or wording that advertises or promotes inappropriate or illegal behavior.

5.2 DRESS CODE GUIDELINES

School Colors are white, royal blue, navy blue, orange, gray and black.

Approved school vendors are Land's End Uniform store and Dennis Uniform.

Pants/Shorts: Land's End Uniform, Dennis Uniform, *Dockers*, or *Dickie's* slacks and shorts in navy blue or khaki are the only acceptable pants. Pants cannot have pockets below the hips. Uniform pants must be worn at the waist (not at the hips), and must be properly fitted and clean. Pants cannot be frayed, torn, or patched. Pants or shorts that fit too tightly are not allowed. Shorts may not be too short (more than 3 inches above the knee) or too long (below the knee). Denim bottoms are not allowed.

Skirts: Land's End Uniform, Dennis Uniform, *Dickies*, or *Dockers* skirts in navy blue or gray are the only acceptable uniform skirts for women. The uniform skirt must be of medium length (no shorter than 3 inches above the knee). Shorts worn under the skirt are strongly encouraged and may not be visible below the hemline.

Shirts: Only the school-authorized standard polo shirt (short or long sleeve) with a Saint Joseph Notre Dame logo can be worn. The polo must be of a size appropriate to the wearer. Longer shirts must be tucked in. Saint Joseph Notre Dame polo shirts issued by athletic teams, honor societies, and school-approved organizations may be worn by current participants and members in place of the regular Saint Joseph Notre Dame logo polo shirt. **A Saint Joseph Notre Dame polo must be worn at all times.**

Sweatshirts: Sweatshirts must be either Saint Joseph Notre Dame sweatshirts, or a solid school color (white, royal blue, navy blue, orange, gray and black). All logos or designs may not be bigger than 5 inches. University and college sweatshirts may be worn by seniors only, starting in the second semester.

Socks and Tights: Must be deemed appropriate.

Sweaters: Sweaters in v-neck, crewneck, or cardigan design in solid school colors (white, royal blue, navy blue, orange, gray and black) are allowed.

Shoes: Shoes cannot compromise student safety in an emergency. Shoes must be close-toed and have a back strap, with an identifiable sole. Athletic shoes or plain dress shoes are acceptable as footwear. For safety reasons, high heels taller than 3 inches and slippers are not allowed at any time. The Dean of Students shall have the final decision on the safety and appropriateness of shoes.

Hats: Stretched knit hats (beanies) and caps are allowed outdoors only. Hats may never be worn indoors.

Other: As the weather dictates, woolen scarves, gloves and mittens, in solid school colors, may be worn outdoors. The hoods of hooded sweatshirts may not be worn indoors. Dark glasses may be worn only outdoors; they may not be worn indoors on any part of the head or neck. Belts with studs, rivets, inappropriate designs or buckles may not be worn. Leather or cotton belts in dark, solid colors are permitted.

5.3 OUTERWEAR

The following outerwear may be worn over the required uniform polos and must be appropriately sized for the wearer.

Coats and Jackets: Jackets, coats, fleece-wear, rainwear, and Saint Joseph Notre Dame varsity jackets are permitted year-round. All outerwear must be a solid school colors (white, royal blue, navy blue, orange, gray and black). Jackets must be at least waist-length. Logos must be no larger than five inches. Camouflage or military designs are not allowed.

5.4 VARIATIONS OF DRESS CODE

On days in which students are permitted to wear attire other than the school uniform (e.g., special dress days, casual dress days, or athletic game days) the Dean of Students will have the final decision on the appropriateness of the attire. Students should check in advance with the Dean of Students if they have questions about the appropriateness of their attire. Students in violation of the dress code will be required to change into a school provided uniform for the day and will serve a detention. In each instance, the parent/guardian may be informed. Faculty sponsors for any special dress days, casual dress days, or athletic game days must submit a request for these options to the Dean of Students sufficiently in advance of the requested day.

Professional Dress for Class Activities:

Gentlemen must wear solid-colored dress slacks worn at the waist and a collared dress shirt and tie. Collared shirts are to be buttoned and tucked into the slacks at all times. Dress slacks are defined as pants without patch back pockets and made of an appropriate dress fabric.

Ladies must wear a modest, tasteful skirt, dress, or dress slacks and top. Sleeveless shirts, sweaters or dresses may be worn. Skirts or dresses must be of medium length *i.e. no shorter than 3 inches from the knee*. Skirts or dress cannot be too tight-fitting. Tops must be modest (cleavage and camisoles cannot be showing). Dress slacks are defined as *pants without patch back pockets and made of an appropriate fabric*. Shoes with open toes may be worn; however backless shoes or shoes with heels higher than 2" are not acceptable.

Unacceptable dress: Denim articles (of any color) or denim-like articles are not acceptable. In addition, cargo pants, T-shirts, tank tops, cropped tops, strapless tops or dresses, halter tops or dresses, shorts or Capri pants cannot be worn. Straps on women's tops and dresses must be the at least the width of two fingers. Any faded, frayed, ragged, torn, patched, or ill-fitting clothing is not acceptable. Leggings are not allowed. Midriff-revealing attire, sheer or transparent clothing or clothing which reveals undergarments are never allowed.

Casual Dress: Students may be permitted to dress more casually than the standard dress policy for retreats and on certain student activity days as approved by the Administration. Acceptable dress includes appropriately-sized slacks, casual pants, walking shorts, and blue jeans. Pants or shorts are to be worn at the waist and should be neat and free from holes, patches or designs. Tee shirts that do not display inappropriate words, slogans or decorations, may be worn. Unacceptable clothing during casual dress days include: yoga pants, leggings, or jeggings, cut-off/tight fitting short shorts, pajama pants, flannel loungewear, sweats, joggers, camouflage or other military type apparel, ragged or torn clothing. Tank tops, crop tops (bare midriffs), halter tops or dresses, strapless tops or dresses, sheer or revealing attire may not be worn. School shoe policy remains in effect. Sandals are acceptable for casual dress days as long as they have an enclosed toe and heel. Details and guidelines will be announced in advance of the activity. School uniform is always acceptable attire on these days.

5.5 HAIR, JEWELRY AND ACCESSORIES

Infractions of grooming policies will result in the consequences listed under Policy Enforcement at the beginning of this section. Final discretion regarding infractions rests with the Dean of Students.

Hair: Hair must be of a natural color and must be neatly groomed at all times. Extreme hairstyles, including haircuts, hair designs and hair color must be cleared with the Dean of Students before hair is so styled. Any student with an extreme cut (including eyebrows) or coloring will be placed on Strict Disciplinary Probation until the offending design has grown out or been removed.

Accessories: Elaborate or excessive jewelry and/or accessories and exceptionally large or dangling earrings (which reach the collar of the uniform polo) are not permitted. Accessories including but not

limited to chains from the waist or pocket and suspenders are not permitted. Long chains or necklaces, pendants, studded bracelets (“cuffs”), wristbands, or sweatbands may not be worn. All jewelry/accessories must be simple and non-distracting. Visible tattoos are not permitted.

Jewelry: Pierced jewelry is allowed only in the ears. Students with pierced jewelry visible elsewhere, will be required to remove it. Students unable to remove any non-approved piercing will be required to offer proof from a medical professional and will be placed on Strict Disciplinary Probation until the offending piercing has been removed.

Make-up: Excessive make-up is not allowed.

Shaving: Students are to be neatly groomed at all times.

The Administration of Saint Joseph Notre Dame reserves the right to make any and all judgments in matters not explicitly outlined in this dress and grooming policy. In addition, the Administration of Saint Joseph Notre Dame reserves the right to amend this dress and grooming policy at any given time, after giving due notice to students and parents/guardians.

6.3 CELL PHONES AND PERSONAL ELECTRONICS

All personal electronics used on campus are subject to approval and must be used in regulation of school policy. Any student abusing the privilege to use personal electronics can have their device confiscated and disciplinary action will be taken.

Students are not allowed to use personal devices (cell phones) at any time during class time.

Students may use cell phones during the Lunch, break and passing periods ONLY. Electronic devices used in class will be confiscated and given to the Dean of Students. Students must serve a detention for improper cell phone use. Multiple infractions may lead to additional disciplinary consequences. After three cell phone detentions, students must serve an Extended Detention.

Any subsequent detentions will result in a Weekend Detention and possible Disciplinary Probation.

No personal device may be used in the classroom during a test or quiz. Use of such a device during any type of testing period will be considered a violation of the Academic Integrity Policy and referred as such to the Dean of Students.

Earbuds may only be used during lunch and before or after school. Large headphones that cover the entire ear may not be worn at all on campus. If earbuds or headphones are used during passing periods or during class without permission, they will be confiscated by a teacher or the Dean of Students. Earbuds or headphones may only be used in class if authorized by the teacher for an educational activity. The volume may not be audible to anyone other than the individual user and students must be able to hear and respond to verbal communication at all times.

6.4 SOCIAL NETWORKS AND SOCIAL MEDIA

The terms “social networks” and “social media websites” refer to communicating and sharing information via an online community, often facilitated through websites and applications. Social media websites also include, but are not limited to, blogs, chat groups, newsgroups, electronic and bulletin board systems, maintained or edited by students, as well as any other online presence of a student. Before creating any SJND-affiliated social media account, the account and logo usage must be approved by the Director of Communications.

Students are reminded that any participation in social media, both on and off-campus, should be done responsibly with a mind toward how both the location where one chooses to participate and

the content one posts can reflect upon that student, other students at Saint Joseph Notre Dame, teachers or administrators, and/or the school itself.

All existing policies and behavior guidelines that are contained in this handbook extend to a student's online behavior. Students are cautioned to use good judgment when posting to social networks and social media sites, and are reminded that posting content that is harassing (including "cyber-bullying"), defamatory, obscene, threatening, or that is illegal, is not protected speech, and may result in school discipline including suspension or expulsion. The school reserves the right to discipline students for posted content that is brought to the school's attention and that violates a provision of this handbook, is illegal, or that otherwise reflects negatively on Saint Joseph Notre Dame, as determined by school administration. Because SJND is a 501c3 non-profit organization, students and parents are prohibited from establishing fundraising campaigns including crowdfunding websites on behalf of the school and the school's programs without prior approval from the Principal and the office of Advancement.

6.5 CONSEQUENCES FOR MISUSE

Students in violation of this policy will have the personal electronic devices confiscated and returned only to a parent or guardian after completing an after-school detention. A second violation will result in the device being confiscated and returned only to a parent or guardian, after completing a weekend detention. If there is a third violation, the device will be confiscated and returned to a parent or guardian after completing a Weekend detention, and the student will be placed on Strict Disciplinary Probation, including all of its ineligibility provisions.

The supervising teacher may suspend a student's access to the Internet or network for a period of time during a course for minor violations of these policies. Repeated or serious violations will be referred to the Dean of Students, who will determine the appropriate consequence(s) for misusing or violating these Internet Use Policies. A "serious violation" is defined as an incident that violates the network etiquette expectations in this Handbook or that affects a number of others or the entire school, or that disrupts school or violates the law. Such consequences include a range of outcomes, from temporary suspension of Internet or network access for a period of time up to and including probation, suspension and expulsion from school. Students are reminded that their off-campus Internet use of computers is also covered by these policies. Civil and criminal consequences may apply in addition to consequences at school.

The student's signature on the signature page indicates the student's acknowledgement and understanding of these Internet policies.

CHAPTER 7: ATHLETICS

The Athletic Program at Saint Joseph Notre Dame will provide opportunities for all students to integrate physical development with the academic, religious, and social goals of the school. Emphasis will be on the proper ideals of sportsmanship, ethical conduct, and fair play in all interscholastic athletics.

7.1 SCHOOL AFFILIATIONS

Saint Joseph Notre Dame is a member of the Bay Counties League East (BCL-E) in the Bay Area Conference and must abide by its as well as the North Coast Section (NCS) of the California Interscholastic Federation (CIF) rules and regulations. Saint Joseph Notre Dame participates in baseball, basketball, cross-country, golf, soccer, softball, swimming, tennis, track and field, and volleyball. BCL-E High Schools: The Athenian School, The Bentley School, Head Royce, College Preparatory School, Redwood Christian, and Valley Christian of Dublin. What follows are several but not all interscholastic rules that affect the athletic participation and eligibility of Saint Joseph Notre Dame students:

1. A student who first enters the ninth grade of any school following his/her completing of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for six (6) days or more, or participation in one or more inter-school contests count as one of the eight semesters.
2. Any student transferring under the provisions of an open enrollment board policy, public or private, should consult with the new school if such provisions are in effect at the new school and the conditions thereof.
3. Eligibility of Transfer Students:
 - a. Any student who transfers to a new school on or AFTER the first day of that new school year in the fall of 2012 may only apply for residential eligibility under the provisions of the new CIF 207 Transfer Rule, as approved by the CIF State Federated Council on May 4, 2012. (The newly approved CIF Bylaw 201.A.(3) outlines enrollment standards establishing a student as a transfer.)
 - b. Any student who transferred in the twelve (12) months PRIOR to the first day of the new school's 2012 fall school year, has the option to apply for athletic residential eligibility under the provisions provided in the former or new CIF 207 Bylaws. The student has the choice to apply under the 2011-2012 residential eligibility bylaw 207, 208, 209 or under the 2012-2013 new residential eligibility bylaw 207, 208.
 - c. Any student who transferred in the twelve (12) months prior to the first day of the new school year and who applied for and received a residential eligibility determination during the 2011-2012 may reapply under the 2012-2013 residential eligibility rules if they believe the new rules may result in a more beneficial eligibility determination for that student.
 - d. This is merely a summary of the North Coast Section CIF policies for transfer students. Questions regarding the athletic eligibility of transfer students, and for a complete copy of the policy, should be directed to the Athletic Director's office.
4. Students on Academic Probation (Regular or Strict) may not be eligible to participate in athletics or any co-curricular program at SJND (see Section 2.6). Grading periods for determining eligibility are end of the first quarter, end of the first semester, end of the third quarter, and end of the second semester. A student remains ineligible for one full quarter. Appeals for review of athletic ineligibility may be made to the Assistant Principal of Academics.
5. Fall sports eligibility is based on the previous year's second semester.
6. A student must be an amateur, that is, one who has not:
 - a. coached or taught athletics for pay (recreational, playground, or camp employment of a public or semi-public nature or caddying for pay are not construed as violations of this rule);
 - b. competed in any game where any member, or members, of his/her team received compensation, including tryouts for professional or service teams, during the school year;
 - c. competed for cash, merchandise, or for any compensation; and

- d. competed under an assumed name. To be eligible, a student must not compete on any outside team in the same sport during the school season of that sport.
7. Each student who participates in any sport must provide evidence of a physical examination by a medical practitioner in order to satisfy CIF, NCS, and Saint Joseph Notre Dame athletic regulations. Physical examinations are valid for one calendar year. Such evidence is to be turned in to the Athletic Director prior to the beginning of practice for the athlete's sport.
8. Each student participating in any sport (athlete, statistician, manager, etc.) must submit a permission to play form signed by parents/guardians and student.
9. Each student and parent/guardian will be expected to understand and abide by general and team requirements, consistent with school and athletic policies. An athletic department handbook will be distributed to students and parents/guardians. Students and parents/guardians will sign a form to acknowledge they both understand and accept these policies.

7.2 SPORTSMANSHIP STATEMENT

The BCL-E expects all athletic contests to be conducted with the highest level of good sportsmanship. This includes self-control on the part of coaches, athletes and fans while respecting the integrity and judgment of officials. Participants must refrain from the use of foul, abusive or taunting language as well as the use of negative signs and noisemakers.

Those associated with the team must be familiar with and observe all the rules of the contest and refrain from the use of illegal drugs or substances thought to enhance physical development or performance. Athletics promote the wellbeing of the participants; a good sport takes defeat without complaint, victory, without gloating and treats opponents with fairness, courtesy and respect.

Athletic contests are just games.

Pursuing Victory with Honor: As a member in good standing of the California Interscholastic Federation (C.I.F.) that operates and oversees interscholastic athletics in California, Saint Joseph Notre Dame has adopted and supports "Pursuing Victory with Honor," the operating beliefs and principles of the C.I.F. As part of Saint Joseph Notre Dame's comprehensive sportsmanship program the school administration has adopted, will teach, and will promote the 16 principles of "Pursuing Victory with Honor."

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles; trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership including coaches, athletic administrators, program directors and game official to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.

7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school sports leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.
9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressures to win.
10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition, including parents, spectators, associated student body leaders, and all auxiliary groups, have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including, verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebration.
12. School Boards, superintendents, and school administrators of CIF member schools must ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character; 2) The physical capabilities and limitations of the age group coached as well as first aid; 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse community.
14. To safeguard the health or athletes and integrity of the sport, school sports programs must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relations should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue interference or influence of commercial interests. In addition, sports programs must be prudent, avoiding undue financial dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sports, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and to be good citizens.

7.3 STEROID USE

Use and abuse of androgenic/anabolic steroids is prohibited at Saint Joseph Notre Dame High School. All students and their parents/legal guardian/caregiver who is participating in athletics are required to agree that the athlete will not use steroids. This is also a requirement of for participation in the California Interscholastic Federation (CIF), to which Saint Joseph Notre Dame High School is a member.

By initialing the first page of the student handbook, both the participating student-athlete and the parents, legal guardian/caregiver hereby agree that the student will not use androgenic/anabolic steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition (CIF Bylaw 524). We also recognize that under the CIF Bylaw 200.D., there could be penalties

for false or fraudulent information. We also understand that the Saint Joseph Notre Dame High School policy regarding the use of illegal drugs will be enforced for any violation of these rules.

7.4 CONCUSSIONS AND RETURN TO PLAY

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

Headaches “Pressure in head” Nausea or vomiting Neck pain Balance problems or dizziness Blurred, double, or fuzzy vision Sensitivity to light or noise Feeling sluggish or slowed down Feeling foggy or groggy Drowsiness Change in sleep patterns	Amnesia “Don’t feel right” Fatigue or low energy Sadness Nervousness or anxiety Irritability More emotional Confusion Concentration or memory problems (forgetting game plays) Repeating the same question/comment
--	---

Signs observed by teammates, parents and coaches include:

Appears dazed Vacant facial expression Confused about assignment Forgets plays Is unsure of game, score, or opponent Moves clumsily or displays incoordination Answers questions slowly Slurred speech Shows behavior or personality changes Can’t recall events prior to hit Can’t recall events after hit Seizures or convulsions Any change in typical behavior or personality Loses consciousness
--

What can happen if my child keeps on playing with a concussion or returns to soon?

Athletes with the signs and symptoms of concussion will be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athlete will often under report symptoms of injuries. And concussions are no different.

If you think your child has suffered a concussion...

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years: “A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day.”

and “A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider”.

If you think that your child may have a concussion, inform the Athletic Director immediately. Remember it is better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

Additional Education and Baseline Testing

Student-athletes may have the opportunity to participate in additional concussion education and baseline neurocognitive testing, which is comprised of tasks that measure brain-behavior relationships. The baseline testing does not measure intelligence, is not a diagnostic test, and is non-invasive. You will not receive a report or feedback, and the test results will be kept confidential unless requested by a qualified healthcare provider. The primary purpose of baseline testing is to help establish a measurement of the athlete’s cognitive function, so that in the event the athlete sustains a head injury, the post-injury test can be compared to their individual baseline. This test is a tool which healthcare providers may use in order to have objective data to assist in clinical decisions, including appropriate treatment and return to play.

Baseline testing should only be taken by healthy athletes without symptoms. If your child has had a recent injury or illness that may affect their performance, please inform the proctor prior to the test.

It is well known that high school athletes will often not talk about signs of concussions, which is why this information sheet is so important to review with them. Teach your child to tell the coaching staff if he or she experiences such symptoms, or if he or she suspects that a teammate has had a concussion. You should also feel comfortable talking to the coaches or athletic trainer about possible concussion signs and symptoms that you may be seeing in your child.

7.5 DRESS AND GROOMING FOR ATHLETES

Dress and grooming standards shall conform to Saint Joseph Notre Dame High School rules. Coaches may require that hair be restrained in an appropriate head covering. Other grooming and dress standards may be implemented in order to insure compliance with the necessary safety precautions.

7.6 OFF-CAMPUS RUNNING

It is not uncommon for Saint Joseph Notre Dame athletic programs to run on city streets during practice. In the event that students are required to run in the community, the following rules and regulations are to be followed:

1. Students are to run on sidewalks and not on streets when they are available.
2. Students are to obey all crosswalks, traffic signs, stop lights, walk signals, etc.
3. Students are to run on the side of the road facing traffic.
4. Students are to run single file, especially if the road narrows or if there is a turn in the road.
5. Students should never run on private lawns or through neighbor's landscaping. Students are to respect the privacy of others as well as their private property.
6. Students are not to horse around while running.
7. Students must wear appropriate running shoes, shorts, shirts and apparel at all times while running off campus. No student is allowed to run shirtless.
8. Students are to understand that as pedestrians, they are required to obey the rules of the road for pedestrian safety, as documented by the State of California in the Saint Joseph Notre Dame Athletic Handbook, under "rules of the Road".

Failure to follow these rules will result in consequences deemed appropriate by the Athletic Director and the Dean of Students.

CHAPTER 8: STUDENT ACTIVITIES

8.1 CAMPUS LIFE TEAM

Student government is conducted by the Campus Life Team (CLT) with the support of Division Moderators and the Director of Student Activities. The Campus Life Team is comprised of elected and appointed student officers (ASB officers and division officers). The Campus Life Team coordinates all school activities and works to strengthen our Catholic identity, promote "Pilot" pride among students, faculty and staff, encourage student leadership and service to others, and withhold the mission of SJND and the Integrated Student Outcomes.

8.2 CLUBS AND SPECIAL PROGRAMS

The many organizations, clubs and activities are guided by faculty advisors and are considered an essential part of the total school program for the welfare of the student and school. Students are encouraged to share in some phase of the co-curricular program as a supplement to classroom instruction and for personal and social development.

Any school function must be outlined, organized and implemented in conjunction with the Assistant Principal of Student Life and approval of the Principal by following these guidelines:

- The club or program must be recognized by the Principal
- Membership must be open to all students, with the exception of the honor societies which have specific academic requirements
- The club or program must have an administration-approved faculty Advisor who attends and supervises meetings and activities

- The club or program must follow financial procedures as established by the Director of Student Activities in collaboration with the Business Office
- The club or program may use the school's name for public, social, or commercial activities only with the permission of the Principal
- All activities must be approved by the Assistant Principal of Student Life

8.3 DANCES AND STUDENT ACTIVITIES

The purpose of dances and student activities are to provide a fun and safe experience for all students in attendance. It is important for students to understand and support the expectations and guidelines of all school activities. Only SJND students may attend student activities sponsored by the school or school organization, unless specifically announced by the Dean of Students.

Students are expected to be courteous and respectful to all in attendance; no offensive language or gestures. Additional dance expectations include: no offensive dancing; no dancing that simulate sexual acts or are sexually explicit and no dancing that endangers the physical safety of others. School administrators and faculty supervise all student activities; it is their decision that will determine if any student behavior or dancing is inappropriate. SJND hired security may also be present at school dances and activities and will report any inappropriate behavior or suspicious activity to an administrator. Possessing, selling, giving away, or being under the influence of alcohol, drugs, and/or illegal substances at or around the activity, will result in the parents being contacted and will require pick up of their child. All students are subject to breathalyzer tests at any time. Students who are in violation of school policies will be subject to school disciplinary procedures and will result in notification of the parents and the inability of the student to attend the next school dance or activity.

All oversized bags must be submitted to coat check and will not be available until the conclusion of the dance. Small bags may be kept on the person, but will be searched by SJND staff. Students should refrain from bringing valuables to school activities, especially large sums of money and laptops. SJND cannot assume responsibility for lost or stolen articles.

Dances are from 7:00 p.m. to 10:00 p.m., although the time of the dance is subject to change. No admission will be allowed after 7:30 p.m. (or 30 minutes after start time) unless previously arranged with the Dean of Students. Students may not leave the dance before 9:30 p.m (or 30 minutes before end time). Students are encouraged to participate in car pools. **Arrangements should be made to pick-up students as soon as the activity ends. No student should remain longer than 30 minutes after the end of the activity.** Failure to secure transportation from an activity may result in the student not being allowed to attend the next activity.

Dress Code: The school's casual dress policy is in effect for all school dances and activities unless the theme or type of dance dictates otherwise. It is the responsibility of parents to see that their child leaves home properly dressed and groomed. **Short, tight fitting, and revealing clothes are never appropriate.** Winter Ball is a semi-formal event and requires a "fancier" dress code. Students are expected to wear slacks and a collared shirt, a suit, appropriate dresses or skirts.

Prom: Prom is a formal dance; Black tie attire is expected of all students. Students should wear tuxedos, suits with a tie, vest, or bow tie, appropriate dresses, or skirts. Two pieces and sheer cutouts must not reveal undergarments, cleavage, midriff or upper thigh. All garments must be no more than 3 inches above the knee and slits may not extend above the 3-inch rule as well. No shorts are allowed. Open backs

are acceptable as long as the open back does not dip below your waistline. If a student's attire is deemed inappropriate, the student will be sent home to change or provided with alternative clothing options.

Non-SJND Guests: When specifically announced, SJND students may bring outside guests with permission of each school's Dean. Guest passes for non-SJND students are required and may be obtained from the Dean of Students. This pass and the signature of the guest's Dean must be returned to the office to be approved by the Dean, prior to the dance. Guest must be at least in the ninth grade and no older than 20 years. Official identification cards are required of all guests. All guest IDs will be held upon entry to the dance and returned only at the end of the dance. Any guest without ID will not be permitted to attend the dance. SJND students are responsible for the behavior of their guest at all times. All SJND regulations apply to guests as well as SJND students at all activities. These regulations include but are not limited to the use of alcoholic beverages, smoking, use of narcotics or drugs of any kind and sexual harassment. If SJND regulations and expectations are not met both the SJND student and their guest each parent will be notified and both students will be asked to leave the activity; the ID will be returned only to the Dean of the school attended by the student.

CHAPTER 9:

STUDENT HEALTH AND SAFETY

9.1 STUDENT BODY CARDS

Students must carry the Student Body Card at all times. These cards are needed for accessing library materials and for identification at school events such as dances and athletic games. Saint Joseph Notre Dame students are to surrender their student body cards to any faculty member of Saint Joseph Notre Dame or official from another school who requests the student to do so. A lost student body card should be reported immediately to the Assistant Principal of Student Life. Students will be charged \$5.00 for a replacement student ID. When a student withdraws from Saint Joseph Notre Dame, the student must surrender his/her student body card to the Dean of Students.

9.2 TRAFFIC AND PARKING: GOOD NEIGHBOR POLICY

The residential character of Saint Joseph Notre Dame requires that students and parents pay special and careful attention to driving responsibly, cautiously and safely before and after the school day. Sensitivity and respect to the neighbors when driving and parking are especially critical in maintaining the cooperation we have enjoyed for many years. Parents and students who drive to and from Saint Joseph Notre Dame must follow the guidelines noted below. Your cooperation will ensure the safety of students and a good relationship with our surrounding neighbors. Such a relationship is especially important as we continue the capital improvements to our parish, high school, and elementary school facilities

The City of Alameda has approved the closure of Chestnut Street between San Antonio and San Jose Avenues during school hours only. This is a safety consideration for all students. In return, the Saint Joseph community has agreed to manage traffic, parking, and attendance for special large events, such as basketball games, Back to School Night and Open House. These management controls require the approval of the city. The schools and parish are responsible for their implementation and monitoring. Compliance will be monitored and enforced by the Dean of Students. Students who fail to comply with

traffic and parking regulations will be subject to serious disciplinary action such as, but not limited to, suspension. Adults and non-students who fail to comply will be subject to enforcement by the Alameda Police Department.

Guidelines:

- Given limited on-street parking, it is strongly advised to ride-share, ride a bus, bike or walk to school and to school-sponsored events.
- Only the white loading zones on Chestnut and Lafayette streets are to be used for dropping off and picking up students. Hours for loading zones are 7:30 a.m. to 8:30 a.m. and 2:15 p.m. to 3:15 p.m. (1:30 p.m. to 3:30 p.m. on early dismissal days). Chestnut Street between San Antonio and San Jose Avenues will be closed to through traffic on school days between 8:15 a.m. and 2:30 p.m.
- Do not double park (parallel to parked vehicles) or stop or park in crosswalks or street corners to drop-off or pick-up students. Do NOT block intersections. (CVC)
- All who drive to and from school, including students, are to exercise extreme caution and are not to cruise (drive) around the parish complex. Complete your business and leave.
- Students who are licensed to drive must be registered with the school through the office of the Dean of Students. White tags will be issued upon verification of license, insurance, and permission by parents to drive. These tags must be visibly displayed in the cars at all times when students park around the perimeter of the parish/school complex and/or in the neighborhood.
- If there is no space and it becomes unavoidable to park in the residential areas, students must exercise utmost courtesy and respect to all neighbors (adults and children) at all times. This includes but is not limited to avoiding littering, playing loud music, illegally parking and using inappropriate language. Students who park in the residential area should not congregate and should leave immediately upon dismissal from school unless detained by official school business.
- No student may approach or enter his/her vehicle during the school day without the permission of the Dean or another administrator even when parked on Chestnut Street.

In addition to the above, when school events are scheduled after school or evenings, (e.g., basketball, and volleyball games, dramatic and musical productions, festivals of the arts, Back to School Night etc.), please observe the following:

1. Parents, Students, Guests and Visitors are asked to park in available on-site parking lots upon their arrival. (See Map) If lots are full, check for spaces around the perimeter of the parish complex. You may park in loading zones after 3:30 p.m. and other hours if school holiday or weekend.
2. If you must park in the neighborhood please treat our neighbors as you yourself would like to be treated. Especially avoid blocking or parking in driveways.
3. Marked crosswalks are to be used at all times by students, teachers, parents, and visitors.
Exception: when Chestnut Street between San Antonio and San Jose Avenues is closed.

9.3 ACCIDENTS AND MEDICATION

In the unfortunate event that an accident or injury occurs on campus or at a school sponsored event, Saint Joseph Notre Dame High School uses an Accident Form to document the event. The report must be completed and filed in the office for every accident that occurs on campus or during a school-sponsored event by the teacher-in-charge of the event or an administrator and by the injured student. Accident report forms are available in the office.

Administration of Medications at School: Consistent with diocesan policies, the school and its teachers and staff may not furnish any medications to students. All medication administration requires

parent/guardian authorization. All prescription medications and aspirin require physician and parent/guardian authorization.

In certain circumstances, doctors may prescribe psychoactive compounds with sleep-inducing properties to a student. Students who are under the influence of psychoactive compounds with any sleep-inducing properties may not attend school, be on school grounds or participate in extracurricular activities.

Students may not bring psychoactive compounds onto campus.

The best practice is to schedule the administration of any medication before and/or after school, so that all medicines are left at home and not brought to school. Saint Joseph Notre Dame recognizes that there are some medical conditions that require medicines to be either taken or to be available to a student during the school day. In these unusual situations, please call the office at (510) 523-1526 to discuss with staff the student's need, the required written authorization(s), and plan for the safe storage of the medication in the office at Saint Joseph Notre Dame.

No student may furnish any over-the-counter OR prescription medication of any kind to any other person. Providing or receiving a controlled substance may constitute a violation of school policies and/or state law.

Epipens and Inhalers: In certain circumstances, doctors may recommend that it is medically necessary for a student to carry an epipen or an inhaler with them at all times. Families are asked to provide written instructions to the school, prior to the start of the academic year, using the Diocesan Epi-Pen/Inhaler form. The school is not responsible for supplying students with medication or the administration of said medication. The form is available in the Main Office.

Vaccinations/Immunizations: All students entering Saint Joseph Notre High School are required to comply with the California Department of Public Health Grades K-12 Immunization Requirements (Form IMM-231). The only permissible exemption will be a Physician's order based on a medical condition that prohibits a child from receiving required immunizations. All students currently in our schools will be required to comply with this policy as well effective August 2016.

Saint Joseph Notre Dame High School does not accept the Personal Beliefs Exemption. Only those students with a doctor-approved medical condition will be exempt. Saint Joseph Notre Dame is taking this action to safeguard all children, and in particular, those children who have serious health conditions, such as being immune-compromised due to transplants or malignancies, that make it impossible for them to be vaccinated, and where exposure to a communicable disease could be life-threatening.

In the event of a new immunization requirement by local, state or federal government, students may be required to complete and submit record of immunization. Failure to conform to any new immunization requirement will result in the student being sent home until proof of immunization is submitted to the Main Office.

9.4 PREGNANCY POLICY

Through its philosophy, Saint Joseph Notre Dame High School teaches and guides its students to make responsible and moral decisions within the framework of the teachings of the Catholic Church. In accordance with these teachings, Saint Joseph Notre Dame assumes the position that all life is a God-given gift and is sacred. The school supports the pregnant student by encouraging her to continue her studies at the school and by providing pastoral guidance.

During the student's term of pregnancy, the principal will assess and determine the attendance status for the mother (and identified father if a student at Saint Joseph Notre Dame) after consultation with the parents of the student(s), a Saint Joseph Notre Dame counselor, and others as deemed appropriate (Pastor of Saint Joseph Basilica, Superintendent of Schools of the Oakland Diocese, and pastor/minister of the student(s)' parish or church). The following, thereafter will be the guidelines:

1. Counseling sessions for both (mother and father) shall be required. The parents of the student(s) will be allowed, though not required, to attend.

2. To assure the safety and well-being of the pregnant student and her child, a doctor's release will be obtained and kept on file at the school; and a documented waiver, signed by the student(s) and the parent(s) or legal guardian(s), will be kept on file at the school releasing Saint Joseph Notre Dame and its employees from any liability during the attendance of the student(s) during the period of pregnancy.
3. The program of studies of the pregnant student (and father) will be assessed and monitored by the Assistant Principal and the counselor(s) of the student(s).

Re-entry or readmission to the school program following delivery of the baby will depend on the mother's (and father's) meeting with the Principal, the conditions of which would include but not be limited to similar criteria as above and appropriate plans for the care of the child while the student(s) are attending school.

9.5 EMERGENCY PREPAREDNESS AND PROCEDURES

Emergencies and Evacuations: Saint Joseph Notre Dame is committed to providing a framework for preparation, response, recovery and mitigation in the event of an emergency. Emergencies include but are not limited to earthquakes, fires, floods, civil disturbances, transportation or industrial accidents, bomb threats, or other acts of violence.

Evacuation Procedures: Evacuation drill for fire or other emergencies is a staccato sound on the horn at ten-second intervals. Students stop work immediately. Books and backpacks remain in the room, classroom doors are closed, and students walk rapidly in silence to the designated exit. (Evacuation procedures and maps are posted in each classroom and building.) Students will contribute to the safety of others by maintaining good order during all phases of the drill. One long bell indicates return to classrooms.

Earthquake Procedures: During an earthquake students should get under desks or tables immediately to prevent injury from falling objects and remain until they can deliberately count to forty (at least ten seconds) after the last tremor. If outside the building, students should move away as quickly as possible from the vicinity of the wall structures. If the earthquake is severe and damage is major, a fire drill will be called as soon as possible after the heavy tremors cease, but not until the principal and other administrators have found that the exits to be used are reasonably safe. Should any exit be unsafe, students must exit the building by any other exit that can be used. Teachers will lead students to exits when it is safe to pass. When students are out of the building, the teachers will direct them to a location at a safe distance from the building.

Lockdown Procedures: Students are to follow the instructions of the teacher. If the school is placed into a Lockdown situation, students will follow the teacher's specific directions, as advised by the Administration. Faculty and staff use a web based communication platform to relay all information and will direct the students accordingly.

Elementary School: Saint Joseph Notre Dame and Saint Joseph Elementary School enjoy a unique relationship as parish schools and share their administrative, faculty and facility resources. Saint Joseph's Elementary School is located between the Notre Dame campus and Marianist Hall. Saint Joseph Notre Dame students are to model appropriate behavior and language at all times for the elementary school students by being considerate of and respectful to the school teachers, aides and students.

Entrances to School: Students are to enter and leave the Notre Dame campus through the gates on Chestnut Street. Foot traffic between the Notre Dame campus and Marianist Hall is on the sidewalk on Chestnut Street. Students using Marianist Hall enter and exit through the double doors located near the "Gathering Space" (between the Rectory and the Basilica). High School students are not permitted to use the entrance to Marianist located adjacent to the SJES playground. To access the gym and the Anthony Aiello Science Center, students will use the doors located on Chestnut Street. To access San Jose Hall,

students may only use the Chestnut Street door near San Jose Avenue to enter and exit. Other entrances and exits are not used by students, except in an emergency as directed by the staff accompanying students. Students Walking Home from School: Supervision of students transfers over from the school to the parent/guardian upon dismissal from school.

CHAPTER 10: PARENTS AND SCHOOL POLICIES

10.1 PARENTAL TRAVEL

Saint Joseph Notre Dame High School requires that a parental guardian be available and accessible at all times. If the parental guardian(s) of the student is traveling outside of the area, the family is required to inform the school as to who will be responsible for the student in their absence. Whenever possible, the Main Office should be provided with how to reach them while they travel, where the student(s) will be staying while they are out of town and the names and information of the child's temporary guardian.

10.2 STUDENT DISMISSAL

Consistent with the policy of the Diocese of Oakland, if Saint Joseph Notre Dame determines that it cannot serve the student, or that the student cannot benefit from its programs, or if there is repeated uncooperative or destructive attitude of the student or parent/legal guardian, Saint Joseph Notre Dame maintains the right not to accept the student for continued enrollment.

Procedures for Recommended Transfers: Students clearly unable to profit from Saint Joseph Notre Dame by reason of ability, serious emotional instability, repeated uncooperative or destructive behavior, or the repeated uncooperative or destructive attitude of parent/legal guardian will be asked to transfer when,

1. Saint Joseph Notre Dame has explored means to meet the needs of the student;
2. There has been sufficient discussion with the parent/legal guardian concerning the student's condition or the parent/legal guardian's attitude.

The transfer is to take place at the end of a grading period; preferably at the end of an academic year. The final decision is made by the Principal, in consultation with the Pastor and Superintendent.

10.4 EIGHTEEN-YEAR OLD STUDENTS

All Saint Joseph Notre Dame procedures, policies, and regulations continue to apply to students who are 18 years of age or older as long as they are enrolled in Saint Joseph Notre Dame. Saint Joseph Notre Dame shall continue to direct all official correspondence and other matters to parents concerning their student's grades, disciplinary status, tuition statements, graduation privileges, and so forth.

10.3 TUITION PAYMENT POLICIES

All families are expected to keep their tuition accounts current. A student whose tuition account is not current at the end of a semester will not be allowed to enroll for the next semester (or school year). Students will not be allowed to do the following until all tuition indebtedness to the school has been resolved:

- Take semester exams
- Have grades posted to their transcript
- Have grades posted to PowerSchool

- Receive next semester (or next year) schedule
- Be promoted to the next grade level
- Seniors may not receive complete transcripts for college
- Granted a diploma

Seniors whose tuition accounts are outstanding might not be allowed to participate in senior activities, including Grad Night. Students who are enrolling at Saint Joseph Notre Dame for the first time and who have unresolved tuition accounts at another school in the Diocese of Oakland may not be allowed to enroll at Saint Joseph Notre Dame until those tuition accounts are resolved with our partner schools in the Diocese of Oakland. Unresolved tuition accounts may be turned over to an outside collection agency and legal action may be taken by the school if the terms of this tuition policy are not met.

10.5 MILITARY RECRUITING OF STUDENTS

United States military recruiters occasionally contact the school requesting opportunities to speak with our students. No matter how these requests come into the school, they are processed through the counseling department. Military agencies requesting access can be categorized as one of the following:

A) military academies, B) college campus ROTC programs, and C) enlistment recruiters.

The school's policy regarding any of the above categories is:

1. Military academies and college ROTC programs are treated as any other college or university visiting the campus. The representatives are allowed to present their college programs. Interested juniors and seniors are invited to attend. Sign-up lists are posted, and passes are sent for these students to miss class. As a college preparatory high school, Saint Joseph Notre Dame acknowledges that the military academies and college or university ROTC programs provide academic opportunities by which students earn a four-year undergraduate college degree.
2. Military enlistment recruiters may leave their written promotional materials with counselors who will make them available in our college counseling and career center. Saint Joseph Notre Dame does not allow recruiters to meet on campus, nor do we provide student names or contact information to recruiters. If, in the course of talking with students, a student expresses to a counselor his or her interest in military enlistment, the counselor will provide that student with the necessary information to contact a recruiting agency. It is then the decision of the student and his or her parent to make the necessary contact and any follow-up.

CHAPTER 11: AUXILIARY ORGANIZATIONS

11.1 ALUMNI AND STUDENTS

Saint Joseph Notre Dame High School is more than 130 years old with more than 6,900 alumni around the globe. Alumni are very important members of the Saint Joseph Notre Dame community. They provide vital support to the school as volunteers and as donors to our Fund for SJND, which supports tuition assistance as well as facilities and program improvements. Saint Joseph Notre Dame students will have several opportunities to engage with and benefit from alumni through events like Back from College Day, Career Day, Alumni Homecoming, Kairos and through participation in phone-a-thons and thank-a-thons. Saint Joseph Notre Dame belongs to the students and to the alumni who came before them. As graduates, students will become members of a vast and supportive network of alumni and stewards of a rich legacy dating back to 1881 that is Saint Joseph Notre Dame High School.

11.1 PARENTS ASSOCIATION

All Saint Joseph Notre Dame parents are members of the Parents Association. Participation is strongly encouraged. The main purpose of the association and its board is to assist the Saint Joseph Notre Dame community in its various endeavors and to be a means of communication between parents and the administration. Through cooperative action with the school administration, parents can promote goodwill and understanding between teachers and students.

11.2 PARENT VOLUNTEER OPPORTUNITIES

Parent support is a vital component of the success of Saint Joseph Notre Dame. In the fall, parents are asked commit to any number of volunteer needs. Volunteering may include assisting with the school's fundraising efforts, field trip driving, telephoning or event supervision as requested by faculty and staff. These activities are a great way to meet other parents, participate in the Saint Joseph Notre Dame community and contribute to the quality of student education.

11.3 PILOT BOOSTERS

The Pilot Boosters Club numbers among its membership parents, friends, alumni, alumnae, and other people interested in the school's athletic programs. Parents of student athletes are expected to assist the program in different ways such as but not limited to working in the snack bar, driving players to contests and assisting with athletic contests.

11.4 ALUMNI COUNCIL

The mission of the Alumni Council is to sustain a fully informed, representative and engaged exchange of information and sentiment between alumni and Saint Joseph Notre Dame, and to inspire alumni involvement that furthers the mission of the high school. The Alumni Council meets three times annually and volunteers at alumni events. They assist in the development of programs that build fellowship among alumni and increase their participation and allegiance with Saint Joseph Notre Dame. The council also encourages alumni participation in the annual Fund for SJND.