



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

STUDENT & FAMILY HANDBOOK

2023-2024
ACADEMIC YEAR

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Alameda, California 94501
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SAINT JOSEPH NOTRE DAME HIGH SCHOOL

Departments and Personnel for Academic Year (2023-2024)

Board of Trustees

Alicia Trost '95, Chair
Stephanie Doud, Vice Chair
Kristyn Temple-Robinson '92, Secretary
Father Mario Rizzo, ex officio
Father Steve Kim, ex officio

Chris Aria '08
Bob Butler '71
Donna Marie Ferro '65
Phoebe Grunt '13
Chuck Wong '01

School Leadership

Parochial Administrator
Principal
Vice Principal
Dean of Academics
Dean of Students

Father Mario Rizzo
Father Steve Kim
Andy McKee
Mustafa Siddiquee
Geoffrey Godfrey

Institutional Support

Main Office & Attendance Officer
Registrar

Abbie Harlow
Elizabeth Rochlin

Program Directors

Campus Minister
Associate Campus Minister
Director of Equity & Justice
Director of Integration & Technology
Director of Student Activities

Ricardo Martinez
Catherine Holcombe
Natalya Wade '07
Jeri Countryman
Fernando Barragan '12

Academic Council

Theology Chair
English Chair
Social Studies Chair
STEM Program Chair
Math Content Leader
Visual and Performing Arts (VAPA) Chair
Languages Other Than English (LOTE) Chair
Physical Education (PE) Chair
Library & Media Center Services Coordinator

Anna Adams
Colette Gunn-Graffy
Michael Sandberg
Mustafa Siddiquee
Paula Mendoza
Mark Ritter
Arasely Padilla
Ralph Gonzales
Mallory Cornett

Campus Life Team

Ninth Grade Division Moderator
Tenth Grade Division Moderator
Eleventh Grade Division Moderator
Twelfth Grade Division Moderator

Paula Mendoza
Arasely Padilla
Sherry Scott
Catherine Holcombe

Advancement

Director of Advancement
Director of Alumni Relations & Annual Giving
Stewardship Associate
Donor Database Administrator

Lucy Lopez
Vicki Bargagliotti
Carol Goldman
TBD

Athletics

Athletic Director
Assistant Athletic Director

John Bertken
Jazmine Jackson

Communications and Marketing

Director of Communications and Marketing
Marketing Associate

Jim Muyo
Katherine Hanover '14

Counseling

Director of Counseling
College Counselor
Personal and Academic Counselor
Learning Services Counselor
Academic Success Coach
Academic Success Coach
Academic Success Coach
Academic Success Coach
Academic Support Coordinator and
Counseling Administrative Assistant

John Gunty
Elizabeth Hunter
Naima Shalhoub
Maryanne Stehr
Nancy Lee
Kaleb Cervantes
Kenneth Herndon
TBD
Mary Ellen Proctor

Enrollment & Admission

Director of Enrollment Management
Director of Admission

Eileen Graybeal
Natalya Wade '07

Finance & Facilities

Director of Finance and Planning
Human Resources and Accounts Payable
Accountant and Accounts Receivable
Facilities Manager
Maintenance Technician
Maintenance Technician
Janitorial Supervisor
School Bus Driver

Marlene Garcen
Dessiree Lozano
Christine Jackson
De'Shawn Kelly
Charlie Haberstroh
Jeffrey Figueroa
Maricela Ortega
Charles Valteau

Important Telephone Numbers

Main Office
Academics
Admission
Athletics
Attendance
Business Office
Campus Ministry
Communications and Marketing
Counseling
Dean of Academics
Dean of Students
Equity and Justice
Finance and Facilities
Advancement
Library
Principal
Registrar
Student Activities
Technology Assistance
Vice Principal

510.523.1526
510.995.9526
510.995.9458
510.995.9434
510.523.1526
510.995.9418
510.995.9444
510.927.4396
510.995.9450
510.995.9526
510.995.9461
510.995.9451
510.995.9512
510.995.9456
510.995.9510
510.995.9442
510.995.9453
510.995.9441
510.995.9460
510.995.9459

HISTORY,
MISSION,
SPIRITUAL LIFE,
AND ADMISSION



1

1.1 HISTORY OF SAINT JOSEPH NOTRE DAME HIGH SCHOOL

Saint Joseph Notre Dame High School is a consolidation of Notre Dame, founded over 100 years ago by the Sisters of Notre Dame de Namur, and St. Joseph's, founded in 1935 by the parish of Saint Joseph's, and originally conducted by the Marianist Brothers.

In 1881, at the invitation of Father William Gleason, the pastor of Brooklyn (East Oakland), five Sisters of Notre Dame de Namur came to open a school for girls in grades one to twelve, four years before Saint Joseph Parish was established. The Sisters purchased the present site in Alameda, erected a convent, and opened a school. When St. Joseph Grammar School was built in 1922, the original school building became the high school, Notre Dame Academy, a combined boarding and day school.

Early in 1958, the newly appointed pastor of Saint Joseph Parish, the Reverend Alvin P. Wagner, suggested constructing a new high school on the site of the old. Thus a new parochial high school opened in 1960.

St. Joseph High School, a school for boys, was under the direction of the Marianist Brothers for 35 years until their departure in June 1970. Father Bernard J. Praught, then Pastor of Saint Joseph's, opened the school in the fall of 1935. The first faculty was composed of two Marianists, and the first student body contained 35 freshmen and 24 sophomores.

Work began during the 1984-1985 academic year to facilitate the consolidation of Notre Dame High School and St. Joseph High School into a coeducational high school. The current coeducational school of Saint Joseph Notre Dame High School began operations in September 1985. The school primarily serves the cities of Alameda, Oakland, San Leandro, San Lorenzo, and the greater East Bay.

Monsignor Alvin P. Wagner, pastor for 25 years, retired in August 1983 and was replaced by Sacred Heart Father Patrick A. Goodwin, SS.CC. The Sacred Hearts Fathers, founded during the French Revolution, are a teaching order of priests and brothers.

After ten years as pastor, Father Goodwin was replaced in July 1993 by Father Jeremiah Holland, SS.CC. Father Holland resigned in December 2001. He was replaced by Father Richard Danyluk, SS.CC, who served as pastor until 2007. A parish administrator was assigned to the community in 2008. In August of 2009, Father Fred Riccio was named the pastor and served until 2013. In June of 2013, Father George Alengadan was assigned as the pastor.

In January of 2020, Father Mario Rizzo was appointed the parochial administrator of the Saint Joseph community, overseeing the Saint Joseph Notre Dame High School, Saint Joseph Elementary School and the parish of Saint Joseph Basilica.

School Crest



The school crest is to be used only for historical or ceremonial purposes and print and electronic publications with the permission of the Principal and the Director of Communications and Marketing.

Crest Elements

The **crown** surmounting the shield dually represents Saint Joseph, who was of the royal house of David, and Mary, the Mother of God and Queen of Heaven.

The **shield** symbolizes Protection.

The **cross** symbolizes the Love of Our Savior as revealed in His Redemption.

The **lamp** is symbolic of Knowledge and the Light of Truth.

The **three interlocking rings** symbolize the Blessed Trinity.

The **fleur-de-lis** represents Leadership.

The **winged foot** represents the Pilots, the school symbol.

School Mascot

"Pilots" is the one and only approved mascot for SJND. No other mascots are approved for use. Pilots was chosen for the school's mascot because Alameda was formerly known throughout the world for its thriving naval air station.

School Logos

The following approved logos available in dark blue, black, and white are available for use by contacting the Office of Communications and Marketing.



SAINT JOSEPH NOTRE DAME HIGH SCHOOL

School Seal



The school seal is available for use by contacting the Office of Communications and Marketing.

School Colors

Orange and Royal Blue are the school colors. The orange denotes the flame of charity and the blue is to honor the Mother of God. Our specific Pantone and hex colors are as follows:

- Specifically for Athletics



Bright Blue
HEX: 003087
Pantone: 287 C



Bright Orange
HEX: ff6c2f
Pantone: 1585 C

- Specifically for All Other Uses



Dark Blue
HEX: 002f6c
Pantone: 281 C



Dark Orange
HEX: cb6015
Pantone: P 30-16 C

Accreditation

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

1.2 THE CHARISM OF THE HOLY FAMILY OF NAZARETH

As part of our Catholic identity, Saint Joseph Notre Dame High School honors its charism of the Holy Family. The school seeks to reflect the loving and welcoming community, which is the Holy Family of Nazareth, in all facets of school life.

Saint Joseph Notre Dame High School desires to instill and promote the family ideals that God holds out before us of love in pursuit of justice, communion rooted in equity and mutual respect, the full human development of each member of our diverse community, and generous service for a suffering world. The Charism of the Holy Family is a central symbol in all expressions of our faith on campus.

1.3 MISSION STATEMENT

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

1.4 INTEGRAL STUDENT OUTCOMES (ISOs)

Saint Joseph Notre Dame High School graduates are:

INSPIRED BY CHRIST to...

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

ENGAGED AND CREATIVE SCHOLARS who...

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

MORAL INDIVIDUALS who...

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

1.5 CAMPUS MINISTRY AND SPIRITUAL LIFE

As part of Catholic Education's commitment to educate the whole person, the Campus Ministry department serves the spiritual needs of the Saint Joseph Notre Dame community. In collaboration with the Theology Department, Saint Joseph Basilica personnel and the Campus Ministry Executive Board of Students (CMEB), Campus Ministry designs and provides opportunities to help students grow in appreciation and understanding of the Gospel message, to meet their pastoral needs, and to deepen their faith and spiritual life.

These opportunities exist in the form of the liturgical life of the school, its retreats, and also the Integrated Christian Service Program. All students are required to attend liturgies and retreats and to give service to the community as expressions of our school's mission as a Catholic high school. In addition to communal opportunities, individual spiritual guidance and support is available through the Campus Ministry office.

Liturgies and Prayer Services

The high school community celebrates Mass and prayer services in the Saint Joseph Basilica, a mission-style parish church that stands on our campus. For Mass, faculty, staff, and students gather together for the Liturgy of the Word and the Liturgy of the Eucharist, the central expression of faith.

Our non-Eucharistic prayer services allow us to practice a ministry of presence with each other. Regular worship opportunities, whether Mass or prayer services, honor key moments in the life of the school, in which all members of the Pilot family are invited to bring their gifts to the table. Students especially are encouraged to lead our liturgies by proclaiming Scripture, offering reflections, singing hymns, and much more.

As part of the tradition to honor liturgical life, we encourage students to wear Semi-Formal Dress during Mass and prayer services. Please refer to Chapter 5.2 to review the Special Dress Guidelines for Semi-Formal Dress.

Retreats

“Jesus said to them, “Come away by yourselves to a deserted place and rest a while.” So they went off in the boat by themselves to a deserted place.” (Mark 6.31-32)

At Saint Joseph Notre Dame High School, we offer students the time, space, and ever-evolving language to encounter God personally within the self, the community, and creation. A retreat, in the tradition of Jesus of Nazareth, is the practice of temporarily leaving everyday life for the purpose of spiritual exercise and rest.

Our four-year retreat program aligns directly with our school mission, from which the general themes of belonging, believing, becoming, and beyond evolved to shape the program.

In each of their four years at Saint Joseph Notre Dame High School, all students are required to attend their class retreat as part of their graduation requirement. All Saint Joseph Notre Dame High School expectations for student conduct apply while students are on retreat.

Please refer to Chapter 4 to review these rules and expectations.

9th Grade Mission and Charism Retreat

The general theme of Belonging underscores this one-day retreat in which the newest members of the Pilot family experience “our faith-filled, diverse, and welcoming community.” Formative activities introduce 9th graders to the spiritual gifts of our school while also encouraging them to create class friendships.

10th Grade Service and Social Justice Retreat

Direct involvement with the social mission of the Catholic church enables our students to “embrace the teachings of Jesus Christ.” The broad theme of Believing guides the sophomore immersion retreat at St. Anthony Foundation in San Francisco’s Tenderloin District. Belief in Jesus’ teachings is lived out when students interact with and respond to the poor and marginalized with compassion, mercy, and a determination to work for peace and justice in our society.

11th Grade Fides Retreat

Keeping with the school’s mission to “develop confident, open-minded, and effective leaders,” the Fides retreat is an opportunity for juniors to reflect on how they are Becoming a People of God in trust and service to others. The focus on trust - trust in God, themselves, and their peers - helps build this community of faith and of servant-leaders.

12th Grade Kairos Retreat

This multi-day and night retreat invites our seniors to contemplate their lives Beyond the everyday, especially as they enter their final year of high school. The retreat speaks to the heart of the SJND mission that our students be “ready to live joyful lives of faith, scholarship, and service.” During Kairos, the seniors are offered the chance to explore and reflect on their relationships with God, self and neighbor, share life together, affirm each other, seek forgiveness and participate in communal worship.

Integrated Christian Service

“For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me.”

Then the righteous will answer him, ‘Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? And when was it that we saw you sick or in prison and visited you?’

And the king will answer them, ‘Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.’” (Matthew 25.35-40)

Our mission that students be "ready to live joyful lives of faith, scholarship, and service" is directly animated through our commitment to Christian service. The Gospel compels us toward service as a way to challenge and change the inequitable systems and structures of society.

From their first year at Saint Joseph Notre Dame, students are encouraged to embrace our culture of service by building solidarity with the broader community. We have an integrated approach to Christian service, which includes service learning and immersion, advocacy, volunteerism, and charity.

Through participation in our Integrated Christian Service program, our students will be able to:

- Practice skills and test classroom knowledge through related service experiences in the local community;
- Develop the foundation for a lifelong commitment to service as a crucial component of servant leadership;
- Explain the connection between Catholic Social Teaching and their service experiences;
- Differentiate between social justice and Christian charity;
- Explain the process of theological reflection and apply it to their service experiences;
- Analyze root causes of social issues and devise potential solutions.

1.6 FAMILY PARTNERSHIP

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

It is crucial that our students' attitudes and behaviors reflect the true values of our school both on and off campus. Our partnership is at the crux of this reality. We must work together in order for Saint Joseph Notre Dame students to continue to grow as moral individuals who act with the integral values of wisdom, conviction, and integrity. As partners, we are all witnesses to this formation.

Family Education Programs and Workshops

To support families in this partnership, the high school hosts various family education programs and workshops throughout the year that explore topics relevant to our diverse community and a relationship rooted in healthy and honest communication. We trust our families to cooperate and work respectfully with our school personnel over issues that may arise relating to any school-related activity; to supervise the use of your home as a healthy gathering place for young people when appropriate; and to monitor your student's social media usage so that it is positive and supports our values of responsible digital citizenship.

Student-Family-Teacher Collaboration and Resolution

Whenever a parent/guardian has a concern regarding a classroom situation involving their student, the first contact must always be the classroom teacher. Families can make appointments with teachers via email. A collaborative conversation with a classroom teacher can address most queries. Resolving any concerns at this level allows for efficient and effective resolutions. The school's counseling staff is also available to help facilitate this collaborative conversation upon request.

If there is a need to address any concern in the classroom, the order of contact is as follows:

1. Classroom Teacher
2. Department Chair or Academic Program Lead
3. Dean of Academics or Dean of Students
4. Vice Principal
5. Principal

Failure to adhere to subsidiarity may result in delayed resolution of issues. The school administration reserves the right to designate particular individuals to handle cases or issues as needed.

The Saint Joseph Notre Dame High School faculty and staff are here to facilitate growth, understanding, and leadership. Our partnership allows this to become reality. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require families to withdraw their student from the school.

1.7 ADMISSION

Statement of Non-Discrimination

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

Criteria for Admission

The HSPT placement examination (ability and achievement test) is administered to all prospective 9th graders each year. Although academic ability is of paramount importance, admission is based on consideration of a number of characteristics which include: willingness to study, ability, achievement, interview of parents/guardians and student with faculty, the recommendation of former teachers and principals, and grammar school achievement, especially in the seventh and eighth grades. Upper-class transfers include the above and an acceptable high school record and will be subject placement tested accordingly.

Visiting Saint Joseph Notre Dame High School

Prospective students who have a genuine interest in enrolling at Saint Joseph Notre Dame High School and wish to visit must make arrangements prior to the visit with the Admissions Office.

Parents, guardians, caretakers, and other visitors must report to the main office to check in and to obtain a visitor's pass which must be worn visibly. California State law forbids outsiders to loiter on or near school property. Violators should be reported to the school office. Students are to discourage any friends from visiting Saint Joseph Notre Dame unless it is done officially through the office. Parents, guardians, and caretakers will be notified if their students entertain such visitors on or near campus during the school day.

ACADEMIC PROGRAMS AND POLICIES



2.1 GRADUATION REQUIREMENTS

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

Course credits earned through colleges/universities or outside course vendors (e. g., BYU Online Independent Study) are noted on the Saint Joseph Notre Dame High School transcript, but grades earned through those programs do not impact a student's Saint Joseph Notre Dame High School grade point average.

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

Subject Area	Units	Number of Years
Theology	40	4 Years
English	40	4 Years
Mathematics	30	3 Years, must include up through Algebra 2
Language Other Than English	20*	2 Years
Physical Education	10	1 Year, including Health Seminar OR Principles of Biomed
Social Studies	30	3 Years
Science	30	3 Years
Visual and Performing Arts	20	2 Years
Selectives	50	--

* 30 units (3 years) are strongly recommended.

2.2 COLLEGE ACCEPTANCE COURSE REQUIREMENTS

University of California and California State University System: Minimum Course Requirements

COURSE AREA (A - G CATEGORY)	MINIMUM NUMBER OF YEARS REQUIRED AND DESCRIPTION
History / Social Science (A)	<u>THREE YEARS:</u> One year of world history, cultures and historical geography and two semesters of United States History, OR one semester of United States History + American Government or Civics.

English (B)	<u>FOUR YEARS</u> of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.
Mathematics (C)	<u>THREE YEARS</u> of college preparatory mathematics including or integrating topic covered in Elementary Algebra, Advanced Algebra, and Two and Three-Dimensional Geometry. Also acceptable are courses that integrate the above and include Trigonometry or Statistics.
Laboratory Science (D)	<u>TWO YEARS</u> of college preparatory science, including integrating topics that provide fundamental knowledge in two of the following disciplines: biology, chemistry, and physics.
Languages Other Than English (E)	<u>TWO YEARS</u> of the same non-English language. Three years is recommended.
Visual and Performing Arts (F)	<u>ONE YEAR</u> chosen from dance, drama / theater, choir, instrumental music, or visual art.
Electives (G)	<u>ONE YEAR</u> of an additional approved “A - G” course beyond the minimum required from that subject area, or of a course that combines any of the “A - F” subject areas in an interdisciplinary fashion.

***All courses are full year in length and college preparatory in nature unless otherwise specified.**

2.3 COURSE PLACEMENT AND SELECTION

Students at Saint Joseph Notre Dame High School engage in a challenging and comprehensive curriculum that effectively prepares them to continue their education at the university-level. Based on the essential relationship between students and teachers, students learn by active participation in diverse fields of study.

Grounded in the expert modeling and example provided by gifted and experienced educators, students do not study science and math so much as they are scientists and mathematicians; they do not study history and languages other than English so much as they actively pursue public discourse as they ready themselves to be world citizens; they do not study English, Art, and Theology so much as they express their beliefs, ideas, and opinions reflectively and creatively.

Students at Saint Joseph Notre Dame High School have access to the latest technology incorporated into their classroom experience by trained teachers who make use of optimum methods for teaching and learning. Through direct experience and demonstration, students nourish their own reasoning and analytical thinking skills to communicate new ideas to their classmates, their teachers, and the world around them.

The following courses are offered to students in order to ensure their successful preparation for college admission and success. Prerequisites for courses are used to ensure success in whatever course of study is chosen for each student. Courses may not be offered in a particular academic year due to enrollment/interest in the course.

For more information about academic offerings, please contact the Dean of Academics.

Advanced Placement (AP) Classes

Advanced Placement (AP) courses are available to qualified students. Course descriptions and prerequisites are noted in the annual Course Catalog available on Schoology and updated each February.

In addition to specific course requirements, the following general policies govern AP courses:

- Students may be required to take a placement test to earn qualification for enrollment into an AP course;
- Students enrolled in AP courses are required to attend the annual AP Information Night and may be required to complete summer assignments prior to the start of class;
- Students who take an AP course must take the AP test administered each spring;
- Students enrolled in AP courses that fail to earn a 70% for the first quarter may be dropped from the AP class at that time.

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

Course Request Workshops

During Flex Period in late February, all returning students will attend a workshop where they will receive instructions on how to request courses for the next academic school year, as well as specific information about what courses they should be considering for their next year's schedule.

Beginning in early March, all teachers will begin informing students about course offerings, including elective course offerings, available to students for the next academic school year. At that time, teachers will provide a preview for students as to what can be expected in the next school year's curriculum. Course requests for the next school year are due into PowerSchool by mid March.

These course requests indicate a commitment to enroll in and complete the selected courses, should students be assigned to them. Students may be assigned alternate electives if they cannot be placed in a first-choice class. While the school will make it a priority to assign students to courses they have requested to take, there may be irresolvable scheduling conflicts that will require assignment of Online Accelerated Learning. Final Schedules are published in June.

Schedule Changes

Given that the main schedule is built upon course requests, schedule change requests will only be considered if the main schedule can accommodate them. Any requests for schedule changes must be completed during the add/drop period, which is two weeks into the first semester and one week into the second semester (for semester-long courses only).

A schedule change request will only be reviewed if one of the following has occurred:

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

No teacher or period requests will be granted. Most courses are year-long and students must select all of their courses prior to the start of the school year. Students may not change courses mid-year.

Students must be enrolled in seven periods each semester and cannot have gaps in their schedules. Students must continue to attend the courses on their schedule until an official program change has been made and the Counselor or Dean of Academics gives them a new schedule. Students who do not receive an official schedule change before changing classes risk invalidation of an approved change and a failing grade on their transcript.

Course Withdrawals

Students may request to withdraw from a course up until the first quarter. The request may or may not be honored depending upon circumstances. A course withdrawal can only be replaced by an Independent Study course, such as Online Accelerated Learning, for which the family is financially responsible.

Drops granted during the add/drop period will not appear on the student's permanent PowerSchool record. Drops granted thereafter and before the end of the first quarter will appear on the student's permanent PowerSchool record with a grade accompanied by a "W" and no credit assigned. A student who drops a course at the end of the first marking period will have a grade recorded on their permanent PowerSchool record for Q1 with no credit. No course withdrawals can occur after the first marking period, Q1.

Level Changes

On occasion, students may need to change the level of the class in which they are enrolled (College Preparatory, Honors, AP).

In order to do so, students must:

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

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

2.4 GRADES

Semester Grades

The academic marks given at the end of each semester are the only grades listed on the official permanent record (or transcript) of each student.

The school year is divided into two semesters. Each semester is divided into two reporting periods called quarters. Current grades at the end of the 1st and 3rd quarters are reported through Schoology, and are meant to serve as a mid-term progress indicator which may have considerations for athletic and co-curricular eligibility.

Grades earned by a student reflect the mastery of standards performed and demonstrated by that student in a marking period. The teacher's professional judgment consistent with the school's and department's grading policies will determine the grade of record.

How a teacher calculates semester grades must be included in that teacher's course information which is made available to students and parents, guardians, and caretakers at the start of each course, and must be in line with the school-wide semester grading policy.

At no time may a semester final exam or assessment be worth more than 20% of a semester grade.

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

If a student believes that a mathematical error has been made in the calculation of the grade, the student may bring this to the attention of the teacher within one week of receipt of the report card. If a mathematical error was made, the teacher will correct the grade and report that correction to the Dean of Academics, who will then change the student's grade accordingly.

In the absence of any mistake or discrepancy on the part of the teacher, the grade shall be considered final. If a teacher does not agree to a change of grade, the parent/guardian may appeal to the Dean of Academics within one week after the meeting with the teacher. The parent/guardian must present evidence of the mistake or discrepancy.

Grade Scale

Below is the grade scale used at Saint Joseph Notre Dame. Students and parents/guardians should pay special attention to subsequent notes on D, F, and I grades.

Letter Grade	Percentage Range Value	Grade Point Value
A	90 - 100	4
B	80 - 89	3
C	70 - 79	2
D	60 - 69	1
F	0 - 59	0
I	N/A	0

Grade Point Average Determination

In determining grade point averages, only semester grades are used. When the total number of points is determined by addition, the GPA is found by dividing the total points by the total class periods. One quality point is added to the grades of A, B, and C only in honors and Advanced Placement (AP) classes.

- **D Grade**

The student will receive credit for the course; however, they may not be eligible to advance to the next course in that subject-area without remediation. A D-grade may jeopardize a student's eligibility for a four-year college/university without remediation. Thus, students are STRONGLY recommended to remediate D-grades during Summer School.

Twelfth-grade students who earn D or F grades at the semester must inform the colleges and universities to which they applied. Procedures for reporting vary among institutions. D or F grades may impact eligibility for admissions or result in the cancellation of an offer of admission.

- **F Grade**

The student will NOT receive credit for the course and is therefore not eligible to advance to the next course in that subject-area without remediation. The student may also become ineligible for a four-year college/university without remediation, thus, students are REQUIRED to remediate F-grades during Summer School in order to graduate.

Twelfth-grade students who earn D or F grades at the semester must inform the colleges and universities to which they applied. Procedures for reporting vary among institutions. D or F grades may impact eligibility for admissions or result in the cancellation of an offer of admission.

- **SPECIAL I-F GRADE INFORMATION**

No student will be readmitted to Saint Joseph Notre Dame High School if an F or I semester grade has not been remediated, and/or special provisions are made with the Administration.

All semester F or I grades must be made up during the school's Summer Academics program, or at a school-approved alternative. Any such failing grade or grades must be cleared before a student is allowed to begin classes for the following year.

Work from private tutors is not acceptable, and the make-up work may not be postponed until a later time.

- **SPECIFIC APPLICABILITY TO 12TH GRADERS**

A 12th grader receiving a semester F or I at the end of the first semester will be obligated to make-up the F by repeating the course (or the equivalent, or an approved alternative) at an accredited institution outside regular school hours during the second semester. Evidence of having passed the course must be presented to the Dean of Academics before a graduation diploma will be issued and before the student will be allowed to participate in the Baccalaureate Mass and Graduation Ceremony.

Any 12th grader receiving two (2) semester F or I grades for the first semester (no matter what course they are in) will be automatically withdrawn from the school unless deemed otherwise by special review by the Dean of Academics.

No 12th grader receiving one or more semester F or I grades at the end of the second semester will be given a diploma until each of those F or I grades are made-up by repeating the course (or the equivalent or approved alternative) in summer school. The diploma will be withheld until all coursework is completed and proof of the coursework is submitted to the Dean of Academics.

Summer School Grades

Students may take classes during summer school to improve a D, F, or I grade received during the school year. For example, a student may take an Algebra I class to earn the grade to qualify to advance into Geometry.

The grade earned in the summer school class will appear on the transcript with the original grade. No extra units of credit will be earned for D grades since the units were already earned during the course of the normal school year. If a summer school class is taken to make up an F or I grade, then credit for the summer school class will appear on the student's record.

Summer school grades are not used in the calculation of a student's cumulative grade point average. In order to remediate either a semester D, F, or I grade earned during the school year, a student must earn a passing final grade of at least C in the summer school. This grade of C is the minimum required passing grade whether the class is through a high school summer program or any online provider approved by Saint Joseph Notre Dame High School. In the case of any online course, both the final exam grade AND the course grade must be a minimum of C for Saint Joseph Notre Dame High School to accept credit for the course.

No course may be taken for credit without the prior approval and permission of the school (summer school application or concurrent enrollment form).

Students who wish to take an approved course at a community college, or at another high school for the purpose of advancing to the next level of a course sequence must do the following:

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

Viewing Final Grades

Final grades are published in PowerSchool at the end of each semester and are made available for viewing approximately one week after the completion of the semester. Students and families should review the grades and the accompanying comments very carefully, and wherever necessary should contact teachers for conferences.

Student transcripts will be held if tuition or any school fees are in arrears or overdue library books or school equipment have not been returned.

Schoology

Assignments and assessments that will be graded will be posted on Schoology no later than 4pm on the day the assignment or assessment is given.

Teachers will post minor summative assessment grades to Schoology within one week of being collected.

Teachers will post major summative assessment grades to Schoology within two weeks of being collected.

Online Course Policy

Online Accelerated Learning (OAL) is an independent online learning opportunity for self-motivated and self-directed students wishing to enhance their curriculum with coursework offered through an accredited virtual institution. All learning is facilitated online and students are scheduled in the Saint Joseph Notre Dame High School Miller Library during a specific class time.

All curriculum is built by the virtual institution and all assignments, projects, quizzes, tests and final exams will be graded by a virtual teacher. OAL is a Pass/No Pass (P/NP) course. On the final transcript, students will see a P/NP, and a final semester letter/percentage grade determined by the virtual teacher. Students will receive one point recorded in PowerSchool for each week they are on pace.

Students must complete all coursework and earn a C- or better in their online course before a final exam can be ordered. Both the final exam grade AND the course grade must be a minimum of C- for Saint Joseph Notre Dame to accept credit for the course.

2.5 ASSESSMENT TYPES AND DEFINITIONS

Formative

Formative work is assigned primarily for practice and to deepen student understanding of concepts and skills. Formative work is generally NOT optional. Formative work is generally assigned little to no percentage value on a grade in order to encourage students to practice and deepen understanding of concepts and skills. Teachers give students feedback on **FOR** formatives in order for students to improve. Assigned formative work are assessments learning.

Summative

Assigned summative work are assessments **OF** learning. After students have had opportunities for practice through formative work and they have acted on teacher feedback, students have an opportunity to demonstrate what they have learned through summative assessments. This is why student grades are based primarily on summative work which can include anything from projects, performances, essays, tests, and in some cases, quizzes. Where appropriate, teachers are working on broadening the types of summative assessments they give in order to provide multiple pathways to demonstrate learning and concept attainment.

Here's an analogy: Free throws in basketball. Everyone needs to practice to demonstrate they can do it and some need more practice than others. Formative work is the practice, summative work is the game. A coach can't help students get better for the game, or tell them that they're ready, if they aren't at practice.

Habits for Success

Having good time management processes, organizational and communication skills, and work habits are essential for college, career, and life. We understand that students do not want to disappoint their teachers. And, students must learn to advocate for themselves **WELL IN ADVANCE** of any due dates if they are unable to submit their deliverables by those due dates. Teachers are often willing to extend grace periods on an individual basis **IF** students advocate for themselves in a timely manner and come up with a solution. In addition, students are given feedback on their Habits for Success in the comment section of their report card at the end of every reporting period.

Sufficient Opportunity

For summative assessments like essays or projects, teachers will provide students with sufficient opportunity to demonstrate their mastery of skills or content by providing in-class time on the day a summative assessment is due AND in prior classes. For traditional tests and quizzes, the sufficient opportunity is the time given in class to take that assessment.

50% or more (specifically for non-traditional summative assessments) of the time needed to complete the assessment should be provided during class time. This can occur over multiple class periods. Also, this includes time provided on the due date in order for students to submit their work.

30 minutes, or some other reasonable amount of time dictated by the type of assessment, should be provided to students to complete and submit their assessment on the day it is due.

Multiple formative assessments that relate to the summative assessment should be completed during class time prior to the due date of the summative assessment.

Minimum 50%

In order to correct the mathematical deficiency and uneven distribution of a 100 point scale, Saint Joseph Notre Dame High School uses a modified distribution scale.

Here's why: The reason why a traditional 0 - 100 point grading system is mathematically inaccurate is because there are 59 levels of failure (0% - 59%) versus 40 points of achievement (60% - 100%).

As we continue on our journey toward integrating standards into our Authentic Learning Framework, a traditional 0 - 100 point system hampers our ability to accurately communicate what a student should know and be able to do.

Here's an example: In a traditional 0 - 100 point grading system, a student gets 30% worth of the points, then their score should be 30%, right? Actually, the student has not yet demonstrated mastery of the concept or skill, therefore the grade is still an "F."

In our shifted grade scale, a 50% is still an F. The difference is that we are correcting for mathematical inaccuracy because, in fact, our grade scale is based on 10 point bands: A (100 to 90), B (89 - 80), C (79 - 70), D (69 - 60), F (59 - 50).

Letter Grade	Traditional 0-100 Grading Scale	Updated SJND 50 - 100 Grading Scale	Grade Points
A	90% - 100%	90% - 100%	4
B	80% - 89%	80% - 89%	3
C	70% - 79%	70% - 79%	2
D	60% - 69%	60% - 69%	1
F	0 - 59%	50% - 59%	0

2.6 DUE DATES, LATE WORK, AND RETAKES

Due Dates and Late Work

Falling behind induces student stress and anxiety while also unfairly increasing the workload on teachers.

Students are to adhere to due dates; any assignment with a due date assigned by the teacher must be submitted by that time. If students anticipate a delay in submission for any reason, they need to communicate in a timely manner **BEFOREHAND** to teachers unless specific and dire circumstances prohibit that communication.

Please, note carefully that students with ILPs may have alternative timelines as specified by their plans.

Late work is not generally eligible for retakes. Summative work completed between the due date and the date the grade for that assessment is posted on Schoology may be eligible for retakes at the discretion of the teacher only. If students submit work beyond the due date, please expect a reasonable delay (generally no more than one week) in receiving feedback and a grade.

Retakes

Students have ONE WEEK from the date a grade is posted for that summative assessment to retake that assessment. To be eligible for a retake, students must have handed in all formative assessments related to that summative assessment **ON TIME**.

Teachers and departments may also have specific policies in place with regard to retake forms, required Flex or Office Hours meetings, or required Formative or Summative Assessment corrections.

Please, be sure to speak with your teacher so that you are clear about their specific policies. After the ONE WEEK window, retake opportunities are no longer available unless a specific plan has been made (in a timely manner) with the student's teacher.

Academic Review Weeks

Please, note carefully (and plan accordingly) that the week before the quarter or semester mark is considered an "Academic Review" week and therefore NO late work will be accepted during that time. This is done to ensure that teachers have an opportunity to prepare grades for each checkpoint in the year.

2.7 ACADEMIC MONITORING

Saint Joseph Notre Dame High School provides a rigorous college preparatory curriculum that challenges all students to work towards their full academic potential. The school strives to equip all students with the tools and support necessary for academic success.

Saint Joseph Notre Dame students are successful when they stay curious, practice active learning, collaborate, uphold academic integrity, and possess assessment preparation, time management, and strong study skills.

Please, **CAREFULLY** refer to the Academic Monitoring Policy below for information about how the school provides academic support for students who struggle with D, F, or I grades.

The Dean of Academics along with the Counseling Team monitor student progress on a weekly basis. Students who have D, F, or I grades at the end of every month are reviewed by the Dean of Academics and assigned to Academic Monitoring.

- Students who have earned D, F, or I grades at the end of every month will be placed on Academic Monitoring for the next month.
- Students on Academic Monitoring will receive the following support services from Saint Joseph Notre Dame:
 - Required NHS Peer Tutoring support and/or Study Hall;
 - Weekly accountability sessions with their counselor;
 - In addition, the first Friday of each month is typically reserved for faculty and staff professional development and is a day off for students. Students on Academic Monitoring, however, are required to report to school from 9 am until 3 pm on this day to work with a Student Success Coordinator until any overdue incomplete work is completed or to receive tutoring support services. Failure to attend this Academic Monitoring Support Day will result in a required conference including the student, a parent or guardian, the student's counselor, and the Dean of Academics or Dean of Students. In addition, students may forfeit participation in co-curricular activities and athletics (including games) for the semester.
- Students must complete the month without any D, F, or I grades in order to be removed from Academic Monitoring.
- While students are on Academic Monitoring for the month, they are prohibited from participating in co-curricular activities including leadership positions or club meetings. In addition, student athletes are prohibited from participating in games (though they may continue to participate in practices with the coach's permission).

2.8 ACADEMIC DISMISSAL

Students may be asked to withdraw from the school if they have significant academic concerns that may not be feasibly remediated.

Any student who receives three (3) semester F or I grades (15 credits of academic work) may be required to withdraw from Saint Joseph Notre Dame High School. Please, note that two semester F or I grades in the same subject count as two F or I grades.

Students and families will need to meet with the Principal or a designate to discuss options for continued academic eligibility. The Principal will make the final decision in all cases.

2.9 TRANSCRIPTS

General Transcript Requests

To request an official transcript, students must complete the "Request for Transcript" form. The request may be completed with the Registrar in the Main Office.

Final Transcripts for Graduating 12th Grade Students

12th grade students must indicate in SCOIR the school they will be attending in the Fall. Once the school has been selected, the College Counselor and Registrar will send final transcripts via SCOIR to the school. If a school requests a hard copy of the transcript, the Registrar will process and send those transcripts separately.

No transcript of credits will be sent to another school, college or any other professional agency, without a complete settling of academic obligations, school financial accounts and other holds, such as returning school property. The due date to submit a final transcript to colleges vary by institution and are required as part of the college enrollment process. Failure to submit final transcripts by the posted due date may result in the cancellation of the college enrollment contract.

For more information on requesting transcripts and other school materials as part of the college application process, please contact the College Counselor or Registrar.

Student Withdrawals

Students and families should notify their counselors as soon as possible when a student's withdrawal from Saint Joseph Notre Dame is contemplated. A special withdrawal form must be completed by the parents/guardians and the student must participate in an exit interview conducted by the school. School financial accounts and other obligations must be settled before the withdrawal process can be completed. Transferring from one school to another may affect a student's athletic eligibility under North Coast Section and/or California Interscholastic Federation rules. It is the student's responsibility to address any issues regarding athletic eligibility when they withdraw from Saint Joseph Notre Dame High School.

2.10 STUDENT RECORDS

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

The law requires that schools:

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

There are some exceptions to rule No. 3 above. School personnel may show or turn over records without permission to:

1. Other officials of the same school;
2. Officials of another school in which the student seeks or intends to enroll;
3. Certain federal, state, and local authorities performing functions authorized by law;
4. Individual or organizations in connections with a student's application for receiving financial aid; and
5. Court or law-enforcement officials, if the school is given a subpoena or court order.

Saint Joseph Notre Dame abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

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

2.11 GRADUATION

Graduation is a privilege and not a right. 12th grade students are considered candidates for graduation only if they have met school graduation requirements; this includes successful academic accomplishments required during a 12th grade student's final semester of study.

A candidate for graduation may be excluded from participation in the graduation exercises and/or the student's diploma may be withheld for reasonable cause. Reasonable cause may be any violation of a school policy that warrants suspension, expulsion, and/or recommended transfer from the school.

Diplomas and transcripts may be withheld from students until they or their parents/guardians satisfy financial and/or academic obligations to the school.

2.12 GRADUATION SPEAKERS

The selection of Valedictorian and Salutatorian is made from qualified applicants by the Graduation Committee. The selection of Valedictorian and Salutatorian is based on a number of factors, including overall academic performance, participation in co-curricular activities, and the content and quality of the submitted speech.

12th grade students who are within the top 10% of GPA for the class are eligible to submit a Valedictory or Salutatory speech for review by the Graduation Committee. The Graduation Committee will review submitted speeches and ask selected candidates to present their speech in person before the committee. The Graduation Committee is chaired by the Vice Principal.

2.13 COUNSELING DEPARTMENT

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

- Develop the skills and personal qualities to achieve academic success;
- Grow spiritually;
- Maintain good health and personal well-being;
- Gain awareness of their strengths, talents, interests, and challenges;
- Learn responsible decision-making skills;
- Overcome obstacles to progress and healing;
- Create and maintain healthy, life-affirming personal relationships;
- Come to experience a sense of belonging as valued members of their respective communities;
- Find a good match for their life goals and their post graduation plans.

The Counseling Department works collaboratively with students, teachers and parents/guardians to provide a safe and caring environment. Counselors strive to ensure that the needs of every student are addressed, that students are proactive in advocating for themselves, and that each student's post secondary academic goals are realized.

Counseling services are available to all students in the areas of personal guidance, academic planning, college admissions preparation, and career awareness. Students are assigned a Personal/Academic Counselor.

Students with diagnosed learning differences are assigned to the Learning Services Counselor. Students are assigned a counselor for all four years. The College Counselor also manages SCOIR and the college admissions search and application process for all students. The Learning Services Counselor will work with students, teachers and parents to help meet the educational needs of students with documented learning differences.

Students are seen by their counselor at minimum once per semester during the school year, particularly those who experience academic difficulty. Counseling appointments may be set up by going directly to the counselor's office, by email, or by using their Counselor's Google Calendar found on Schoology. Parents/Guardians are also encouraged to contact counselors for assistance as necessary. Spiritual guidance is available through the Campus Ministry Office.

Counselors in the Classroom

In addition to our individual student planning and responsive services component, the Saint Joseph Notre Dame counseling team has created a four-year Counselors in the Classroom (CIC) program to address the distinct needs of our student population. Through Counselors in the Classroom (CIC) presentations, the counseling team provides social/emotional and college counseling to all grade levels throughout the year. In our direct services to students in the classroom, the counselors provide all students with knowledge and skills appropriate to their developmental level. The CIC program curriculum has been designed to help realize the Saint Joseph Notre Dame Mission Statement and Integral Student Outcomes.

2.14 LIBRARY

The Saint Joseph Notre Dame Miller Library is located in the main administration wing adjacent to the Main Office lobby and accessible from the school quad. The Library is available for students to work independently and collaboratively. Students may also reserve the Library's Conference Room for special projects and meetings. The Library is open Monday through Friday, 8:00am to 4:30pm with the exceptions of school holidays, faculty and staff meetings, special activities, or other scheduled adjustments.

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

Technical support for student-owned laptops is available during regular school hours in the Library and by online request through the Library's website found on Schoology. Loaner laptops are available for checkout in the Library only if a student's laptop is inoperable. Loaner laptops are due back by 4:30 p.m. on the same day they are checked out. A student cannot come to the Library during class to check out a laptop.

The Library website is a gateway to 24/7 access to 16+ online databases, the school catalog of print materials and eBooks, and other resources for academic and personal research.

Behavioral Expectations:

- There is absolutely no food or drink (except bottled water) allowed in the Library and Conference Room.
- The use of cell phones is prohibited in the Library during school hours unless the Librarian grants permission.
- If you want to listen to music or need to watch something on your device, you must use headphones.
- Students must respect the library space. Throw away any garbage, recycle unneeded papers, return your chair to where it belongs, do not sit or stand on the furniture.
- Students will respect other students in the Library. Students will not yell across the room or disrupt students who are working. This means no throwing anything, running, bouncing balls, etc.
- The Conference Room is for academic group work only. There are 6 people MAX allowed in the Conference Room at a time. Students must check out and return all dry erase markers to the Librarian.
- Textbooks, magazines, newspapers, reference books, and reserved materials do not leave the Library. Students can make copies of or use these materials in the Library and Conference Room only.
- All belongings left behind in the Library and Conference Room will be given to the Main Office at 4:30 p.m. each day and available for pick up there the next day.

Failure to uphold these expectations will lead to outcomes in alignment with the Saint Joseph Notre Dame Accountability Action Plan and Restorative Practices (see Chapter 4).

2.15 FIELD TRIPS

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

These guidelines do not apply to students attending a school-required retreat as a retreatant, but they do apply to all other retreat-related activities (e.g. serving as a retreat leader). Students who do not qualify to participate in a field trip for the aforementioned reasons may be removed from the activity. Additionally, students may not participate in any off-campus activity unless parent/guardian permission is provided using school-authorized forms prior to the start of the activity. A parent/guardian-generated note or verbal permission will not be accepted as substitutes for the official permission form.

Transportation on all off-campus activities will be provided by public transportation, chartered bus or adult drivers (parents, guardians, faculty, or staff). Students are not permitted to drive themselves or other students. Adult drivers must register with the school's Main Office by providing a copy of their current driver's license and proof of insurance. Unless otherwise instructed, students are to report to class prior to leaving on an off-campus trip or activity.

2.16 RETURN-TO-LEARN CONCUSSION PROTOCOL

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

Students under a doctor's care for head injuries will follow the "Return-to-Learn" Protocol.

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

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

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

Phase 1: No school, full cognitive rest.

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

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

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

Phase 5: Full return to school and extracurricular activities, with approval by the student's doctor/physician. If the student is participating in Saint Joseph Notre Dame athletics, the student must also complete the Saint Joseph Notre Dame Return-to-Play Protocols.

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

ATTENDANCE

3

3.1 ATTENDANCE

Regular daily attendance is expected of all students who attend Saint Joseph Notre Dame High School. A student is considered absent if they are not in the classroom once 15 minutes of the period have passed, unless a student enters with an approved pass.

3.2 ABSENCES

If a student is to be absent for any reason, a parent/guardian must call the Main Office (510-523-1526) or email (attendance@sjnd.org) by 8:00 am on each morning of the absence. All absences, including late morning tardies and any early dismissals, are subject to verification contact with a parent/guardian. If the absence is foreseeable, such as in the case of college visits, an Absence Request Form must be submitted to the Dean of Students at least ten (10) school days prior to the absence. Submitting this form ahead of time allows the teachers and school to prepare for the absence but does not excuse it unless it meets the criteria for an “excused absence.”

Semester Assessment Absence

No student may miss semester assessments due to a family vacation or other unexcused absence. A student may request to reschedule a final assessment only for a medical emergency verified by a doctor’s note, or an extraordinary family or life emergency, such as a death in the family. All other requests to reschedule final assessments may be denied.

Regular Excused Absence

An absence is considered excused only for the following reasons: illness of the student, serious illness or death in the family, medical or dental appointments (verification note by doctor/physician required), court appearance, reason due to religious beliefs, or extraordinary circumstance that the administration would deem adequate.

Students who are absent for more than three (3) consecutive days must provide documentation from a doctor/physician. It is the responsibility of the student to make up all work missed. Students have one (1) school day per day of school absence, up to a maximum of one week, to make up any missed assignments. Exceptions must be approved by the Dean of Academics.

College Visits, Activity Absences, Service/Programmatic Absences

College Visits are defined as an absence resulting from a student traveling to a college or university that is located outside of the San Francisco Bay Area.

Activity Absences include any event when a student wishes to participate in a non-Saint Joseph Notre Dame High School activity that occurs during the school day, including non-Saint Joseph Notre Dame High School sports events and college sports tryouts.

Service and/or Programmatic Absences are defined as an absence resulting from a student’s service to the community or participation in National/International programs (such as the model UN, Speech and Debate Championships, or other academic competitions).

In all categories of absences outlined above, the student traveling must have approval of their parent/guardian.

The student's parent/guardian must complete the following prior to the student's travel:

- Request signatures of all student's teachers on the Absence Request Form before submission;
- Submit a completed Absence Request Form to the Main Office **at least (10) school days** prior to the first day of the anticipated absence; and
- Receive the approval of the Dean of Students once the form is reviewed and before the student intends to travel.

Approval of any absence in the above categories entitles the student to receive advanced assignments covering the period of the anticipated absence. The student must be prepared to turn in missed work upon return and to complete any make-up tests or summative assignments within five (5) days of their return to school. Teachers are not obligated to provide tutorial assistance for material covered during the student's absence.

The absence will be recorded as either Excused or Unexcused, depending on the approval of the administration.

Unexcused Absence

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

Excessive Absence

Missed school for reasons such as, but not limited to, family vacation, frequent early dismissals, or frequent un/excused absences has the potential impact of hindering a student's education. (See excused and unexcused absences noted above.) The school reserves the right to deny credit for any class in which a student has missed 10% or more of classes per semester. Accountability measures for excessive absences from school may include the denial of academic credit and/or placement on Academic Probation.

Note: The school's policy refers to classes rather than days.

Absences and Athletic/Extracurricular Activities

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

3.3 EARLY DISMISSAL

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

3.4 ILLNESS

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

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

3.5 MEDICAL EXCUSE FOR PHYSICAL EDUCATION

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

3.6 OFF-CAMPUS PERMISSION

Since the school is legally responsible for all students, a student may not leave the school grounds during regular school hours without the prior knowledge of the student's parents/guardians. Leaving school grounds without permission will result in an Extended After-School Reflection. Eligible 12th grade students may be granted off-campus lunch to the Chestnut Encinal Market or Blue Dot Cafe & Coffee Bar if approved as a privilege.

3.7 SKIPPING CLASS

Skiping class, or truancy, is defined as any absence from school without the knowledge and consent of parents/guardians and/or the school. Truancy may result in no academic credit being given for work missed, plus an Extended After School Reflection being assigned.

3.8 TARDY

Students are expected to be on time for the start of school, Pilot Period, Flex Period, and for all classes and activities during the school day. A student is tardy if they are not in their assigned location when the bell rings, unless the student enters with an approved pass.

All tardies are recorded and become part of the student's behavioral record. All tardies to school are unexcused unless the tardy is due to illness of the student, serious illness or death in the family, medical or dental appointments (verified by a note from the student's doctor/physician), court appearance, or extraordinary circumstance deemed by the administration as adequate. Such excused tardies require a note from the parent/guardian.

The following outlines apply:

1. Students who are more than five (5) minutes late to school must report to the Main Office before going to their class.
2. Five (5) unexcused tardies to any class in a semester will result in an After-School Reflection assigned by the Dean of Students.
3. Seven (7) unexcused tardies to any class in a semester will result in a call and/or meeting with the parents/guardians and an Extended After-School Reflection assigned by the Dean of Students. Extended Reflection on the first Friday of the month 9 a.m. - 12 p.m. assigned by the Dean of Students.
4. Students who are tardy to school or class ten (10) times or more in a semester may be placed on Regular Behavioral Probation. Continued tardiness to school or class may result in the student being placed on Strict Behavioral Probation, which includes the loss of privileges to attend or participate in school sponsored social or athletic activities.

5. If a student leaves a class without permission or leaves for longer than deemed necessary without permission of the teacher, it will be considered cutting and the student will meet with the Dean of Students to discuss appropriate accountability measures.
6. If there are extenuating circumstances contributing to a student's tardiness to school or class, contact the Dean of Students to discuss a support plan.

3.9 IMMUNIZATION

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

3.10 PHYSICAL EXAMINATION

Entering 9th grade students and new students must file a report of physical examination dated after July of that school year with the Main Office. Students who play sports or enroll in Physical Education classes must file a report of a current physical examination each year with the Athletic Director to be eligible to participate.

EXPECTATIONS FOR STUDENT CONDUCT

4

4.1 RESTORATIVE PRACTICES

*"He has shown you, O mortal, what is good. And what does the Lord require of you?
To act justly and to love mercy and to walk humbly with your God." - Micah 6:8*

According to the Saint Joseph Notre Dame Integral Student Outcomes, a life inspired by Christ calls us to "foster the spirit of family as the foundation of community." This core belief leads us to be intentional about the way we approach discipline and accountability with our students. Our response to the diverse realities of our community is focused on building an environment where all our actions and behaviors strive to reflect the Gospel values of love, respect, and forgiveness for ourselves and for members of our community.

We center our students in this vision in order to help promote the physical, emotional, and spiritual well-being of themselves, their families, and the wider world. We trust students to be honest and forthcoming in the spirit of community care and cooperation, especially when their communication helps to ensure the safety, health, and welfare of another person.

Our students should strive to uphold Saint Joseph Notre Dame High School values and expectations at all times and they are accountable for actions that go against our core philosophy. This includes on and off campus school sponsored functions, events sponsored by other schools, and other events in the community.

The implementation of Restorative Practices centers relationships and enables a school-wide culture of accountability that focuses on self-reflection, repair, and the ways transformation or changed behaviors can occur through obstacles, not despite them. The Saint Joseph Notre Dame Administration may hold restorative conversations with students without prior notice to students or families when school expectations and policies are not upheld.

The focus of restorative conversations is to prioritize relationships and needs when conflict or harm occurs in our school community. This includes a student-led reflection to find out what happened, who has been impacted, and to explore possibilities for reconciliation and healing.

Our commitment to restorative practices aligns with our Holy Family charism of promoting "love in pursuit of justice, communion rooted in equity and mutual respect, the full human development of each member of our diverse community, and generous service for a suffering world."

4.2 COMMUNITY CARE GUIDELINES

School Facilities

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

Bullying and Cyberbullying

Every person has a right to their own dignity and individuality. Thus, any student who harasses, bullies or demeans another person, in any manner or by whatever means, is subject to appropriate accountability measures. Saint Joseph Notre Dame is aware of the growing prevalence of the use of electronic communication for harassment and bullying, and considers such cyberbullying a clear infringement of the dignity to which each person is entitled. Types of bullying and accountability measures for engaging in these activities are discussed in section 4.11.

Damaging of School or Outside Property

Students must respect the property of the school and of others. Any Saint Joseph Notre Dame student who destroys or damages school property, student property, faculty or staff property or the property of others on/off school grounds will be held accountable, and do community service on the first Friday of the month 9:00 a.m. - 1:00 p.m. The student and/or parent/guardian will be responsible for the cost of repair or replacement.

Theft

Any student who steals from the school, from another student, or from the community will be assigned appropriate accountability measures. The Dean of Students will gather information, including statements from all individuals involved, and will work with the administration to determine the appropriate outcome.

Food and Drink

Notre Dame Hall is open for food and beverages at morning break and lunchtime. Vending machines and Notre Dame Hall are prohibited at any other time. Food and drink are to be consumed during break and lunch. No beverages or food are permitted in classrooms or buildings unless permission is granted by the teacher.

Gum causes serious damage to school property, in addition to adding unnecessary work for our Facilities Department. Therefore, gum chewing is NOT allowed anywhere on school property or at school events.

Displays of Physical Affection

Relationships between students should be expressions of respect and dignity to which each is entitled. Inappropriate and excessive public or private displays of affection between students are not permitted. Faculty or staff may respectfully remind students of this based on their professional judgment. Any repeated inappropriate or excessive displays of physical affection will be referred to counselors and the Dean of Students.

Littering

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

Lockers and Desks

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

Lost and Found

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

Visiting Other Campuses

California State law prohibits any student from entering the campus of another school while it is in session without the knowledge and approval of school administration. Students will be held accountable if they are on the campus of another school without the expressed permission of the school's officials.

School Bus

Student behavior on the school bus should always be in alignment with all other expectations outlined in Chapter 4: Expectations for Student Conduct. Direct any questions or concerns regarding student use of the School Bus, including daily bus schedules or related issues, to the Facilities Coordinator.

4.3 ACADEMIC INTEGRITY POLICY

Academic integrity is an expectation of all students at Saint Joseph Notre Dame and is aligned to the school's Integral Student Outcomes (ISOs) to develop moral individuals who act with wisdom, conviction, and integrity.

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

Cheating and Plagiarism

Cheating and plagiarism in all forms are matters of academic integrity and ethical conduct. Cheating is defined as using unauthorized resources of any type on any exam, quiz, paper, project, class or homework assignment. Plagiarism is copying exact words or paraphrasing ideas without crediting original sources. Providing access to another student to such resources is also considered a violation of academic integrity as is allowing another student to copy from one's own exam, quiz, paper, project, class or homework assignment.

Intentional Plagiarism

Plagiarism is defined as using another's work and attributing it to yourself; using another's product or work and attributing it to yourself, or presenting another's unique ideas as your own.

The following list is quoted from the CCU.edu Student Handbook and gives specific examples of intentional plagiarism:

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

Cheating and General Dishonesty in Academic Work

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

Academic Dishonesty Through Negligence

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

Knowledge of Another Student's Academic Dishonesty

Students who know about academic dishonesty should make their teacher or administrator aware of said action. While this is a difficult situation for any student to find themselves in, Saint Joseph Notre Dame High School's academic culture is dependent on mutual trust and respect. Upholding the standards of academic integrity is, in the end, a way we care for and support each other's integrity and academic excellence.

In keeping with our culture of restorative justice, the school treats first occurrences of academic integrity as a moment of learning and growth.

In these situations, the following steps may be taken to repair harm, support student accountability and limit recurrence:

• ACADEMIC INTEGRITY ACCOUNTABILITY

When a student does not uphold the Academic Integrity Policy on any formative or summative assessment, the following will take place:

FIRST OCCURENCE

- Accountability Measures:

- The teacher informs the student of the academic integrity infraction and assigns an I (Incomplete) for the assignment or activity in a face-to-face meeting.
- The student initiates contact with their parent/guardian within 24 hours and informs them about the situation. This gives the student an opportunity to be at the center of the conversation and reinforces the accountability measure.
- The teacher informs the Dean of Academics of the situation while also checking in with the parent/guardian and student to ensure all parties are aware.
- At the discretion of the teacher, the student will be given an opportunity to re-do the same assignment or complete an additional assignment, addressing the same learning objectives being assessed.

- Extended After-School Reflection with the Dean of Students where the student will produce a written reflection based on the following questions:
- How have your actions impacted your relationship with others, including your classmates, teacher, and parents/guardians?
- Looking back on this incident, what would you have done differently?
- What supports, if any, did you need in order to complete the original assignment? How will you go about asking for those supports in the future?
- How has your understanding of integrity changed since this incident?
- Support Measures:
 - The student meets individually with their their counselor and Dean of Academics to capture their needs and perspective of the incident; and
 - A group meeting between the student, their parent/guardian, their counselor, the classroom teacher, and the Dean of Academics is held. In that meeting, the student shares their written reflection. Collectively, the group reflects on the situation and creates a plan that communicates actionable steps to support the student's core needs in being met, the alignment of their goals and values to those of the community, and the repairing of relationships for those involved.

SECOND OCCURRENCE

- Accountability Measures:
 - The teacher informs the student of the academic integrity infraction and assigns an I (Incomplete) for the assignment or activity in a face-to-face meeting.
 - The student initiates contact with their parent/guardian within 24 hours and informs them about the situation. This gives the student an opportunity to be at the center of the conversation and reinforces the accountability measure.
 - The teacher informs the Dean of Academics of the situation while also checking in with the parent/guardian and student to ensure all parties are aware.
 - At the discretion of the teacher, the student will be given an opportunity to re-do the same assignment or complete an additional assignment, addressing the same learning objectives being assessed.
 - Extended After-School Reflection with the Dean of Students where the student will reflect on the following questions:
 - How have your actions impacted your relationship with others, including your classmates, teacher, and parents/guardians?
 - Looking back on this incident, what would you have done differently?
 - What supports, if any, did you need in order to complete the original assignment? How will you go about asking for those supports in the future?

- How has your understanding of integrity changed since this incident?
- Considering the Accountability Action Plan that was created after the first occurrence of Academic Integrity, what is your perspective on that agreement?
- Possible Academic Probation with a school service component and possible Behavioral Contract with Consequences.
- Support Measures:
 - The student meets individually with their their counselor and Dean of Academics to capture their needs and perspective of the incident; and
 - A group meeting between the student, their parent/guardian, their counselor, the classroom teacher, and the Deans of Students and Academics is held. In that meeting, the student shares their written reflection. Collectively, the group reflects on the recurrence of the situation and creates a plan that communicates actionable steps to support the student's core needs in being met, the alignment of their goals and values to those of the community, and the repairing of relationships for those involved. The student will be placed on Regular Behavior Probation for four weeks.

THIRD OCCURRENCE

Any combination of three occurrences of Academic Dishonesty from formative or summative assessments may result in Academic Suspension and/or a Discipline Review Committee meeting. All occurrences are cumulative for the duration of a student's time at Saint Joseph Notre Dame High School.

4.4 AFTER-SCHOOL REFLECTION

Students are assigned an After-School Reflection with the Dean of Students for thirty (30) minutes in order to provide a space for self-reflection, and when needed, to explore opportunities for repair.

During this time, students are given an opportunity to reflect with the following questions:

- What happened?
- What were you thinking or feeling at the time?
- What have you thought or felt since?
- What did you need at the moment?
- Who may have been affected?
- What percentage are you willing to take responsibility for?
- What needs to happen to make things right
- What support do you need from us?

After-School Reflection is usually assigned for any of the following reasons:

- Failure to uphold school expectations and guidelines;
- Repeated tardiness to school, classes, Pilot or Flex Period;
- Failure to uphold the classroom teacher's behavioral expectations;
- Failure to uphold the school dress and grooming policy;
- Failure to sign up and/or attend Flex Period; and/or
- Other instances for which the Dean of Students considers After-School Reflection to be an appropriate accountability measure.

Students who have received an After-School Reflection Notice must report to the designated room no more than ten (10) minutes after school on the day indicated on the notice. If a student is unclear why they have been assigned to After-School Reflection, they may share their perspective with the Dean of Students on the day they receive their notice, and the Dean of Students will determine next steps.

Students are not automatically excused from After-School Reflection for athletic games, meetings, practices, rehearsals, other extra-curricular activities, or work. In the case of an early dismissal from school, it is the student's responsibility to make arrangements with the Dean of Students to attend an After-School Reflection the next day it is held.

If a student does not communicate with the Dean of Students in advance and does not attend the After-School Reflection, it is the discretion of the Dean of Students on how to address the student's behavior based on the context of the situation.

4.5 EXTENDED AFTER-SCHOOL REFLECTION

Students who do not report to their assigned After-School Reflection may be assigned to the weekly Extended After-School Reflection. During this time, students may serve our school community through restorative learning opportunities. Extended After-School Reflection will be assigned and facilitated by the Dean of Students.

4.6 BEHAVIORAL PROBATION

Regular Behavioral Probation

Regular Behavioral Probation may include the loss of participation in school extra-curricular activities for up to 8 weeks after the probation is assigned. If applicable, the Dean of Students may assign other accountability measures as deemed appropriate. Students may appeal the terms of Regular Behavioral Probation by writing a letter to the administration.

A student may be placed on Regular Behavioral Probation for the following reasons:

1. Excessive tardies to school or within the school day;
2. Excessive After-School Reflections within a semester; or
3. Any other situation for which the appropriate accountability measure is probation.

Suspended Probation

If a student appeals their Regular Behavioral Probation and the appeal is granted, the student will be placed on a Suspended Probation. If the agreed upon terms of this probation are not upheld, the student will move to Regular Behavioral Probation for the time period indicated.

Strict Behavioral Probation

Strict Behavioral Probation may include the student's loss of eligibility to participate in school activities, including but not limited to, athletics, Campus Life Team, Campus Ministry, student groups and clubs, all 12th grade privileges (if applicable), and on and off campus events for up to 12 weeks. Certain serious incidents where a student fails to uphold school policy or the terms of their Strict Behavioral Probation could lead to expulsion from Saint Joseph Notre Dame High School.

A student may be placed on Strict Behavioral Probation for the following reasons:

1. Failure to uphold the terms of Regular Behavioral Probation; or
2. A serious disciplinary incident.

Failure to uphold the agreed upon terms of Strict Behavioral Probation may require referral to the Discipline Review Committee.

4.7 SUSPENSION AND EXPULSION

Suspension

Suspension is the temporary removal of a student from the student body and the loss of student body privileges, including but not limited to, attending and/or participating in school activities. In all cases of suspension, parents/guardians will be notified by phone and in writing. An in-person meeting may be requested to discuss the terms of the suspension.

No student shall be suspended from school for more than five (5) school days at a time. During that time, students shall have the opportunity to make up any work missed during the suspension. The student must report to the Main Office at the start of the school day and must leave campus at the end of school. Students are not allowed to be on campus after school hours. The parents/guardians of the student must meet with school officials in-person before the student can be reintegrated into the school community.

Expulsion

Expulsion is the permanent removal of a student from the student body. This is an extreme, but sometimes necessary, accountability measure when all other interventions have been exhausted and/or it is in the common good of the school community.

Possible Causes for Suspension and/or Expulsion may include, but are not limited, to:

- Truancy;
- Theft;
- Unexcused absences (cutting) from class or school property during the school day;
- Continued and willful disobedience and/or disrespect of a member of the school community after interventions have taken place;
- Forging and/or using forged notes, passes, excuses, or other school documents;
- Smoking or possessing tobacco or marijuana products or using smokeless tobacco or marijuana (chew/vaping/edibles/etc.);
- Continued failure to uphold dress and grooming policies;
- Habitual profanity or vulgarity after interventions have taken place;
- Failure to uphold the Regular Behavioral Probation;
- Excessive absences and/or tardies to school or class;
- Fighting;
- Failure to uphold the Academic Integrity Policy;
- Failure to uphold the After-School Reflection Policy;
- Harassment, bullying, cyber-bullying (including name-calling), or use of slurs (racial, sexual, gender, etc.) toward other students, school employees or volunteers;
- Making disparaging statements or images concerning a student, school employee or volunteer in-person, digitally, written or verbal, whether on or off the school campus;
- Continued disruption of educational process;
- Failure to uphold the Technology Acceptable Use Policy; and/or
- Failure to uphold the Driving and Parking Policy.

Possible causes for Expulsion may include, but are not limited, to:

- Hazing;
- Use, sale, distribution or possession of any narcotics, drug paraphernalia, harmful or illegal substances, or alcohol on the school campus, on the way to and from school, or, on the way to and from school-sponsored events, or at school-sponsored events. This includes being under the influence of narcotics, alcohol, or other harmful substances;
- Willfully cutting, defacing or otherwise damaging any property belonging to the school or to other persons (including school personnel, volunteers, and students);
- Use or possession of and/or assault with any weapon and/or any object which can be used to cause harm to another person;
- Assault or battery, or any threat of force or violence directed toward another person (including school personnel, volunteers, and students);
- Open and/or persistent defiance of the authority of a school employee; and/or
- Failure to uphold the conditions of Behavioral Probation.

Additional reasons, which may not be directly school-related, that may result in a student Suspension or Expulsion:

1. Failure to uphold the law, whether as an individual or as a member of a group; or
2. Actions or attitudes in direct conflict with the values, philosophy, and mission of Saint Joseph Notre Dame High School.

Non-disciplinary causes for Suspension and/or Expulsion:

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

Important Note: The above are some examples of incidents which may result in Probation, Suspension, or Expulsion. The Dean of Students and School Leadership have the discretion to assign accountability measures that are deemed appropriate for any specific behavior.

4.8 DISCIPLINE REVIEW COMMITTEE

We believe that it is important to give our students room to learn from mistakes and grow as individuals within the Saint Joseph Notre Dame Community. It is also important to ensure this school community is a place where students, faculty, and staff feel safe to learn and work to their highest potential. When a student commits a serious action that causes harm to themselves and/or this community and is deemed expellable, has multiple infractions or has been on probation multiple times, the student may be expelled, suspended, or have a hearing scheduled before the Discipline Review Committee. In the event of a hearing, the students and their parents/guardians will receive the Process and Procedure in writing.

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

4.9 REPORTING DISCIPLINARY ACTION TO COLLEGES

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

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

4.10 HARASSMENT POLICY

Saint Joseph Notre Dame High School affirms the respect and dignity of every individual. It is the policy of Saint Joseph Notre Dame High School to provide an educational environment in which all students, all employees, and all volunteers, including all associated with Saint Joseph Elementary School and Saint Joseph Parish, are treated with respect and dignity.

Harassment is defined as any form of behavior that violates the dignity of an individual or a group of people. Students should be allowed to learn and teachers to teach in an environment free from harassment or behavior which may be offensive. Harassment in any form is counter to the philosophy and mission of Saint Joseph Notre Dame and will not be tolerated. Federal, state and local law further prohibits harassment. The school, then, will treat allegations of harassment seriously and will review and explore such allegations promptly, confidentially, and thoroughly.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or sexual orientation. Harassment can involve any student, any employee or any volunteer of Saint Joseph Notre Dame; it may be contact that involves student-to-student, employee/volunteer to student, or student to employee/volunteer incidents.

It includes, but is not limited to, any of all of the following:

1. Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person; hazing, bullying, teasing.
2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

3. Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawing, gestures, or cyber-related content.
4. Inappropriate Sexual Behavior: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

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

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

Complaint Filing and Investigation Procedures

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

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

4.11 BULLYING

All students must feel safe both physically and emotionally at all times throughout the academic day and during all extra-curricular and athletic activities. Bullying may include but is not limited to comments regarding race, physical appearance and ability, gender identity, or sexual orientation and is not tolerated in our school community. Saint Joseph Notre Dame High School defines bullying as any behavior by students that willfully and repeatedly demeans or harasses a person or persons through verbal, physical, or electronic means (e.g. texting, "subtweeting," posting, photos, or image/video "cyberbullying").

Any behavior that has the purpose or impact of unreasonably interfering with a student's academic or athletic performance or of creating an intimidating, hostile, or offensive educational or athletic environment is considered bullying:

1. Physical bullying: When a student uses physical force to hurt another student by hitting, pushing, shoving, kicking, tripping, pinching or holding them down. Physical bullying also includes taking or breaking a student's belongings or stealing or extorting money.

2. Verbal bullying: When a student uses words (oral or written) to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, slurs, graffiti, put-downs and ridicule. It also includes hostile gestures such as making faces, staring, eye-rolling and spitting.
3. Relational bullying: When students disrupt another student's peer relationships by intentionally leaving them out, gossiping, and/or spreading rumors (oral or written).
4. Cyberbullying: The use of electronic devices to bully another student in any of the ways described above. Examples of cyberbullying are sending threatening or insulting messages and media, sexting, and spreading rumors. The school reserves the right to access information on electronic devices (e.g. phones, tablets, computers, etc.) as well as Internet accounts (e.g. email, social media, etc.).

4.12 SUBSTANCE USE AND ABUSE POLICY

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

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

Saint Joseph Notre Dame High School students and parents/guardians alike must be aware that any of the following offenses and/or actions contrary to the standards of the Saint Joseph Notre Dame community committed by students under the jurisdiction of the school, on or off campus, can lead to suspension or expulsion.

Any student suspected of being under the influence or in possession of alcohol, drug paraphernalia, or drugs at any point on or off campus or at a school related activity, will be removed from the class or activity and detained by the Dean of Students or the administrator or teacher-in-charge. The Dean of Students will notify the parents/guardians and will release the student only to their parent/guardian after notification. The Dean of Students will look into the incident in a timely fashion in order to determine if further action is warranted as described above.

In any of the instances discussed below, the principal and/or the administration shall determine whether law enforcement officers should be notified. If such notification occurs, the parents/guardians or emergency card designee(s) will be notified.

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

- Possession or use of narcotics, drugs, vaping or drug paraphernalia, alcohol or other harmful substances by a student may result in suspension or expulsion;
- Students found to have sold, intended to buy or sell, distribute, receive or exchange drugs or controlled substances may be expelled;

- Saint Joseph Notre Dame High School may require and conduct drug or alcohol testing of any individual who, in the professional opinion of the administration, exhibits behaviors consistent with use of alcohol or drugs, or who has previously failed a school administered drug test or admitted to prior use. In such situations, the student may be screened or breathalyzed and, if necessary, referred for treatment in the community.

All administrators, teachers, staff, and counselors at Saint Joseph Notre Dame High School will support students dealing with substance abuse issues. No student who seeks assistance from the counseling department or who is referred to the counseling department by an administrator, teacher, or staff member regarding a substance abuse problem will be subject to discipline, provided that student must not be under the influence of any substances when requesting assistance, or referred for assistance.

4.13 SEARCH AND SEIZURE POLICY

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

Saint Joseph Notre Dame High School reserves the right to collect and search any/all student electronic devices (including cell phones, tablets, and laptops) that are brought onto campus and may be considered part of an investigation or to ensure compliance with the Responsible Use Policy. Students who do not uphold the Responsible Use Policy are subject to accountability measures, confiscation of the device, and/or removal of content. In such an event, completion of class work remains the responsibility of the student.

DRESS AND GROOMING POLICY

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At Saint Joseph Notre Dame High School we have a dress and grooming policy which allows us to create an atmosphere that supports our students' growth as respectful and professional leaders. Saint Joseph Notre Dame students are proud, representative members of their community and their safety on our residential campus is always our primary concern. Our dress code expectations help faculty and staff to easily identify our students as well as anyone who may not belong on our campus.

The Saint Joseph Notre Dame Administration reserves the right to make any and all professional judgments in matters not explicitly outlined in this Dress and Grooming Policy. In addition, the Saint Joseph Notre Dame Administration reserves the right to amend this Dress and Grooming Policy at any given time, after giving due notice to students and families. The Dean of Students always has the final decision on safety and appropriateness of dress and grooming.

5.1 DRESS CODE GUIDELINES

If you would like vendor recommendations, please contact the Dean of Students.

Pants/Shorts

Pants and shorts in navy blue or khaki are the only acceptable pants. Dress code acceptable pants must be worn at the waist not at the hips or lower, and must be clean. Shorts may not be more than 3 inches above or below the knee.

Skirts

Skirts in navy blue or gray are the only dress code acceptable skirts. The dress code skirt must be worn no shorter than 3 inches above the knee. Shorts may be worn under the skirt and may not extend below the hemline.

Shirts

A Saint Joseph Notre Dame standard polo shirt (short- or long-sleeve, with a Saint Joseph Notre Dame logo) must be worn at all times. The polo must be size appropriate to the wearer. Saint Joseph Notre Dame polo shirts issued by athletic teams, honor societies, and school-approved organizations may be worn by current participants and members in place of the regular Saint Joseph Notre Dame logo polo shirt. A long-sleeve undershirt may be worn in these colors: white, gray, black, orange, or blue.

Sweatshirts and Outerwear

Only sweatshirts and outerwear with a Saint Joseph Notre Dame logo may be worn. This includes:

- Jackets or sweatshirts purchased from The Saint Joseph Notre Dame Runway Store or Dennis Uniform.
- Outerwear provided by curricular or extracurricular programs, such as Athletics, Affinity Groups, and Student Clubs, which includes the Saint Joseph Notre Dame logo.

Socks and Tights

Any color/pattern socks are permitted. Solid or patterned tights may be worn in the following colors: white, gray, black, or blue. Other color tights are reserved for Special Dress Days. Fishnet stockings, or tights with holes/openings, are not permitted.

Shoes

Shoes cannot compromise student safety in an emergency. Shoes must be close-toed and have a back strap, with an identifiable sole. Athletic shoes or plain dress shoes are acceptable as footwear. For safety reasons, heels taller than 2 inches, Crocs, sandals, and slippers are not allowed at any time.

Headwear

Hats, hoods, and beanies are allowed outdoors only and may not be worn indoors. Hats with the Saint Joseph Notre Dame logo can be purchased from The Runway store. Cultural and/or religious headwear such as hijabs, yarmulkes, head scarves, etc. are permitted indoors. In all instances, cultural appropriation is never acceptable.

Jewelry/Accessories

All jewelry/accessories must be worn safely. Teachers may ask students to remove jewelry/accessories if it interferes with the safe operations of an academic or athletic activity.

Tattoos

Visible tattoos that are offensive or inappropriate are not permitted on campus or when representing the Saint Joseph Notre Dame community (e.g. athletics, an off-campus school-sponsored event, etc.).

Other

As the weather dictates, scarves, gloves, earmuffs, and mittens may be worn outdoors. Dark glasses may be worn outdoors only. Belts with studs, rivets, inappropriate designs/buckles may not be worn.

5.2 SPECIAL DRESS

On some school days, students are permitted to wear attire other than the school dress code. The school dress code is always acceptable attire on these days. The Saint Joseph Notre Dame shoe policy remains in effect every day for reasons of safety.

Semi-Formal Dress

Semi-Formal dress at Saint Joseph Notre Dame is more formal than our school dress code, though the school dress code outlined above is always acceptable in lieu of semi-formal dress. Students who would like guidance on selecting a semi-formal dress outfit are encouraged to reach out to the Dean of Students, or a faculty or staff member.

Appropriate Semi-Formal dress includes:

- Tops: Blouses, button-up shirts, collared shirts, polo shirts, turtlenecks, ties, suspenders, and vests.
- Bottoms: Dress pants, khakis, skirts, and dresses.
- Outerwear: Blazers, sports coats, and sweaters.
- Shoes: Dress shoes, formal boots, clean casual shoes, and heels (below 2 inches).

The tradition of honoring ceremony in what we wear is deeply rooted in the practices of various human cultures. When we wear semi-formal dress, we acknowledge the sanctity or sacredness of special occasions. In alignment with our values of diversity, equity, and inclusion, we invite students to wear semi-formal dress that is representative of their unique culture(s). In all instances, cultural appropriation is never acceptable.

Casual Dress

On Fridays and other days as announced (e.g. retreats, field trips, student activity days, etc.) students are permitted to dress more casually than the standard school dress code. Inappropriate apparel may not be worn (see section 5.3). Details and guidelines will be announced in advance of the specific activity.

Pilot Pride Days

On designated Pilot Pride Days, the Saint Joseph Notre Dame community may wear any official school gear in place of their uniform including any items purchased at the Saint Joseph Notre Dame Runway, Saint Joseph Notre Dame athletic warm-ups, or any clothing item with the Saint Joseph Notre Dame name or logo. Denim jeans or casual bottoms that align with the casual dress policy may be worn. Official athletic uniforms cannot be worn on these days.

Spirit Dress

During Proud to be a Pilot Week (P2BAP), Spirit Week, and other celebratory days, students are encouraged to dress in special spirit themed attire in accordance with guidelines established by the administration.

5.3 UNACCEPTABLE DRESS AND CULTURAL APPROPRIATION

Cultural appropriation is never acceptable. Cultural appropriation is when people inappropriately and/or incorrectly use, take advantage of, claim ownership over, or use an aspect of another's culture for their own pleasure such as fashion, trends, costumes, themes, iconography, traditional art, ceremonies, etc.

Apparel and accessories are also deemed inappropriate if they contain foul language or references to violence, hate, drugs/alcohol, sex acts, offensive or illegal activity.

Certain dress/apparel is not acceptable on Uniform or Semi-Formal Dress Days:

- Denim articles (of any color) or denim-like articles;
- Athletic clothing;
- Leggings, cargo pants;
- T-shirts, tank tops; and
- Frayed, ragged, or torn clothing.

Certain dress/apparel is never acceptable, even on Casual, Special Dress, Semi-Formal, Pilot Pride, or Spirit Days:

- Shoes with heels taller than 2 inches, or slippers/slides/Crocs without a back strap;
- Military apparel (out of respect for the armed services);
- Cropped tops or midriff-revealing attire;
- Strapless, backless, or halter tops/dresses;
- Clothing which reveals undergarments (e.g. bra straps, underwear, etc.); and
- Sheer or transparent clothing.

5.4 POLICY ACCOUNTABILITY

As the primary educator of the student, it is the responsibility of parents/guardians to see that their student leaves home properly dressed and groomed for school and school-sponsored activities. Parents/guardians are to ensure that their child attends to their personal hygiene regularly. All members of the school community are expected to uphold the dress and grooming policy. The Dean of Students, Vice Principal, or Principal have the final decision on all matters relating to dress and grooming.

Failure to uphold the Saint Joseph Notre Dame Dress and Grooming Policy at any time during the school day or during a school function will result in the following:

- Students who are out of dress code will be asked to resolve this immediately by adding/removing articles as necessary. Students may be provided with a proper uniform if available.
- Failure to uphold the Dress and Grooming Policy will result in an After-School Reflection. If continued occurrences happen, the student will receive an Extended After-School Reflection.

TECHNOLOGY



6.1 TECHNOLOGY BELIEF STATEMENT

Technology offers valuable, diverse, and unique resources to the Saint Joseph Notre Dame community and we believe it is our responsibility to make use of these tools. The goal of providing educational technology services is to promote educational excellence and innovation while we prepare students to successfully use technology in their college education, professional careers, and in life. Training students in the skillful and responsible use of technology speaks directly to our Integral Student Outcomes (ISOs) as we motivate them to be “inspired by Christ, engaged and creative scholars, and moral individuals.” To assist with this development and to reduce access to distracting and controversial materials, Saint Joseph Notre Dame employs restrictions and Internet filters for students on our network.

Saint Joseph Notre Dame students who do not uphold our guidelines for the responsible use of technology may be denied future access to technology on campus. These guidelines are provided here so that all students are aware of those responsibilities. Failure to uphold the Responsible Use Policy may result in additional accountability measures at the discretion of the Administration.

6.2 RESPONSIBLE TECHNOLOGY USE POLICY

Saint Joseph Notre Dame High School supports its students’ development to become responsible creators and consumers of information and media through the “Bring Your Own Computer” (BYOC) program and the use of Educational Technology in the curriculum.

To ensure the appropriate and effective functioning of the BYOC program and all technology use on campus, Saint Joseph Notre Dame High School holds students to the following expectations:

1. **Students positively contribute to the academic environment.**
 - a. Students follow all directions given by teachers and uphold policies set forth by their teachers in the learning environment.
 - b. Students work to limit the distractions in all learning environments.
 - c. Students uphold the Academic Integrity Policy in all their work at all times.
 - d. Students acknowledge that their role as a student is to learn, participate, and collaborate responsibly and respectfully.
2. **Students effectively manage their personal computing devices and bring their devices with them to all lessons. The school is not responsible for providing students with computing devices. If needed, a single day loaner device is available from the Library as a temporary resource.**
 - a. Students keep their device physically and technologically safe at all times. The school is not responsible for lost, damaged, or infected devices.
 - b. Students keep their device charged as frequently as possible. Power sources are available in all classrooms.
 - c. Students ensure that their personal computing device meets the minimum specification standards set forth by the Technology Department at all times.
 - d. Students are responsible for ensuring their device, and all required digital resources, are available during lessons in case they are needed.

3. Students successfully protect their device and the school's network and ensure that their personal computing device is protected from viruses.
 - a. Students will keep passwords, and other access information, private and secure.
 - b. Students will only use the Saint Joseph Notre Dame network when on campus.
 - c. Students will uphold the school's security protocols.
 - d. Students will report to the school when they have knowledge of other students or individuals tampering with the school's network security protocols.
4. Students make appropriate use of the Internet and adhere to all copyright laws governing intellectual property.
 - a. Students will manage their use of the Internet to limit distraction and remain school appropriate.
 - b. Students hold themselves to professional standards of technology use.
5. Students do not access or transmit electronically any material that is in violation of criminal statutes. This includes all threatening and obscene material, as well as pirated copyrighted files.
 - a. Students do not publicize personal or inappropriate information about themselves or about the school.
 - b. Students are mindful that online activity is often public and permanent.
 - c. Students refrain from interfering with other student's devices and/or computing activities. This includes using another student's passwords or access information.
6. Students meet the school's technology proficiency standards for 21st Century Learning.
7. Students create digital documents, appropriately making use of the following tools: proficient typing, file management, editing/formatting, printing, and available toolbars.
 - a. Students communicate effectively through the school online accounts, including Gmail, Zoom, Gchat, etc.
 - b. Students demonstrate skill navigating content and research on the Internet.
 - c. Students research authentically using both school databases and online resources.
 - d. Students supplement direct instruction through effective use of digital resources.
 - e. Students make use of online tools to enhance learning opportunities, including Schoology, Google Apps, Nearpod, Edpuzzle, etc.
 - f. Students use technology to create and manipulate audio/visual files, including presentation applications, recording, editing, and embedding.
 - g. Students manage personal files, including backup and organization.
 - h. Students access PowerSchool on a regular basis to manage personal academic performance.
8. Students communicate electronically in alignment with the Saint Joseph Notre Dame Mission, Philosophy, and Integral Student Outcomes.

9. Students socially network according to professional standards of electronic communication etiquette.

- a. Students contribute to the online community only what is true, defensible, and charitable to the thoughts, feelings, and opinions of others. As such, students are not allowed to have social media accounts that allow for anonymous postings about students, staff and Saint Joseph Community members.
- b. Students do not engage in cyberbullying, threatening/violent behavior, or harassment of any kind. This includes actions that may be intended in a “joking” manner.
- c. Students are not to photograph or record the words or actions of Saint Joseph Notre Dame faculty or staff members without their expressed permission. Students are not to electronically post the words, likenesses, or actions of Saint Joseph Notre Dame faculty members without their express permission.
- d. Students are, at all times, polite and promote a positive image of themselves and the school in alignment with the Saint Joseph Notre Dame Mission, Philosophy, and Integral Student Outcomes.
- e. SJND students are welcome to participate in interactions with the school’s social media channels. Students are expected to employ responsible behavior, and any disrespect to the school, school personnel or your peers — in addition to posting photos of other students without consent — could result in disciplinary action commensurate with any infraction(s).

6.3 CELL PHONES AND PERSONAL ELECTRONICS

All personal electronics used on campus are subject to approval and must be used in regulation of school policy. Any student abusing the privilege to use personal electronics may have their device confiscated and accountability measures will take place.

Students are not allowed to use personal devices (cell phones) at any time during class time unless the teacher grants permission. Electronic devices used in class will be confiscated and given to the Dean of Students. Students must serve an After-School Reflection for improper cell phone use. Multiple occurrences may lead to additional accountability measures. After three After-School Reflections as a result of improper cell phone use, students must serve an Extended After-School Reflection. Any subsequent After-School Reflections for improper cell phone use will result in a Weekend Reflection and possible Behavioral Probation.

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

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

Speakers and personal amplified music may never be used on campus at any time.

6.4 SOCIAL NETWORKS AND SOCIAL MEDIA

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

Students are reminded that any participation in social media, both on and off-campus, should be done responsibly with a mind toward how both the location where one chooses to participate and the content one posts can reflect upon that student, other students at Saint Joseph Notre Dame, teachers, staff, administrators, and/or the school itself.

All existing policies and behavior guidelines that are contained in this handbook extend to a student’s online behavior. Students are cautioned to use good judgment when posting to social networks and social media sites, and are reminded that posting content that is considered harassing (including “cyberbullying”), defamatory, obscene, threatening, or illegal, is not protected speech, and may result in school disciplinary measures, including suspension or expulsion. The school reserves the right to hold students accountable for posted content that is brought to the school’s attention and that fails to uphold any provision of this handbook, is illegal, or that otherwise reflects negatively on Saint Joseph Notre Dame High School, as determined by the Administration.

Because Saint Joseph Notre Dame High School is a 501c3 non-profit organization, students and families are prohibited from establishing fundraising campaigns, including crowdfunding websites on behalf of the school and the school’s programs without prior approval from the Principal and the Office of Advancement.

6.5 ACCOUNTABILITY MEASURES FOR MISUSE

Students who fail to uphold the Responsible Technology Use Policy will have the personal electronic devices confiscated and returned only to a parent/guardian after completing an After-School Reflection. A second occurrence will result in the device being confiscated and returned only to a parent/guardian, only after completing a Weekend Reflection. If there is a third occurrence, the device will be confiscated and returned to a parent/guardian after completing a Weekend Reflection, and the student will be placed on Strict Behavioral Probation, including all of its ineligibility provisions.

The supervising teacher may revoke a student’s access to the Internet or network for a period of time during a course for minor violations of these policies. Repeated or serious occurrences will be referred to the Dean of Students, who will determine the appropriate accountability measures for misusing or failing to uphold these Internet Use Policies. A “serious occurrence” is defined as an incident that violates the network etiquette expectations in this Handbook or that affects a number of others or the entire school, or that disrupts school or violates the law. Such accountability measures include temporary suspension of Internet or network access for a period of time up to and including probation, suspension and expulsion from school. Students are reminded that their off-campus Internet use of computers is also covered by these policies. Civil and/or criminal consequences may apply in addition to the accountability measures set forth by Saint Joseph Notre Dame High School.

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

ATHLETICS

7

ATHLETICS

The role of athletics at Saint Joseph Notre Dame High School is to teach life lessons in a manner that is compatible with the mission and philosophy of the school. In alignment with these values, we must never sacrifice our mission for better athletic performance or greater athletic success. Values taught through athletic participation must extend beyond athletics and into a student-athlete's academic, spiritual, and social growth.

We must inspire academic and athletic excellence in our student-athletes in athletics, while never losing sight of our responsibility as role models and teachers. Parents/Guardians are asked to help student-athletes realize that it is a privilege to participate in athletics at Saint Joseph Notre Dame High School and that appropriate conduct both during and after athletic season is imperative in retaining that privilege

7.1 SCHOOL AFFILIATIONS

Saint Joseph Notre Dame is a member of the Bay Area Conference Bay Counties League - East, which serves our women's and men's sports programs with the exception of basketball. Our men's basketball program is a member of the West Alameda County Conference - Foothill League, and our women's basketball program is a member of the West Alameda County Conference - Shoreline League.

In addition to these conferences/leagues, we are governed by the rules and regulations of the North Coast Section (NCS) and California Interscholastic Federation (CIF). Saint Joseph Notre Dame High School participates in baseball, basketball, cross country, golf, soccer, softball, swimming, tennis, track and field, and volleyball.

7.2 SPORTSPERSONSHIP STATEMENT

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

Those associated with the team must be familiar with and observe all the rules of the contest, and refrain from the use of illegal drugs or substances thought to enhance physical development or performance.

Athletics promote the wellbeing of all participants and a good sport accepts defeat without complaint, while taking victory without gloating and treats all opponents with fairness, courtesy, dignity, and respect.

Everyone associated with an athletic event (including coaches, athletes, students, families, and spectators) has a responsibility to uphold the highest standards of sportspersonship before, during, and after a contest.

Sportspersonship includes, but is not limited to, the following:

1. Showing respect for all teammates, opponents, and officials;
2. Maintaining self-control;
3. Showing respect for the facility in which the contest is taking place;
4. Refraining from heckling, jeering, or using profane language; and
5. In general, being positive in words and actions.

As families are the primary role models for students, it is critical that families set the best possible example of sportspersonship, particularly when they are spectators at an athletic contest.

7.3 CONCUSSIONS AND RETURN TO PLAY

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious.

You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your student reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

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

Signs observed by teammates, parents/guardians/caregivers and coaches include:

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

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

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

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours.

The new CIF Bylaw 313 now requires implementation of long and well-established return to play concussion guidelines that have been recommended for several years:

- “A student-athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and for the remainder of the day.”
- “A student-athlete who has been removed may not return to play until the athlete is evaluated by a licensed health care provider trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider.”

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

And when in doubt, the athlete sits out. For current and up-to-date information on concussions, you can go to: <http://www.cdc.gov/ConcussionInYouthSports/>

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

7.4 OFF-CAMPUS RUNNING

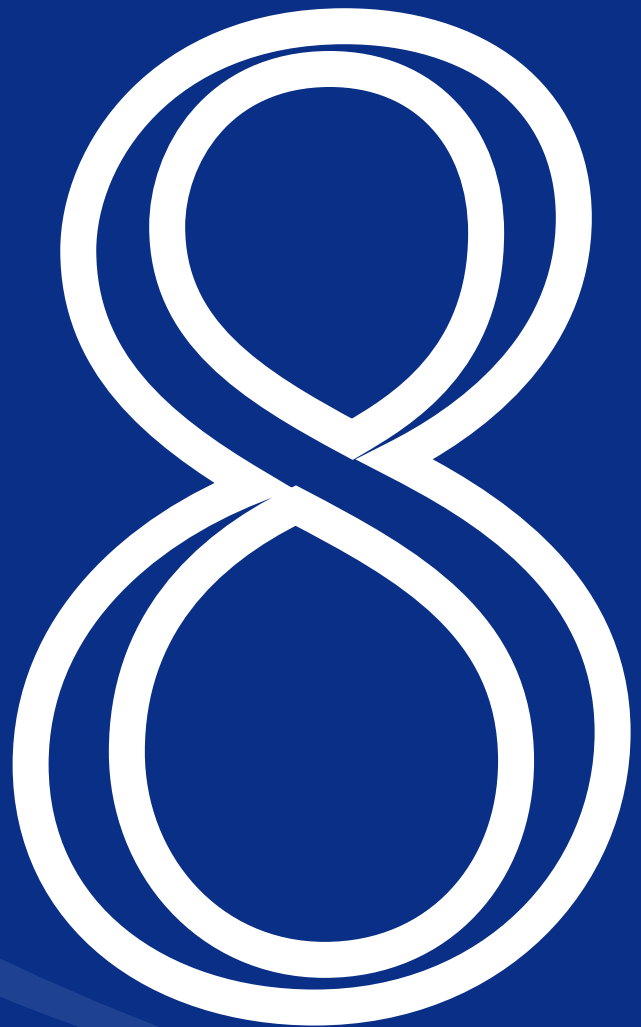
It is not uncommon for Saint Joseph Notre Dame athletic programs to run on city streets during practice.

In the event that students are required to run in the community, the following rules and regulations are to be followed:

- Students are to run on sidewalks and not on streets when they are available.
- Students are to obey all crosswalks, traffic signs, stop lights, walk signals, etc.
- Students are to run on the side of the road facing traffic.
- Students are to run single file, especially if the road narrows or if there is a turn in the road.
- Students should never run on private lawns or through residential landscaping.
- Students are to respect the privacy of others as well as their private property.
- Students are not to horse around while running.
- Students must wear appropriate running shoes, pants/shorts, shirts, outdoor wear, and apparel at all times while running off campus.
- Students are to understand that as pedestrians, they are required to obey the rules of the road for pedestrian safety, as documented by the State of California in the Saint Joseph Notre Dame Athletic Handbook, under “Rules of the Road.”

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

STUDENT ACTIVITIES



STUDENT ACTIVITIES

Student Activities are an essential part of nurturing the Saint Joseph Notre Dame Pilot family and building a positive school climate for our community. Our students are encouraged to participate in diverse and inclusive student focused experiences that promote Pilot Pride through leadership, service, spirit, and fun.

Saint Joseph Notre Dame has a long history of an exemplary student leadership program known as the Campus Life Team. The Executive Board is composed of elected and appointed student leaders: Associated Student Body (ASB) and Campus Ministry Executive Board (CMEB). They act in unison to coordinate all school wide events and support the student experience at Saint Joseph Notre Dame.

8.1 STUDENT LEADERSHIP

At Saint Joseph Notre Dame, there are several ways for students to lead. We encourage students to explore their passions and greater purpose through their choice of [leadership opportunities](#). Our student leadership opportunities help students build self confidence while also strengthening their friendships and the Saint Joseph Notre Dame community. Participating in school leadership builds life skills that include collaboration, leadership, project management, marketing, public speaking, social justice.

8.2 LINK CREW

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Link Crew trains Student Link Leaders to be positive role models, who guide the freshmen and transfer students to discover what it takes to be successful during the transition to high school. Link Leaders are chosen based on application, interview, and diversity and must attend training, monthly meetings and quarterly activities.

8.3 CAMPUS LIFE TEAM

The Saint Joseph Notre Dame student government is led by the Campus Life Team (CLT) with the support of Division Moderators and the Director of Student Activities. The Campus Life Team is composed of elected and appointed student officers (ASB officers and division officers). The Campus Life Team coordinates all school activities and works to strengthen our Catholic identity, promote Pilot pride, encourage student leadership and service to others, while also upholding the school mission and philosophy, Integral Student Outcomes, and the Diversity, Equity, and Inclusion Norms.

Each grade level elects and appoints student leaders to their division CLT. These students are responsible for the activities for their particular grade level. These will include participation in lunchtime events, Proud to be Pilot Week, Spirit Week, class liturgies, fundraisers, class mixers and social events. Additionally, they communicate student information to their classmates and take ideas and concerns back to the Executive Board.

Student leaders are expected to represent Saint Joseph Notre Dame to the highest level both at school and in the community and must attend trainings, workshops, meetings and after school commitments as well as uphold a code of conduct and an elevated grade requirement.

8.4 CLUBS AND SPECIAL PROGRAMS

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

Guidelines for school organizations, clubs, and activities include the following:

- The club or program must be recognized by the Principal;
- Membership must be open to all students, with the exception of honor societies, which have specific academic requirements;
- The club or special program must have an administration-approved faculty advisor who attends and supervises meetings and activities;
- The club or special program must follow financial procedures as established by the Director of Student Activities in collaboration with the Business Office;
- The club or special program may use the school's name for public, social, or commercial activities only with the permission of the Principal; and
- All activities must be approved by the Director of Student Activities.

8.5 DANCES AND STUDENT ACTIVITIES

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

Students are expected to be courteous and respectful to all in attendance. Additional dance expectations include: no offensive dancing; no dancing that simulates sexual acts or are sexually explicit and no dancing that endangers the physical safety of others. School administrators and faculty supervise all student activities, and it is their professional judgment that will determine if any student behavior or dancing is inappropriate. Hired security by Saint Joseph Notre Dame High School may also be present at school dances and activities, and will report any inappropriate behavior or suspicious activity to an administrator.

Possessing, selling, giving away, or being under the influence of alcohol, drugs, and/or illegal substances at or around the activity, may result in the parents/guardians being contacted and required to pick up their student. All students may be subject to breathalyzer tests at any time. Students who fail to uphold school policies will be held to school accountability measures, including the notification of parents/guardians and the inability of the student to attend the next school dance or activity.

All oversized bags must be submitted to coat check and will not be available until the conclusion of the event. Small bags may be kept on the person, but will be searched by Saint Joseph Notre Dame staff. Students should refrain from bringing valuables to school activities, especially large sums of money and electronic devices. Saint Joseph Notre Dame High School does not assume responsibility for any lost or stolen items.

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

Dress Code

The school's casual dress policy is in effect for all school dances and activities, unless the theme or type of dance dictates otherwise. It is the responsibility of parents/guardians to see that their child leaves home properly dressed and groomed. Please see section 5.2.

Prom

Prom is a formal dance. Black tie attire is expected of all students. Students should wear tuxedos, suits, ties/bow ties, vests, appropriate dresses or skirts. If a student's attire is deemed inappropriate, the student will be sent home to change or provided with alternative clothing options.

Non-Saint Joseph Notre Dame Guests

When specifically announced, Saint Joseph Notre Dame students may bring outside guests with permission of each school's Dean of Students. Guest passes for non-Saint Joseph Notre Dame students are required and may be obtained from the Dean of Students. This pass and the signature of the guest's Dean of Students must be returned to the office to be approved prior to the dance. The guest must be at least in the 9th grade and no older than 20 years. Official identification cards are required of all guests. All guest IDs will be held upon entry to the dance and returned only at the end of the dance. Any guest without ID will not be permitted to attend the dance. Saint Joseph Notre Dame students are responsible for the behavior of their guests at all times. All Saint Joseph Notre Dame regulations apply to guests as well as Saint Joseph Notre Dame students at all activities. These regulations include but are not limited to the use or sale of alcoholic beverages, smoking or vaping, use of narcotics or drugs of any kind and sexual harassment. If Saint Joseph Notre Dame regulations and expectations are not upheld, both the student and their guest will have their parents/guardians notified, and both participants will be asked to leave the activity. The guest's ID will be returned only to the Dean of Students at their school.

STUDENT HEALTH AND SAFETY



9.1 STUDENT IDENTIFICATION CARDS

Students must carry their Saint Joseph Notre Dame Student Identification Card at all times. These cards are needed for accessing library materials and for identification at school events, such as dances and athletic games. Saint Joseph Notre Dame students are to surrender their student body cards to any faculty or staff member or official from another school who requests the student to do so. A lost student body card should be reported immediately to the Vice Principal.

Students will be charged \$5.00 for a replacement student ID. When a student withdraws from Saint Joseph Notre Dame, the student must surrender their student body card to the Dean of Students.

9.2 TRAFFIC AND PARKING: GOOD NEIGHBOR POLICY

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

The City of Alameda has approved the closure of Chestnut Street between San Antonio and San Jose Avenues during school hours only. This is a safety consideration for all students. In return, the Saint Joseph community has agreed to manage traffic, parking, and attendance for special large events, such as basketball games, Back to School Night, and Open House. These management controls require the approval of the City of Alameda. The schools and parish are responsible for their implementation and monitoring. Compliance will be monitored and enforced by the Dean of Students. Students who fail to uphold traffic and parking regulations will be subject to serious accountability measures such as, but not limited to, suspension. Adults and non-students who fail to comply will be subject to enforcement by the Alameda Police Department.

Traffic and Parking Guidelines

- Given limited on-street parking, we strongly advise to ride-share, ride a bus, bike or walk to school and to school-sponsored events.
- Only the white loading zones on Chestnut and Lafayette streets are to be used for dropping off and picking up students. Hours for loading zones are 7:30 a.m. to 8:30 a.m. and 2:15 p.m. to 3:15 p.m. (1:30 p.m. to 3:30 p.m. on early dismissal days). Chestnut Street between San Antonio and San Jose Avenues will be closed to through traffic on school days between 8:30 a.m. and 2:30 p.m.
- Do not double park (parallel to parked vehicles) or stop or park in crosswalks or street corners to drop-off or pick-up students. Do NOT block intersections. (CVC)
- All who drive to and from school, including students, are to exercise extreme caution and are not to cruise (drive) around the parish complex.
- Students who are licensed to drive must be registered with the school through the office of the Dean of Students. White tags will be issued upon verification of license, insurance, and permission by parents/guardians to drive. These tags must be visibly displayed in the cars at all times when students park around the perimeter of the parish/school complex and/or in the neighborhood.

- If there is no space and it becomes unavoidable to park in the residential areas, students must exercise the utmost courtesy and respect to all neighbors (adults and children) at all times. This includes but is not limited to avoiding littering, playing loud music, illegally parking, and using inappropriate language. Students who park in the residential area should not congregate and should leave immediately upon dismissal from school unless detained by official school business.
- No student may approach or enter their vehicle during the school day without the permission of the Dean of Students or another administrator, even when parked on Chestnut Street.

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

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

9.3 SCHOOL ENVIRONMENT

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

Saint Joseph Notre Dame High School is equipped with video surveillance cameras in order to ensure safety. Video surveillance cameras have been placed in public locations both inside and outside of the campus building. Restrooms, private offices, and locker rooms are excluded from the security camera areas. All video recordings are the sole property of Saint Joseph Notre Dame High School. Release of such videos will be made only with the permission of the school administration.

9.4 ACCIDENTS AND MEDICATION

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

Administration of Medications at School

Consistent with diocesan policies, the school and its teachers and staff may not furnish any medications to students. All administration of medication requires parent/guardian authorization. All prescription medications and aspirin require physician and parent/guardian authorization.

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

The best practice is to schedule the administration of any medication before and/or after school, so that all medicines are left at home and not brought to school. Saint Joseph Notre Dame recognizes that there are some medical conditions that require medicines to be either taken or to be available to a student during the school day. In these situations, please call the Main Office at 510.523.1526 to discuss the student's need, the required written authorization(s), and plan for the safe storage of the medication in the Main Office at Saint Joseph Notre Dame High School.

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

Epipens and Inhalers

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

Vaccinations/Immunizations

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

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

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

9.5 PREGNANCY POLICY

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

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

The following, thereafter will be the guidelines:

1. Counseling sessions for both (mother and father) shall be required. The parents/guardians of the student(s) will be allowed, though not required, to attend.
2. To assure the safety and well-being of the pregnant student and her child, a doctor's release will be obtained and kept on file at the school; and a documented waiver, signed by the student(s) and the parent(s) or legal guardian(s), will be kept on file at the school releasing Saint Joseph Notre Dame and its employees from any liability during the attendance of the student(s) during the period of pregnancy.
3. The program of studies of the pregnant student (and father) will be assessed and monitored by the Vice Principal and the counselor(s) of the student(s).

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

9.6 EMERGENCY PREPAREDNESS AND PROCEDURES

Emergencies and Evacuations

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

Evacuation Procedures

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

Earthquake Procedures

During an earthquake students should get under desks or tables immediately to prevent injury from falling objects and remain until they can deliberately count to forty (at least ten seconds) after the last tremor. If outside the building, students should move away as quickly as possible from the vicinity of the wall structures.

If the earthquake is severe and damage is major, a fire drill will be called as soon as possible after the heavy tremors cease, but not until the principal and other administrators have found that the exits to be used are reasonably safe. Should any exit be unsafe, students must exit the building by any other exit that can be used. Teachers will lead students to exits when it is safe to pass. When students are out of the building, the teachers will direct them to a location at a safe distance from the building.

Lockdown Procedures

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

Elementary School

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

Entrances to School

Students are to enter and leave the Notre Dame campus through the gates on Chestnut Street. Foot traffic between the Notre Dame campus and Marianist Hall is on the sidewalk on Chestnut Street.

Students using Marianist Hall enter and exit through the double doors located near the "Gathering Space" (between the Rectory and the Basilica). High school students are not permitted to use the entrance to Marianist located adjacent to the Saint Joseph Elementary School playground.

To access the Kelly Gymnasium and the Anthony Aiello Science Center, students will use the doors located on Chestnut Street.

To access San Jose Hall, students may only use the Chestnut Street door near San Jose Avenue to enter and exit.

Other entrances and exits are not to be used by students, except in an emergency as directed by the faculty or staff member accompanying students.

Students Walking Home from School

Supervision of students transfers over from the school to the parent/guardian upon dismissal from school.

PARENTS/
GUARDIANS
AND
SCHOOL POLICIES

10

10.1 PARENT/GUARDIAN TRAVEL

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

10.2 STUDENT DISMISSAL

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

Procedures for Recommended Transfers

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

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

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

10.3 EIGHTEEN-YEAR OLD STUDENTS

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

10.4 TUITION PAYMENT POLICIES

All families are expected to keep their tuition accounts current. A student whose tuition account is not current at the end of a semester will not be allowed to enroll for the next semester (or school year).

Students will not be allowed to do the following until all tuition indebtedness to the school has been resolved:

- Take semester assessments;
- Have grades posted to their transcript;
- Have grades posted to PowerSchool;
- Receive their next semester (or next year) schedule;
- Be promoted to the next grade level;
- 12th graders may not receive complete transcripts for college; and/or
- Granted a diploma.

12th graders whose tuition accounts are outstanding might not be allowed to participate in 12th grade activities, including Grad Night. Students who are enrolling at Saint Joseph Notre Dame for the first time and who have unresolved tuition accounts at another school in the Diocese of Oakland may not be allowed to enroll at Saint Joseph Notre Dame until those tuition accounts are resolved with our partner schools in the Diocese of Oakland. Unresolved tuition accounts may be turned over to an outside collection agency and legal action may be taken by the school if the terms of this tuition policy are not met.

Tuition payments begin in July prior to the start of each new academic year. Should a family decide to withdraw their child prior to the start date of school in August, or at any time during the school year, any payments made up to that withdrawal date are non-refundable.

10.5 MILITARY RECRUITING OF STUDENTS

United States military recruiters occasionally contact the school requesting opportunities to speak with our students. No matter how these requests come into the school, they are processed through the counseling department. Military agencies requesting access can be categorized as one of the following: (A) military academies; (B) college campus ROTC programs; and (C) enlistment recruiters.

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

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

AUXILIARY ORGANIZATIONS

The background is a solid dark blue. In the upper right, there is a faint, light blue stylized star or compass rose. A large, faint, light blue number '11' is also visible in the background, positioned behind the main title and the foreground number.

11

11.1 BOARD OF TRUSTEES

The Board of Trustees of Saint Joseph Notre Dame High School oversees the financial management of the school, and it works to support the planning, policies and activities of the school in a way that enables Saint Joseph Notre Dame High School to continue to foster academic excellence and fulfill its role as a premier college preparatory school. The Board of Trustees are leaders, and its members set a clear example of support for the school's students, parents/guardians, faculty, staff, and alumni.

11.2 ALUMNI AND STUDENTS

Saint Joseph Notre Dame High School is more than 140 years old with more than 6,900 alumni around the globe. Alumni are very important members of the Saint Joseph Notre Dame community. They provide vital support to the school as volunteers and as donors to the school's fund, which supports tuition assistance as well as facilities and program improvements. Saint Joseph Notre Dame students will have several opportunities to engage with and benefit from alumni through events like Back from College Night, Career Day, Alumni Homecoming, Kairos, and through participation in phone-a-thons and thank-a-thons. Saint Joseph Notre Dame High School belongs to the students and to the alumni who came before them. As graduates, students will become members of a vast and supportive network of alumni and stewards of a rich legacy dating back to 1881 that is Saint Joseph Notre Dame High School.

11.3 PILOT PARENTS/GUARDIANS

All Saint Joseph Notre Dame parents/guardians are members of the Pilot Parents/Guardians Program. Participation is strongly encouraged. The main purpose of the Pilot Parents/Guardians Program is to assist the Saint Joseph Notre Dame community in its various endeavors associated with school and community building. The Pilot Parents/Guardians Program is an opportunity for all families to participate in and support events hosted by Saint Joseph Notre Dame. We host multiple social events throughout the year and have opportunities to work with different components of the school.

11.4 THE ADVANCEMENT CORE TEAM

The Advancement Core Team works with the advancement efforts of Saint Joseph Notre Dame. This group is made up of 15+ dedicated and committed parents/guardians, alumni, students, and families of alumni who create, implement and sustain the advancement and development activities of the school. The Advancement Core Team includes members of the alumni council who assist in the development of programs that build fellowship among alumni and increase alumni participation in fundraising campaigns.

11.5 PILOT BOOSTERS

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