

**Notre Dame Preparatory  
2022-2023 Student/Parent Handbook**

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## INTRODUCTION

Dear Students, Parents, and Guardians,

Welcome to the 2022-2023 Notre Dame Preparatory Student/Parent Handbook! We have updated our Handbook to help our students, parents, faculty, and staff to understand what is expected on campus, to unite behind our principles and beliefs, and to demonstrate what it means to be a Saint. I hope you find this Handbook useful!

Our focus here at Notre Dame Prep is on Catholic formation, learning, collaboration, and results! Our primary goal is to help each student to become a Saint in heaven.

We have been reinvigorated by the encouraging message from the Holy See to re-emphasize our Catholic Identity while evangelizing through dialogue and conversation. The document, which is monumentally important to our work as a Catholic educational institution, is attached here and I encourage you to read it as it will guide our evangelizing and teaching practice moving forward. [Instruction for the Congregation for Catholic Education](#)

We know that we are all on the road to continuous improvement and understand that learning requires trial and error and the persistence to try again. We believe that every student and staff member can be successful if they put forth the effort. Our mantra is that if you work hard, you will get smart.

Know that we look forward to partnering with you to ensure the success of your daughters and sons. On behalf of the faculty and staff here at Notre Dame Preparatory, we hope that you will join us in the effort to make this an outstanding school year!

Blessings!



Eugene M. Sweeney, Ph.D.  
Principal

### Contact Information Needed

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

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

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### NDP Mission Statement

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

### NDP Vision Statement

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

### Integral Student Outcomes (ISOs)

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

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

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

Reverence by "Seeking Holiness"

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

**Faith-filled** - Embraces God's gifts to you, and inspires others to follow Jesus Christ

**Servant Leader** - Helping others, selflessness, recognizing the need for help in others and assisting

Respect by “Loving our Neighbors”

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

**Compassionate** - Caring, Loving, Empathetic

**Integrity** – Honesty, Honor, Reliability, Veracity to do the right thing, Principled

**Authentic** - Humble, self-reflective, true to oneself, embracing imperfection

Responsibility by “Always Doing the Right Thing”

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

**Committed** - Willingness to work hard for the Mission of the School

**Innovative** - Growth-minded, Openminded, Seeking constant improvement, Curious

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

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

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

Catholic schools...

- Provide a Christ-centered environment
- Offer a comprehensive and rigorous academic curriculum based on the latest research, with faculty using 21st century teaching methods
- Form young Catholics who develop a strong relationship with Jesus Christ
- Prepare young people to meet global challenges
- Emphasize servant leadership
- Encourage students to think critically and creatively
- Prepare students to be effective communicators and numeric problem solvers
- Nurture God-given talents
- Offer hands-on experience with the latest technology
- Provide opportunities for worship and prayer

- Prepare students well for the next level of education while ensuring a love of lifelong learning
- Remain firmly grounded in the eternal values of our Catholic faith.<sup>2</sup>

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

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

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

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

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

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

Because each child is part of the Church and society beyond the school and home, the school will support and foster participation in the Diocese and the larger world community.

Because each child needs examples, in the school and in the home, teachers and parents must model their faith as portrayed in the Gospels and our Tradition.

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

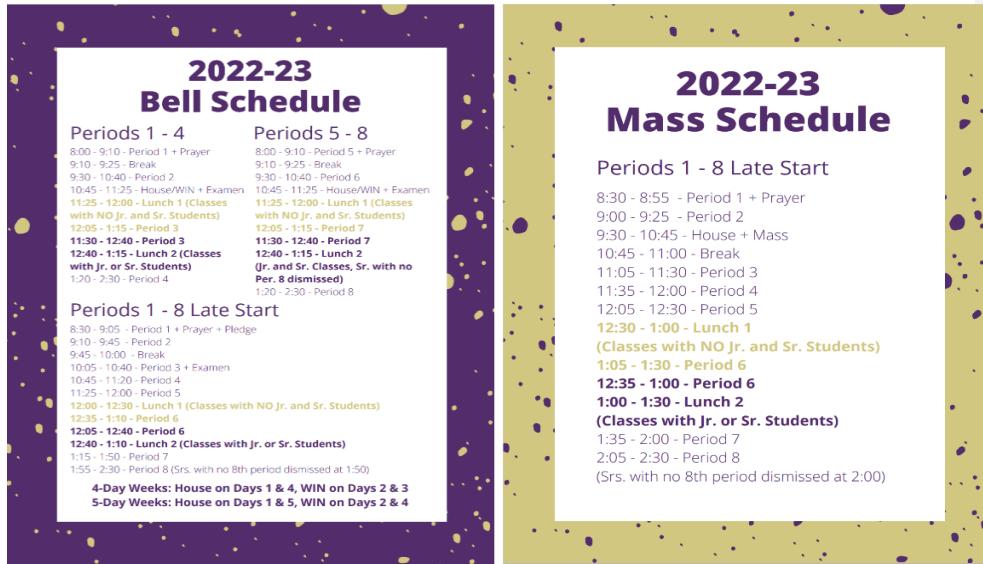
Because each child needs a strong and caring environment for learning, the school, like the home, must be supportive, loving yet disciplined, encouraging yet challenging.

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

## Non-Discrimination

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

## Bell Schedules



## SCHOOLWIDE EXPECTATIONS

### Acceptance of 2022-2023 Student/Parent Handbook

As a condition of enrollment at Notre Dame Preparatory, all students, and their parent(s)/guardian(s), must have read, and explicitly accepted the provisions set forth in the 2022-2023 Student-Parent Handbook and agree to comply with all school regulations. Students and their parents must sign the Handbook Acknowledgment Form and return it to the school prior to the first day of school.

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

- To contribute to the good of the school and community through acts of service
- To be respectful, honest and courteous to everyone in the community
- To arrive on time for all classes and school activities appropriately prepared
- To accept responsibility for one's own education by putting forth best efforts every day
- To seek help from teachers when needed and actively participate in class
- To respect school property and the personal property of other students/teachers

- To obey all school and classroom rules regarding safety
- To refrain from profanity or other vulgar language
- To follow the dress code
- To use technology responsibly to enhance learning
- To include other students in activities, both in the classroom and lunchroom

#### **Parental Support**

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

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

The Notre Dame Preparatory Student/Parent Handbook may not include all directives and serves only as an outline. The Administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and entire Notre Dame Preparatory community. The Principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.

#### **Communication Procedure**

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

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

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

**Chain of Communication - General:**

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

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

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

**Chain of Communication - Academics:**

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

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

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

**Chain of Communication - Athletics:**

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

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

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

**Chain of Communication - Activities:**

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

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

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

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

Students will be communicating with their teachers regularly through email messaging. Responding in a timely manner to all communication helps build a more connected community at Notre Dame Preparatory. Students are expected to check their school email account periodically throughout the school day. Reading and responding to email is expected on all days school is in session.

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

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

By allowing their children to attend the School in person, therefore, all parents and guardians are specifically acknowledging and assuming the risks and hazards associated with their children's participation in all school activities, but not limited to, the risks associated with the novel COVID-19 virus. All parents and guardians understand that their children will be

associating with teachers, administrators, staff and other children and may contract COVID-19, and other viruses and diseases, through their children's participation in activities at school. By allowing their children to attend the School in person, all parents and guardians are acknowledging that they understand and voluntarily assume the risk that their children may acquire COVID-19, and that COVID-19 may subsequently be transmitted from children to parents, guardians, family, and other members of the household.

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

### **FORMATION**

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

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

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

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

#### **Attendance at Catholic Religious Services**

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

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

#### **Daily Prayer**

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

#### **Liturgies**

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

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

### **Adoration**

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

### **Reconciliation**

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

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

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

### **House**

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

In this technological world, teens are more isolated than ever before. To remedy this, our student body is grouped into 8 Houses. These Houses build community, mentorship, discipleship and opportunities for growth and leadership.

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

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

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

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

## 8 HOUSES ONE COMMUNITY OF SAINTS



### HEALTH, WELLNESS, AND SAFETY

#### **School Safety**

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

#### **Crisis Prevention/Planning**

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

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

If an emergency situation should arise:

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

Notre Dame Preparatory, in order to effectively communicate with its community during times of crisis, uses family contact information on file. Please ensure that all information is updated at the beginning of each school year by visiting <https://ndpsaints.powerschool.com/public/>. It is imperative that all families confirm personal information for each of your students by August 1, 2022. If information needs to be updated during the school year, please contact the Office of the Registrar at [registrar@ndpsaints.org](mailto:registrar@ndpsaints.org). We will conduct tests of our system to detect issues twice in the school year. Your cooperation is necessary and will be appreciated in all emergency situations.

### **Medical Emergencies**

To help assure immediate and proper treatment of an injury, any type of injury on school property must be reported to the nurses' office immediately, regardless of the nature or extent of the injury. The school nurse (or a member of Administration in the event of the nurse's absence) needs to be notified IMMEDIATELY whenever a Notre Dame Preparatory student is injured or has an accident during the school day.

### **Special Health Problems**

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

## **Parental Consent**

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

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

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

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

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

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

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

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

## **Medications**

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

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

so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:

- a. That there would be a risk to the student if the student were not able to personally carry the medication; and
- b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify school personnel of the use immediately after such use.

## **Wellness**

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

The following components will continue to be addressed during the 2022-23 school year:

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

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

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

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

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

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

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

NDP is a closed campus; no student is allowed outside the fenced areas or in the desert areas in and around campus. Students are encouraged to use an Alternate Mode of Transportation (carpool, bicycle, bus, walk and hybrid vehicles too) to get to school. As a benefit for this program, carpoolers are given priority for student parking permits. Bike racks are available for our bicyclists to use and to secure their bikes on days they ride to work/school. Showers are available prior to the start of school for all who choose to run, walk or bike to school. Please join the fight against air pollution.

### **Media Release**

At times, members of the media will take photographs of events involving students from Notre Dame Preparatory. Parents are required to sign the Roman Catholic Diocese of Phoenix Media Release each year during registration. The form can be found at [nd](#) in the registration packet that parents fill out online.

### **Asbestos/Inspection Reports**

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

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

### **ATTENDANCE**

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

The state of Arizona requires by law [ARS 15-803(B)] that all students attend school 90% of the school year. Please see the attendance chart on page 32 for a better understanding on the attendance policy at NDP.

Any student who wished to leave campus, whatever the reason, **MUST** see attendance personnel or school nurse. When arriving late or leaving early, all students must sign in/out through the main office. There are no exceptions. Failure to do so may result in disciplinary action.

**NOTRE DAME PREPARATORY IS NOT RESPONSIOBLE FOR ANY STDUENTS LEAVING THE CAMPUS, FOR WHATEVER REASON, WITHOUT THE PERMISSION OF A SCHOOL OFFICIAL.**

#### **Gate Schedule**

Monday/Thursday	Tuesday/Friday	Wednesday
8:15 am: Gates to loop road are locked	8:15 am: Gates to loop road are locked	8:45 am: Gates to loop road are locked
2:15 pm: Gates to loop road are unlocked	1:15 pm: Gates to loop road are unlocked	1:55 pm: Gates to loop road are unlocked

#### **Traffic Flow**

All traffic on NDP's Loop Road will be **one-way from SOUTH to NORTH in the morning and afternoon.** (see diagram below).

- Students who **DRIVE THEMSELVES** and need to park in one of our student lots are to **USE THE LEFT LANE.**
- Parents who are **DROPPING OFF** or **PICKING UP** students are to **USE THE RIGHT LANE.**
- All **THROUGH TRAFFIC** should use the **LEFT LANE.**
- All drivers exit campus past Bemis Field to turn onto 98th street.
  - drivers in the left lane **MUST** turn left
  - drivers in the right lane **MUST** turn right

- The traffic lanes will be monitored by staff and security.
- Please drive safely, obey the speed limit (**5mph**), and respectfully follow the directions given by our security staff. Your cooperation with NDP staff members is important for your safety and the safety of our students.

### **Pre-Arranged Absences**

Any student who knows in advance that he or she will miss a significant number of school days must notify the Assistant Principal at least two weeks before the planned absence.

On rare occasions, a situation may arise that requires a student to miss class for personal reasons. If so, the student must have the new attendance form completed online. Please find this form on our school website. Students are expected to make advance arrangements with their teachers to deal with any materials or assessments they might be missing while away from school.

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

For college visits, students must notify the attendance office of a pre-arranged college visit. Students will be given a college visit form from the attendance office that must be filled out while visiting the college. Seniors and juniors will be given 2 college visits per school year.

### **Absences**

All absences must be submitted through the online attendance form. Once the form is submitted, you will receive confirmation that it was received. Please note that submitting the attendance form notifies the school that the student is absent, it does not automatically excuse the absence. Please see the qualifications for an excused absence below.

Legitimate reasons for excused absences include:

- Personal illness accompanied by a doctor's note (must be received within 48 hours of the doctor visit. Notes after 48 hours will not be accepted).
- Serious family illness or a death in the family.
- Representing the school at school-sponsored activities.
- On rare occasions, it is permissible for students to miss class for unavoidable conflicts in scheduling doctor's appointments. It is expected that every effort will be made to avoid scheduling appointments during the course of the school day.

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

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

A student will have an amount of time equal to the length of the absence plus one extra day to make up for missing work and exams. All missing assignments will become zeros after two weeks. If a student misses a summative exam, he or she will have the amount of time equal to the length of the absence plus one day to make up the exam.

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

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

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

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

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

Missed exams or assignments may be made up at the discretion of the Administration. In-School suspension (ISS) Students may be given an in-school suspension if warranted for specific behavioral violations. ISS will be served at the discretion of the administration. Students will attend an all-day study hall and be given assignments from their teachers. If a student is given a second ISS, students can be charged a substitute teacher fee of \$125.00 for the day.

#### **Chronic Illness**

Chronic illness is defined as a long-term medical condition that can be treated. For a student to be given accommodations, he/she must complete the chronic illness form and submit the proper

medical documents to the school nurse who will then provide copies to the Dean of Students and the Counseling Department for approval. Consequences for repeated absences per semester do not apply to absences directly related to the specific chronic illness.

#### **Unexcused Absence**

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

#### **Late Arrival/Early Release**

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

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

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

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

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

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

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

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

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

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

2 absences	Parents and students will be contacted and issued a warning by the attendance office.
4 absences	Parents and students will be required to meet with the Dean regarding their absences. The student will be placed on an attendance contract.
6 absences	Because 6 absences exceed the Arizona State law limits of 10% of the semester, the student will be suspended from ALL co-curricular activities for a period of two weeks.
8 absences	Because 8 absences exceed the Arizona State law limits of 10% of the semester, the student will be suspended from ALL co-curricular activities for the remainder of the semester. At 8 absences, a student has missed 15% of the semester.

### **Tardies**

Students are expected to be punctual to all classes and school activities. A student arriving late to class disrupts the education of every member of the class. Tardiness is seldom excusable. A full class absence is recorded if a student misses more than 20 minutes of the class. Excessive tardiness is considered a disciplinary matter and may result in probation, suspension and/or an interview with the Discipline Board.

As a reminder, NDP is a closed campus so the gates to Loop Road will be closed and locked according to the gate schedule. Students who arrive late to school must park in the sophomore lot by the baseball fields and walk to the front office for a pass.

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

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

- Socializing before school
- Distance from home to school

#### Consequences for Tardies Per Class Per Semester

2 tardies	The student will be issued a detention from their teacher.
4 tardies	Parents and students will be required to meet with the Dean regarding their tardies. The student will be placed on an attendance contract.
6 tardies	Because 6 tardies have been accrued in a single class, the student will receive an absence for the class. For every additional two tardies, the student will receive an absence towards their class.

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

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

#### DRESS CODE/APPEARANCE

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

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

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

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

## General Uniform Guidelines

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

- Uniforms must be clean, neat and in good repair at all times or the student may be asked to change
- Students may not alter their uniform in any way unless it is to conform the article of clothing to the dress code
- Uniforms must be purchased only from the officially sanctioned NDP vendor, Anton Uniforms. No substitutions or alterations will be permitted
- No hats may be worn with the school uniform
- Sunglasses may not be worn indoors
- Students must refrain from writing on themselves or others; it is inappropriate and demeans the body
- Only NDP P.E. uniforms may be worn for all P.E. classes
- No uniform shirt can be unbuttoned past the second button
- No shirt sleeves may be rolled up at any time

## Uniform Skirt/ Shorts/Slacks

- **SKIRTS MUST TOUCH THE TOP OF THE KNEE.** Skirts that do not touch the top of the knee will be issued a detention. The waistband of the skirt is to be worn on the waist, never on the hips and never rolled. Our skirt length demonstrates respect.
- Girls' shorts may not be worn more than three inches above the top of the knee.
- Boys' shorts may not be worn more than three inches above or below the knee.
- Shorts **may not be rolled**, and the bottom of the shorts must come down to 3 inches above the knee.
- Shirts must be always tucked in and belts must be worn. Belts must be worn at all times and be plain black, brown, or white.
- Slacks for Mass day must be worn with a plain black, brown, or white belt. No patterns may appear on belts.
- No warm-ups or sweatpants are allowed.

*Note: After a student receives three detentions for skirt length violations, they will be placed on a disciplinary contract, and will be given one week to purchase a new skirt from Anton or lengthen the student's current skirt. Upon return to school, the student must check in with the Dean of Women's office to confirm appropriate skirt length. Effective 8/24/21.*

## Undergarments

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

## Boys Appearance

- Hair must be well-groomed, maintained, and a natural color. Bleaching, tinting, or dying is not permitted.

- Hawks, mohawks, mullets, man-buns, shaved designs, lines, lettering, ponytails, combs, ornaments may not be allowed.
- Boys' hair may not touch the upper rim of the collar, cover the eyebrows, or cover/wrap around the ears. If hair is in violation, students must cut or fix hair within two days of being notified in order to return to class.
- No facial hair is permitted; students are to be clean-shaven. If they fail to be clean-shaven, they will be required to shave in the nurse's office, or they will not be permitted to return to class.
- Boys may not wear make-up, nail polish, earrings, or other piercings on school property, or to school functions.
- No writing on the body (hands, arms, legs, feet, etc.)

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

#### **Girl's Appearance**

- Extreme hairstyles or extreme coloring of hair is not permitted.
- Shaved designs or undercuts are not permitted.
- Make-up and nail polish must not be excessive and must compliment the neat, clean, and modest appearance that the uniforms conveys.
- No writing on the body (hands, arms, legs, feet, etc.)

#### **Socks/Shoes**

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

#### **Outerwear**

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

- Students must wear an NDP polo underneath their outerwear at all times
- Hats are not permitted at any time.
- Scarfs are not permitted at any time.

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

#### **Jewelry and Tattoos**

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

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

#### **Jeans Days**

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

#### **On-Campus Dress**



- Girls may wear the uniform skirt or Bermuda-length shorts (khaki or black) with school polo shirt tucked in. Belts must be worn with shorts. Black, brown, and white belts are allowed.

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

#### **Mass Dress**



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

#### **Spirit Dress**



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

## **BEHAVIORAL EXPECTATIONS**

### **Academic Dishonesty**

All suspected violations of cheating will be referred to the Dean's office. A student who is found to be in violation of academic dishonesty, will receive disciplinary consequences which includes;

- **First time offender** – Saturday detention
- **Second time offender** – Suspension from co-curricular activities for two weeks
- **Third time offender** – Mandatory board hearing

***Academic consequences are addressed in the NDP Program of Studies and will be in addition to the disciplinary consequences listed above.***

### **Athletics**

Please review the [Notre Dame Preparatory athletic handbook](#). Any questions should be direct to Athletic Director, Dough Seagrave.

### **Campus Behavioral Expectations**

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

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

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

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

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

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

- Failing to follow a request or direction of the teacher
- Talking out or engaging in horseplay
- Disturbing another student in any way

- *Being out of seat without permission*
- *Showing disrespect/defiance*
- *Using equipment/supplies improperly*
- *Text messaging or using electronic devices during class*
- *Taking pictures or video of teachers or students during class*

### 3) Orderly Environment

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

- *Behaving in a disruptive manner on campus, at a school function, or off campus.*
- *Unexcused absence/tardy/truancy*
- *Being out of class without a pass*
- *Gambling*
- *Using a motor vehicle inappropriately*
- *Soliciting, selling, or attempting to sell unauthorized items*
- *Possessing inappropriate literature, photographs, etc.*
- *Destroying or defacing property*
- *Displaying inappropriate affection*
- *Violating the uniform policy*
- *Inappropriate or foul language*
- *Littering*
- *Talking during an emergency drill*
- *Providing false or misleading information to any member of the Notre Dame community (This includes withholding information or omitting the truth.)*
- *Using an electronic device during the school day without permission*
- *Taking pictures or video of teachers, students or staff on school property without permission*
- *Sending/posting inappropriate electronic messages, e-mails, images, videos or voice messages*
- *Sending/posting inappropriate, harassing or concerning information of any form on social media or internet*

### 4) Productive Spiritual Environment

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

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

## 5) Safe Environment

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

- Possession or use of a weapon, or any object perceived to inflict harm (Including, but not limited to toy guns, BB guns, airsoft guns, paintball guns, pepper spray, knives of any kind, etc.)
- Assault, battery, or threatening behavior
- Possessing drugs/alcohol/vaping products for sale or use
- Committing arson
- Possessing an explosive device
- Stealing
- Fighting
- Hazing
- Showing blatant disrespect to an adult or student
- Harassing - verbal/visual/physical/sexual harassment
- Bullying /cyber bullying
- Defying legitimate authority
- Being under the influence of drugs/alcohol/tobacco
- Positive drug/alcohol test/tobacco test
- Possessing, using, or selling of tobacco, drugs, alcohol, or any illegal substances, devices, or paraphernalia
- Promoting/participating in gang activities
- Filing a false report
- Violating a contract or probation
- Sending or posting of electronic images, messages, videos, or information about a student, faculty, staff or any member of the Notre Dame community without prior permission from school administration, faculty, staff member, or student
- Sending or posting of inappropriate electronic images, messages, videos, information, or any other inappropriate online behavior involving self or others.

## Code of Conduct

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

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

Choosing to join the Notre Dame Preparatory community obligates you to act in a manner that is consistent with the following principles. Joining the Notre Dame community acknowledges your acceptance of these commitments and agreement to strive for their achievement. Commitment to these principles means you will strive to:

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

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

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

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

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

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

#### **Crimes and Threatening Behavior**

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

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

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

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

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

#### **Detentions**

Transportation, jobs, activities, etc. are not acceptable uses for missing detention. Any student who is late or misses their assigned day will be required to serve the next two Saturday detentions. Students may be required to do clean-up around school grounds. Students will be charged \$25 per Saturday detention. Students will be charged \$75 for all day detentions.

- ***First detention*** – *The student and parent will be notified*
- ***Second detention*** – *The student and parent will be notified*
- ***Third Detention*** – *The student will receive a Saturday detention and will be reminded that a fourth detention will result in an all-day detention during school.*
- ***Fourth Detention*** – *The student will be required to serve an all day detention during school hours. A fifth detention will result in a disciplinary contract.*
- ***Fifth Detention*** – *The student will be placed on a disciplinary contract.*

#### **Deliveries**

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

## **Disciplinary Measures**

Approved disciplinary measures can include but are not limited to, Detentions, Saturday Detention(s), In-School Suspension, Out-Of-School Suspension, Counseling and/or Conference with Student and Family, a Disciplinary Contract, an Attendance Contract, a Disciplinary Review Board hearing, Assignment of Special Tasks, Denial of Privileges, or Disenrollment. Sanctions will be determined at the discretion of the dean of students.

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

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

## **Disciplinary Contract**

Taking into consideration the degree of offense, the past record of the student, and the nature of the offense's circumstances, students may be placed on a disciplinary contracted. Excessive detentions (5) in one calendar year will result in a disciplinary contract. Those who violate their disciplinary contract will be subject to additional disciplinary consequences up to a board hearing or disenrollment.

## **Discipline Review Board**

Serious discipline cases may be subject to review by the Discipline Board.

The Discipline Review Board consists of the Assistant Principal of Student Services, the Dean of Women, the Dean Men, faculty members, and any representative(s) deemed necessary by the Principal. The Discipline Review Board meets with only the student and their parent(s) or guardians(s).

Taking into consideration the degree of offense, the past record of the student, and the nature of the offense's circumstances, the Discipline Review Board recommends consequences regarding the infraction to the Principal for final decision.

Other than the case of a required disenrollment of a student, it might be possible for other serious matters to require an appeal of an administrator's decision. It is the responsibility of the Superintendent in a Diocesan school to determine if the decision is proper subject for appeal.

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

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

#### **Disenrollment (Required)**

If the administration determines that a student's emotional difficulties, attitude and/or behavior illustrate their refusal to cooperate or comply with the spirit, requirements and regulations of Notre Dame Preparatory, they and their parents will accept the responsibility of disenrollment **without further discussion**. All NDP communication will be terminated after **5** days from the date of disenrollment.

#### **Ditch Days**

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

#### **Drug Testing**

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

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

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

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

- A parent's choice to provide their child with illegal substances does not excuse their child from being held accountable to the Notre Dame Preparatory Drug/Alcohol Policy.
- Students who refuse to be tested will be asked to disenroll.
- Altering drug tests with synthetic urine or by other means will be grounds for immediate disenrollment.

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

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

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

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

#### **Drug, Alcohol, Nicotine, and Tobacco Sanctions for Students**

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

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

#### **Electronic Devices**

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

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

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

#### **Expectation of Honesty**

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

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

#### **Gum/Campus Cleanliness**

Gum chewing is not permitted on campus at any time. Students are expected to clean up after themselves at break and lunch. Students should never bring food into the restrooms. Any

student who fails to clean up, brings food/eats in the restrooms or is seen chewing gum will be subject to disciplinary sanctions.

### **Lost and Found**

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

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

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

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

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

## **Parking/Automobiles**

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

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

- All cars parked on campus must be parked in assigned parking spaces.
- All cars must be registered with NDP. Parking permits can be purchased online through Smart Tuition. Permits may be picked up beginning on August 9th. The issued tag must be displayed on the front windshield of every vehicle registered to park on campus.
- Sitting in cars or loitering in this area is absolutely forbidden and will result in the car being towed/towing fees.
- Automobile sound systems must not be heard outside of the car while on or in the vicinity of the campus.
- For the safety of all, a 5-mile per hour speed limit must be observed.
- Failure to adhere to safety rules will result in a loss of parking privileges, and students guilty of any driving violations on or around the campus may be subject to disciplinary consequences.

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

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

## **Senior Pranks**

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

## **Student Identification Cards**

Each student is issued a picture identification card for each school year. Students must not alter their ID cards in any way. **This card is to be worn on the student while on campus and at any school function.** Admission to school athletic events and other school activities may be

denied without a current Student ID card. Student ID cards come with a barcode for parents to load funds onto the card through [k12paymentcenter.com](http://k12paymentcenter.com). Students must have their ID to pay for their daily lunch and snacks. A fee will be assessed for each replacement card.

### **Student Searches**

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

### **Inappropriate Language**

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

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

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

### **Social Media Policy**

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

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

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

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

### **STUDENT TECHNOLOGY**

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

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

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

#### **Student Internet Safety**

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

NDP will use technology protection measures to block or filter, to the extent possible, access of visual depictions or information that are obscene, pornographic and harmful to minors over the network. NDP reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it

deems necessary. Users should have no expectation of privacy regarding their use of NDP property, network and/or Internet access or files, including email.

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

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

NDP reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the school, students, employees, network or computer resources, or (2) that expend NDP resources on content the school in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by NDP as inappropriate. Some examples of inappropriate activity on NDP's network include, but are not limited to:

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

- Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for commercial purposes:
  - Using the Internet for personal financial gain;
  - Using the Internet for personal advertising, promotion or financial gain;
  - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities, such as solicitation for religious purposes, lobbying for personal political purposes.

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

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

#### **Scope of Email Use**

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

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

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

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

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

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

The following are examples of inappropriate use of NDP Email, but NDP also reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for students, employees, school, network or computer resources, or (2) that expend NDP resources

on email that NDP in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by NDP as inappropriate.

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

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

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

Using NDP Email for Commercial purposes:

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

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

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

### **Penalties for Improper Use**

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

### **BYOD**

Starting in the 2018-2019 school year, Notre Dame High School's policy for student technology requires students to provide their own laptop as their primary education device. A full-featured laptop in the classroom environment has shown distinct advantages over the use of tablets and provides students with a greater degree of academic opportunity and productivity. The Bring Your Own Device (BYOD) program requires new students to have either an Apple MacBook or

Windows 10 laptop which meets or exceeds the minimum specifications described below. Students are required to have devices on the first day of classes, and must bring their laptops to school each day. For the full Student Technology User Agreement, please visit the school website under the Parents > Technology Fee link for more details on the campus BYOD program. Enrollment in Notre Dame Preparatory is acknowledgment of agreement to this policy.

### **CONCLUSION**

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

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

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

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

### **APPENDIX A: Harassment/Bullying/Hazing**

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

#### **Harassment**

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

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

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

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

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

#### **Definition of Harassment**

a. "Harassment" is threatening, intimidating, or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:

- i. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- ii. has the purpose or effect of unreasonably interfering with an individual's performance; and/or
- iii. otherwise adversely affects an individual's opportunities.

b. Conduct that constitutes harassment may include, but is not limited to, the following: epithets, slurs, negative stereotyping, stalking, unwanted physical conduct, or other threatening, intimidating, or hostile acts based upon race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability; threatening, intimidating, or hostile commentary or graphic material based on race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates, or by the use of social media or means of electronic communications.

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

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

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

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

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

#### **Procedures**

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

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

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

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

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

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

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

As religious organizations called to teach the Catholic faith and carry out the mission of the Church, the Diocese of Phoenix and the Catholic schools have the right and responsibility to teach Catholic beliefs and practices in accord with the teachings and laws of the Catholic

Church. Under no circumstances shall such teaching of Catholic beliefs be deemed to constitute harassment, or otherwise be deemed to violate civil law or any policies of the Diocese of Phoenix.

#### **Sanctions**

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

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

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

#### **Bullying**

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

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

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

#### **Definition of Bullying**

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

### **Procedures**

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

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

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

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

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

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

### **Sanctions**

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

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

### **Hazing**

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

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

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

#### **Definition of Hazing**

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

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

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

#### **Procedures**

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

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

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

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

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

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

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

#### **Sanctions**

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

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

#### **APPENDIX B: Arizona Statutes Requiring the Contact of Law Enforcement**

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

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

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

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

- (a) First or second-degree murder and manslaughter.
- (b) Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
- (c) Sexual assault.
- (d) Any dangerous crime against children.
- (e) Arson of an occupied structure.
- (f) Armed robbery or burglary in the first degree.
- (g) Kidnapping.
- (h) Sexual conduct with a minor under fifteen years of age or child sex trafficking.

(B) any suspected crime against a person or property that involves a deadly weapon or dangerous instrument or serious physical injury; and

(C) any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

#### **Deadly Weapon Possession**

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

#### Possession of Illegal Drugs

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

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

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

*Referenced from the Arizona Department of Education*

#### APPENDIX C: School Dance and School Sponsored Events

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

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

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

When students are dancing inappropriately the following will occur:

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

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

## **APPENDIX D: Appeal Process**

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

### **Process of Appeal:**

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

**The Decision of the Superintendent, Assistant Superintendent or delegate is final and binding and concludes the appeal process. Diocesan Handbook 3-1.1.16 B & C.**

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