



Notre Dame Preparatory
2023-2024 Student/Parent Handbook

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INTRODUCTION

Dear Students, Parents, and Guardians,

Welcome to the 2023-2024 Notre Dame Preparatory Student/Parent Handbook! This student/parent handbook has been carefully designed to serve as a comprehensive guide to our school's policies, procedures, and expectations. It is a valuable resource that will help you navigate through the academic year and familiarize yourself with our community. Course offerings and descriptions can be found in our course description guide on our website.

Within the pages of this handbook, you will find information about our curriculum, extracurricular activities, grading and assessment procedures, attendance policies, code of conduct, and much more. We encourage you to take the time to review this handbook thoroughly as it will provide you with essential information to ensure a successful and fulfilling high school experience. All families will be required to sign the handbook before their student(s) receives his or her official schedule. The signature form will be sent from DocuSign.

We strongly believe that education is a collaborative effort, and we greatly value the partnership between the school, students, and parents/guardians. We believe that through our collective efforts, we can create an environment that nurtures academic achievement, personal development, and emotional well-being.

Please spend time reviewing the following sections, as our policies have changed.

- Attendance/Tardy Policy
- Academic Honesty and Integrity
- Dress Code

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

Respectfully,

Brie Dragonetti, M.Ed., M.A. Ed.
Principal

Contact Information Needed

If your contact information has changed, please be sure to provide us with current updates in your PowerSchool account. Notre Dame Preparatory, in order to effectively communicate, uses family contact information on file. Please ensure that all information is updated at the beginning of each school year.

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

NDP Mission Statement

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

NDP Vision Statement

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

Academic Program

Academic excellence is a trademark of Notre Dame Preparatory. Because we are committed to providing the necessary preparation for higher educational success that our students seek, our graduation requirements are more demanding than those of most schools. It is Notre Dame Preparatory's intention that each student has the opportunity to be prepared for college.

Our Lady "Notre Dame"- Charism

In the words of St. Paul: the charisms are "supernatural gifts given to an individual by the Holy Spirit for the service of others and the upbuilding of the entire Church." "Charism" is the Greek word used in the New Testament meaning "favor" or "gratuitous gift." Charisms are special abilities given to all Christians by the Holy Spirit to give them power both to represent Christ and to be a channel of God's goodness for people. Whether extraordinary or ordinary, all charisms ought to be exercised in the service of God (Catechism of the Catholic Church, 2003). Our Lady, the patroness of Notre Dame, embodied many charisms that ought to be lived: humility, wisdom, joyfulness, sacrifice, love, and courage.

Vision

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

1. **MIND:** We are a leader in Catholic education through innovation and visionary focus, and constant examination of best practices. We instill a strong spiritual foundation among

our students in order to discern vocation using their God-given talents through a rigorous, multifaceted program of study. We promote high academic standards to form future problem-solvers engaged in critical and creative thinking, who are able to collaborate and utilize diverse means of education and evaluate the moral implications of their decisions.

2. **BODY:** We uphold the virtues of fortitude, selflessness, sacrifice, self-mastery, integrity, strength, tenacity, humility, charity, courage and loyalty through peer support, accountability and love. We provide an environment allowing students to feel safe, loved and validated in their physical and social-emotional development knowing they are supported across the community. We develop the whole person by creating a culture of active participation through a variety of co-curricular and athletic activities that enhance creativity, leadership, passion, teamwork, and physical health.
3. **SOUL:** We partner with families to educate students in the Catholic faith, so they know their identity in Christ and their unique call to holiness. We foster an environment where students can encounter Christ through the Sacraments of the Church, prayer, retreats, and opportunities for lifelong servant leadership. We encourage and invite students to become transformational Christian leaders that support faith, patriotism, and moral values so that they may choose what is good, true, and beautiful with ease and clarity.

Integral Student Outcomes

Graduates of Notre Dame Prep are expected to embody the characteristics embraced by the school and community. The three R's: Reverence, Respect and Responsibility, run deep in the tradition and culture of Notre Dame Prep. They are the foundation of our Integral Student Outcomes (ISOs). Holding true to our mission of developing our schools 3R's, we hold the following values to guide and direct our actions with each other both on campus and in the world:

- Reverence - To hold all things created and discovered as sacred and worthy of awe in the light of God's grace.
 - All *SAINTS* believe we are all created in the image and likeness of God, we revere the presence of God in all we meet regardless of color, creed, or status.
 - All *SAINTS* understand that we encounter the living Christ through worship and through faithful acts in the community.
 - All *SAINTS* pursue excellence in God's revelation through our academic work, athletic activities, and social interactions.
- Respect - God acts in great love towards us; therefore, we must act in love towards others.
 - All *SAINTS* treat everyone with honor and respect. We seek to develop the gifts and talents of those around us in a loving and compassionate way.
 - All *SAINTS* accept all creation as a gift from God and will treat it with appreciation. We must not abuse or waste our environment.

- All *SAINTS* accept criticism and celebrate accomplishments humbly, recalling that our savior conquered death not through power but through surrender.
- Responsibility– Conforming the will to the work of God.
 - All *SAINTS* hold themselves trustworthy and seek the truth in all things.
 - All *SAINTS* choose to honor the needs of others through acts of service, generosity, and love.
 - All *SAINTS* believe they have a role in bringing about the kingdom of God. Our actions are solely directed towards making God present to the world.

Mission of the Catholic School

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

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

Catholic schools...

- Provide a Christ-centered environment
- Offer a comprehensive and rigorous academic curriculum based on the latest research, with faculty using 21st century teaching methods
- Form young Catholics who develop a strong relationship with Jesus Christ
- Prepare young people to meet global challenges
- Emphasize servant leadership
- Encourage students to think critically and creatively
- Prepare students to be effective communicators and numeric problem solvers
- Nurture God-given talents
- Offer hands-on experience with the latest technology
- Provide opportunities for worship and prayer
- Prepare students well for the next level of education while ensuring a love of lifelong learning
- Remain firmly grounded in the eternal values of our Catholic faith.²

1. “The Catholic School on the Threshold of the Third Millennium,” Congregation for Catholic Education, Rome, December 28, 1997, paragraph 8.

2. “The Religious Dimension of Education in a Catholic School,” Congregation for the Catholic Education, Rome, April 7, 1988, paragraph 1.

Mission Statement for Catholic Schools: Diocese of Phoenix

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

Philosophy of Catholic Schools: Diocese of Phoenix

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

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

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

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

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

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

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

Accreditation

Notre Dame Preparatory is a fully accredited institution by Cognia and the Western Catholic Education Association(WCEA) and is under the direction of the Diocese of Phoenix Catholic Schools Office. To learn more, please visit www.cognia.org or www.wcea.org.

Non-Discrimination

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

SCHOOLWIDE EXPECTATIONS

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

- To contribute to the good of the school and community through acts of service
- To be respectful, honest and courteous to everyone in the community
- To arrive on time for all classes and school activities appropriately prepared
- To accept responsibility for one's own education by putting forth best efforts every day
- To seek help from teachers when needed and actively participate in class
- To respect school property and the personal property of other students/teachers
- To obey all school and classroom rules regarding safety
- To refrain from profanity or other vulgar language
- To follow the dress code
- To use technology responsibly to enhance learning
- To include other students in activities, both in the classroom and lunchroom

Parental Support

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

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

The Notre Dame Preparatory Student/Parent Handbook may not include all directives and serves only as an outline. The Administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student

and entire Notre Dame Preparatory community. The Principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.

Tuition

- There are three tuition payment plans available:
- One-time (1) tuition paid in full by July 15. There is a 2% discount for this method.
- Quarterly (4) payment plan paid by July 15, Oct. 15, Jan. 15, and April 15.
- Monthly (10) installments paid July 15 through April 15.
- The current rule for tax credits (STOs) and Empowerment Scholarships (ESA) is that families will need to **choose one** for the entire year.
- Student tuition must be current to:
- To participate in extracurricular activities (including athletics).
- Register for the following school year.
- Receive your diploma and official transcripts.

For more information, visit our website at ndpsaints.org/tuition

Communication Procedure

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

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

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

Chain of Communication - General:

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

1. Parents/guardians and/or students are to first contact the school representative directly responsible for the class or activity in question – teacher, coach, or sponsor.
2. If the student/parent/guardian is not satisfied with the results of this communication, the appropriate individual is then to be contacted, following this order:
 - a. Teacher, Coach, or Sponsor

- b. Counselor, Department Chair, Coordinator of Student Culture, Coordinator of Student Activities, or Athletic Director
- c. Assistant Principal for Learning Services
- d. Principal

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

Chain of Communication - Academics:

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

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

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

Chain of Communication - Athletics:

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

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

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

Chain of Communication - Activities:

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

1. First, the activity participant should advocate for themselves and speak directly with his or her sponsor/moderator.

2. If further clarification is required, the parent should then contact the sponsor/moderator. It is advised that no contact between parent and sponsor/moderator be made until at least the day after the incident/event in question – (24-hour rule).
3. If the issue remains unresolved, the parent should then communicate his/her concerns to the Coordinator or Student Activities or Coordinator or student Culture.
4. If the issue remains unresolved, the parent should then communicate his/her concerns to the Principal.

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

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

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

Diocese of Phoenix Disclosure & Acknowledgment of Risks of School Participation

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

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

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

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

FORMATION

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

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

Furthermore, the Catechism of the Catholic Church states: "Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. This requires an apprenticeship in self-denial, sound judgment, and self-mastery-the preconditions of all true freedom. Parents should teach their children to subordinate the 'material and instinctual dimensions to interior and spiritual

ones.’ Parents have a grave responsibility to give good examples to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them” (CCC, 1992, para. 2223).

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

Attendance at Catholic Religious Services

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

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

Spiritual Learning

- **Prayer:** Prayer is an integral part of school life. We begin all classes, school functions and sporting events with prayer. As a school community, we pray the Examen together after lunch. The Chapel is available as a place for quiet reflection and personal prayer.
- **Mass:** Students are provided the opportunity to attend daily Mass in the Chapel. Once each month, students gather, either as an entire school, or within their House, to celebrate liturgy together. Parents are welcome to attend liturgical celebrations.
- **Reconciliation:** During Advent and Lent, penance services are held to provide the Sacrament of Reconciliation. Student also have the opportunity for Reconciliation by appointment with the school Chaplain during designated Adoration days.

- **Adoration:** Adoration of the Blessed Sacrament is scheduled approximately once per month. Students attend with their classes, and all are welcome to join them in prayer in the Chapel on these days.
- **Spiritual Direction:** The school chaplain is available by appointment for spiritual direction of students and faculty.
- **Ministries:** Students may participate in the following ministries: retreat teams, altar servers, lectors, Extraordinary Ministers of Holy Communion, and music. Other opportunities for students to be actively involved in spiritual formation are provided through the Center of Mission and Ministry (COMM).
- **Retreats:** An All-School Retreat will be held once a year focused on a spiritual theme, offering multiple speakers and opportunities for students to grow closer to God. If a student misses this retreat, they will be given a makeup assignment.
- **The Kairos retreat,** for seniors and juniors, is an optional four-day retreat held several times per year off-campus. This dynamic, peer-led retreat encourages students to examine their own lives, grow their relationship with God, and further their faith journey.

Christian Service Learning

The goal of Notre Dame Preparatory's Christian Service Learning program is for students to recognize and demonstrate that serving others is central to our call as Catholic Christians. Scripture reminds us, "whatever you did for one of the least of these brothers and sisters of mine, you did for me" (Mt25:40). This Gospel-rooted service is essential to every student's experience at NDP. Students must maintain a cumulative average of at least 15 hours per semester, and 30 hours per school year. The goal of Notre Dame Preparatory's Christian Service Learning program is for students to recognize and demonstrate that serving others is central to our call as Catholic Christians. The minimum service requirements are detailed on the website: [Christian Service Learning](#).

By graduation, students will have logged a total of at least **120 hours of Christian Service**. All service requirements must be fulfilled for a student to participate in any graduation events and receive their diploma. In addition, students that are not on track to complete their hours will not be provided letters of recommendation and will not be allowed to apply for certain school privileges such as on-campus parking.

There are four areas where students have the opportunity to serve:

Service to Place of Worship – Evangelization:

- Helping with church drives (food, clothing, blood, etc.)
- Bible School, Fish Fry, Choir, Ushering, R.E., Edge, Altar Serving – Full Hours
- Helping with church functions or fundraisers

- Serving as a Greeter, Lector – 4 sessions is equivalent to 1 hour of service
- NOTE: If you do not have a place of worship, hours can be fulfilled through NDP:
 - Spiritual and Pastoral Care for Life Affirming Choices (praying in front of clinics).
 - Morning Mass at NDP as a Lector or Altar Server
 - Speak to the chaplain, who will also help find other ways to complete these hours.

Service to NDP:

- Advancement Events (Culinary Festival, Auction Fashion Show)
- Summer Sports and Theater Camps
- School Admission Events (Open House, 8th Grade Day, etc.)

Service to the Community:

- Volunteer Walks and Runs - Helping set-up and break down (not running)
- Helping at former middle or grade school events
- Community events – Children’s Easter Event, Hope Kids

Christian Service to the Poor and Marginalized:

- Mission Trips
- St. Mary’s Food Bank, Feed My Starving Children, St. Vincent de Paul, Andre Hosue, Welcome to America Project, etc.
- Any service that is helping those less fortunate

The goals of Christian Service Learning are to provide students an opportunity to explore and discover their passions and to find Christ in their encounter with the community, with others and the marginalized.

Students and parents/guardians are asked to check the [Christian Service Learning web page](#) for information about where and when to serve, links to submit service credit, and how to coordinate service learning projects. It is our goal that students will develop a positive feeling toward service and will desire to continue serving after graduating from NDP.

Social Emotional Learning

The faculty and staff at Notre Dame Preparatory support the development of social and emotional skills in all our students. The spiritual life, service, House, co-curricular, and extra-curricular components of our culture are the tools that we use to provide opportunities for our students to learn by doing and attain strong social and emotional proficiencies. Social emotional learning (SEL) is the process through which students are supported in social skill development to engage in positive relationships with their peers, teachers, and other adults while learning to access their emotional intelligence to foster awareness of self and others. Integrated

through a whole school approach, school climate and culture, and supporting structures, SEL promotes good decision-making, positive relationships, and self-care.

Freshman Seminar

Considered “Credit One” here at Notre Dame Preparatory, this semester-long class is designed to assist students as they transition from eighth grade to a college preparatory high school experience. It is the tool that we use, in conjunction with the House System, to provide guidance as to the “Notre Dame Preparatory Way” and helps students come to understand the expectations and traditions here. This semester course is required for all freshmen and has been designed to equip students with the skills necessary to navigate a successful transition into high school and beyond. This course uses Stephen Covey’s *7 Habits of the Highly Successful Teen* as a basis for learning about organization and time management skills. Students will learn about the history of Notre Dame Prep, demonstrate understanding of school-wide expectations, and practice skills that will help them navigate both social and academic aspects of high school. Students will practice using technology to demonstrate learning, effective note taking, study skills, communication and interpersonal skills.

Course Goals:

1. Increase student’s ability to successfully transfer from middle to high school by creating more awareness about NDP school history, school-wide expectations and school culture.
2. Help students create measurable short- and long-term goals to optimize their academic, personal and future career success.
3. Help students identify necessary organizational and study skills based on their unique learning type in order to maximize grade potential and decrease the amount of unproductive time spent on school work.
4. Increase student’s ability to effectively communicate with adults and peers both inside and outside of the classroom setting.

House

Eight Houses - One Community of Saints!

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

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

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

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

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

8 HOUSES ONE COMMUNITY OF SAINTS



House Time

Students have time in their houses twice a week focused on character-building, formation, and friendly competition. The houses compete for points and rewards by participating in weekly and monthly competitions, charity drives, etc. During house time, student-led activities build up NDP's 3 R's: Reverence, Respect and Responsibility, and members learn about our saints, their virtues, school history, social emotional learning, and getting to know our NDP community.

Senior Capstones

During the spring semester of their senior year, students will create a presentation that reflects their growth during their time at NDP and who they are as a person and student. Presentations showcase our 3 R's and school/house virtues and are a true culmination of their NDP experience. They are given around 2 months to complete them and have the chance to work with an adult from their house during the preparation period. Passing the capstone presentation is a requirement for graduation.

WIN

Twice a week, a period is designated during the school day for students to see a teacher to review something that they are not understanding or to get help in an area of deficiency. WIN stands for “What I Need” or “What’s Important Now.” Teachers will send email notifications to meet with students for individual or small group instruction during this time. Students who do not have an appointment to meet with a teacher during WIN time will have time to work silently on homework. This is an important time for teachers to intervene with students who need extra support or who are not learning what they need to learn.

Extra-Curricular Activities

Notre Dame Preparatory offers a variety of activities, organizations, clubs and sports for its students. We encourage participation by all students in at least one activity, organization, club, or sport. These activities are designed to provide:

1. Opportunities for every student to participate more fully in the life of the school
2. Opportunities for social involvement with fellow students, faculty members and members of the community
3. Greater awareness of individual responsibilities
4. Fostering of beneficial leisure-time activities
5. Development of leadership and team participation
6. Promotion of school spirit

Counseling Program

Notre Dame Preparatory is committed to supporting students' academic success, college and career aspirations, and social emotional health. We have a counseling staff with great expertise on site. Any student, staff member, or parent who needs support in these areas is encouraged to reach out to a counselor. The goal of the counseling staff is: “to support each student’s individual and social emotional learning, guide them through challenging academic and college preparatory classes, and encourage them to reflect upon God's plan for their future.”

The school has made an intentional and significant commitment to students and parents by providing this level of support. We realize that we serve young adults at a time of great change in their lives and believe that our role is to provide understanding, guidance, and continuous encouragement. We know that within the developmental learning process students will encounter both significant success and significant struggle, and we are here as a staff to both celebrate their growth and motivate their persistence. To that end, our experienced counselors see each student throughout the year to talk about their performance, go over standardized test scores, and discuss college opportunities, application procedures and career planning. The counselors also help with student social emotional needs and recommend special services when necessary.

For more information, the following resources are available on the NDP Counseling webpage:

[Counseling Curriculum](#) [Freshmen 101 Planning](#) [College 101 Planning](#)

ACADEMICS

Confidentiality

With few exceptions, all information regarding your child's and family's guidance at Notre Dame Preparatory is kept strictly confidential. Any information regarding illegal or risky behavior, the use, possession or distribution of drugs/alcohol, or any behavior that we believe places a student in harm's way that becomes known, will be shared with the parent/guardian of the student. Under certain circumstances, we may be required or allowed to reveal information obtained in guidance sessions, on a need-to-know basis, without student's and parent's prior consent.

Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, sexting, child pornography, use of illegal substance). If informing parents is likely to endanger a student, counselors/teachers may withhold that information from parents, but only with the approval of the principal, law enforcement, or mandatory reporting agency.

Academic Resource Center (ARC) Exceptional Education Program

Beliefs and Mission Statement:

- We believe that all students can learn.
- We believe all are made in the image of Christ.

- The mission of this team is to work collaboratively with students and families to make sure they have resources to grow academically, behaviorally, socially, emotionally, and spiritually.
- We commit to helping all students find success by highlighting their strengths and helping them uncover their passions.
- We believe in making research-based accommodations for our students based upon the guidance of medical professionals.
- All our teachers make accommodations for students as set forth in their Student Support Plan (SSP).
- We are committed to helping students self-advocate, so they are equipped to succeed at the collegiate level.
- Notre Dame Preparatory High School will not modify curriculum for students.

Notre Dame Preparatory High School is committed to creating a supportive academic learning environment for all our students. The NDP Academic Resource Center (ARC) Exceptional Education Program serves students who are gifted as well as those with diagnosed learning differences or weak executive functioning skills. This includes students who are identified with a processing or reading disorder, in addition to students with attention deficit hyperactivity disorder (ADHD), and other learning challenges. Student Support Plans (SSP) will be developed for students to provide appropriate academic accommodations for classes and the SAT and/or ACT as needed.

St. Aloysius Gonzaga Program

Named in honor of St. Aloysius Gonzaga, who is the patron saint of young students, this academic support program is designed for incoming students who demonstrate academic potential and a desire to learn but need support to navigate NDP's college preparatory curriculum successfully. The program includes an increased focus on English and mathematics during freshman and sophomore years with the goal of transitioning the student into a full college preparatory schedule of study by his or her junior year and finishing with an NDP diploma. Students will experience the same freshman and sophomore curriculum for math and English and will be provided with extra time and smaller class sizes. The program includes a month-long summer classroom experience designed to prepare students for the challenge of NDP's course of study.

The Gonzaga Program Purpose:

- Addresses the needs of students who have the potential to succeed within NDP's demanding college prep curriculum despite the presence of educational gaps
- Provides a progressive curriculum of specially designed core English and math classes, taken over a two-year period

- Offers extra support for students who struggle with executive functioning skills, specifically students who are diagnosed with ADHD or have educational gaps that are evident in middle school grades or the high school placement test
- Transitions students into a full college preparatory curriculum by the students' junior year with the help of The Resource Center

The Gonzaga Program provides a support system that offers:

- Smaller English and math classes with individualized instruction
- Skill-based English and math classes that move at a protracted pace
- Three semesters of English and mathematics are taken each year.
- An organization and planning class that helps build executive functioning skills and provides students with guided study time during the school day.
- Data-informed instruction; student growth closely monitored.
- Weekly grade checks across all freshman and sophomore courses
- Frequent parent communication containing detailed summary of growth.

Admittance into the Gonzaga Program is based on:

- A student's entrance exam performance
- Middle school grades
- Letters of recommendation, extra-curricular involvement, and interview with a member of the faculty.

While a careful review of the application indicates a strong potential for academic achievement, other factors suggest that additional support will be necessary to help ensure success at NDP. Since our entrance exam does not always accurately reflect the abilities of a student, all Gonzaga Program members are *required* to complete additional assessments in English and math. These assessments will assist in ensuring a student's appropriate placement into the Gonzaga Program and, when appropriate, into certain college-preparatory courses. Students whose secondary assessments indicate that they will need additional support will be admitted into the Gonzaga

Program and must take summer school courses to prepare for their first year at NDP. Families can apply to The St. Aloysius Gonzaga Program if a student has been diagnosed only with ADHD and has educational gaps based on middle school performance. All other students will be placed in the program after evaluating the High School Placement Test score.

Gonzaga Program Yearly Goals

9th Grade: The goal for freshman year is for students to demonstrate appropriate growth in English and algebra. An extra semester of instruction allows for additional support in reading, writing, critical thinking and math computation. Students will be able to demonstrate organizational skills using planners and graphic organizers to promote academic success.

Students will learn and apply a variety of study skills and learning strategies to foster academic growth throughout the freshman curriculum. Students can graduate from the Gonzaga program if they receive a B or higher in both English and algebra by the end of freshman year.

10th Grade: The goal for sophomore year is for students to demonstrate appropriate growth in English and geometry. An extra semester of instruction allows for additional support in reading comprehension, writing, critical thinking, and mathematical measurement and problem-solving skills. Sophomore year, students fully apply the organizational and study skills taught during freshman year. Students will demonstrate the ability to be successful within NDP's rigorous college preparatory curriculum by the end of sophomore year. Students can graduate from the program by the end of the first semester of sophomore year if they receive a B+ or higher in both English and geometry. At the end of 10th grade, students will be reassessed by administration with the help of the Director of Exceptional Learning and co-director of The St. Aloysius Gonzaga Program to determine if they are ready to be assimilated into the standard curriculum for junior year.

11th and 12th Grades: The goals for junior and senior years are for students to be able to academically achieve and earn an NDP diploma. Students will continue to be evaluated throughout both semesters for junior and senior year to ensure academic success. Students will also have access to The Resource Center if a student needs additional support for junior and senior years.

Gonzaga Program Sample Schedules Freshman Year:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1stSem	Eng. 1	Alg. 1	Gonzaga (Extra English and Algebra)	Theo. 1	Physical Science	Fresh Seminar	PE/Health	Elective
2ndSem	Eng. 1	Alg. 1	Gonzaga (Extra English and Algebra)	Theo. 1	Physical Science	World Geo	PE/Health	Elective

Sophomore Year:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
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1stSem	Geom.	Theo. 2	Biology	Eng. 2	Gonzaga (Extra English and Geom.)	World La ng.	World History	Elective
2ndSem	Geom.	Theo. 2	Biology	Eng. 2	Gonzaga (Extra English and Geom.)	World Lang.	World History	Elective

Junior Year:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1stSem	Alg 2	Theo. 3	Chem	Eng. 3	Resource Center	World Lang	U.S. History	Elective
2ndSem	Alg 2	Theo. 3	Chem	Eng. 3	Resource Center if needed/ Elective	World Lang	U.S. History	Elective

Senior Year:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1stSem	Variety of Math Options for Sr. Year	Theo. 4	Variety of Science Options	Eng. 4	Resource Center if needed/ Elective	World Lang	Gov / Econ	Elective
2ndSem	Variety of Math Options for Sr. Year	Theo. 4	Variety of Science Options	Eng. 4	Resource Center if needed/ Elective	World Lang	Gov / Econ	Elective

St. Aloysius Gonzaga Program Inquiry

For more information about the Gonzaga Program, please contact the Director of the ARC Exceptional Education Program, [George Prelock](#) at 480-634-8353 or Coordinator of Gonzaga Program, [Brooke Bales](#) at 480-634-8291.

St. Joseph the Worker Program

Named after St. Joseph the Worker, patron saint of families, fathers, and laborers, The St. Joseph the Worker Program offers academic support services for college-bound students with diagnosed learning differences. The St. Joseph the Worker Program services include classroom accommodations as appropriate according to students' individual student support plans.

The Academic Resource Center (ARC) class is a required course at NDP for all first-year students who have a psycho-education evaluation or have been diagnosed with specific learning disabilities. After evaluating a student's progress over his or her first semester attending NDP, each student will be reassessed to see if the class will be needed for the following semester. Students within the St. Joseph the Worker Program will qualify for an NDP diploma.

Academic Resource Center Class Description:

In the Academic Resource Center class, Becoming an Expert Learner, students learn study skills, time management, organization, self-advocacy, goal setting and receive academic support through mini-lessons and one on one advising. In addition, students will be exposed to various compensatory strategies and learn to utilize these skills in classroom situations and test-taking environments. Executive functioning skills will be addressed in alignment with the curriculum in order to reap maximum benefit and applicability. Students will be monitored frequently for academic progress, organization of materials, and time management. At the end of the 10th grade year, students will be reassessed by the administration with the help of the Director of Exceptional Education program and the Coordinator of the St. Joseph the Worker program to determine if they are ready to be assimilated into the standard college-prep curriculum for junior year.

Academic Resource Center (ARC) Application and Qualification Requirements:

- Psychoeducational Evaluation within the last 3 years
- Diagnosis with an identified impact on learning
- NOTE: 504 Plans are not accepted at NDP for qualification
- Are interested in the learning process, are motivated, and have an outstanding work ethic
- Have an ability to work in group situations with minimal distraction to themselves and others
- Can independently perform all activities of daily living such as toileting, dressing, washing, etc.

If a student has a current Psycho-Educational Evaluation and Diagnosis:

- Please send the documentation including the psychological-educational assessment to NDP Admissions for incoming students or the the Director of Exceptional Education for current students.
- The documentation will be reviewed by the Academic Resource Center team.
- Parents will be contacted, and accommodation will be put in place if appropriate.
- Any student with accommodations can join the Academic Resource Center class if there is space available and it fits within a student's current schedule. First-year students and upperclassmen transfer with evaluations and approved accommodations at NDP, regardless of grade level, are required to receive additional support within the St. Joseph the Worker Program through the Academic Resource Center class.

If a student may have a learning disability that has yet to be diagnosed:

- Contact the student's counselor to review overall academic performance and discuss academic interventions available or currently being used.
- If current academic interventions are insufficient, please contact the Director of Exceptional Education for options about seeking an independent psycho-educational evaluation.
 - The assessment must include both cognitive and achievement assessments and have a resulting diagnosed disability and outlines impact on learning.
- Please send the documentation from the evaluation to the Director of Exceptional Education.
- The documentation will be reviewed by the Academic Resource Center team.
- Parents will be contacted, and accommodations will be put in place if appropriate.
- A student with learning disabilities can join the Academic Resource Center class if there is space available and it fits within a student's current schedule. First-year students and upperclassmen transfer with evaluations and approved accommodations at NDP, regardless of grade level, are required to receive additional support within the St. Joseph the Worker Program through the Academic Resource Center class. (Students will receive elective credit for this course).

St. Joseph the Worker Program Sample Schedules Freshman Year:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1stSem	Eng. 1	Alg. 1	Elective	Theo. 1	Physical Science	Fresh Sem	PE/Health	ARC (Resource Center)
2ndSem	Eng. 1	Alg. 1	ARC or Elective	Theo. 1	Physical Science	World Geo	PE/Health	Elective

Junior Year Transfer:

	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1stSem	Eng. 3	Alg. 2	World Lang	Theo. 3	U.S. History	Chem	Elective	ARC
2ndSem	Eng. 3	Alg. 2	World Lang	Theo. 3	U.S. History	Chem	Elective	ARC <i>or</i> Elective

St. Joseph the Worker Program Inquiry

For more information on The St. Joseph the Worker Program, please contact Director of the ARC Exceptional Education Program, [George Prelock](#) at 480-634-8353 or Coordinator of St. Joseph the Worker Program, [Sheri Kreshock](#) at 480-634-8295.

Peer Mentors

The Peer Mentors Program is a yearlong course where selected students have the opportunity to work with the students enrolled in the Exceptional Education program. The peer mentors act as academic role models, working with the students in the Exceptional Education program to create positive study skills. They assist in one-to-one tutoring and accompany students to their classes.

These mentors may also help facilitate social participation by eating with the students at lunch and attending school functions with them. Peer mentoring teaches the mentors qualities such as patience, character, tolerance, compassion, and respect. Living out these values encourages the rest of their student body to follow the example that the Exceptional Education Program sets. Applying these traits prepares the mentors and the NDP student body for a world beyond high school.

St. Thomas Aquinas (STA) Program

Named after St. Thomas Aquinas, patron saint of educational and theological pursuits, the St. Thomas Aquinas (STA) Program is a highly competitive, integrated program of study that provides a challenging, well-rounded education to Notre Dame Prep's most gifted and motivated students. The program of study stimulates academic and personal development through rigorous courses, unique cultural and academic field experiences, and advanced research opportunities.

Aquinas Scholars must meet rigorous academic requirements. The Aquinas Scholars program will not deter a student from participating in athletics, music, or extra-curricular programs.

Mentorship and advising with the Capstone Experience includes personal contact with professional experts in their field, individualized support during the university discernment and application process, and analysis of potential career interests. Through their four years, Scholars will gain a better understanding of the world around them, their own selves, and be challenged to achieve to their fullest potential both at Notre Dame Preparatory and beyond.

Program graduation requirements include:

- Complete a minimum of 32 credit hours (30 Academic, 2 Christian Service)
- Maintaining a GPA of 3.95 or higher (weighted)
- Completion of 15 honors or AP-level courses
- Completion of a 4th level of consecutive study in the same World Language
- Completion of AP Seminar and AP Research Courses
- Participation in St. Thomas Aquinas Program meetings and activities
- End of year presentations

Scholarship Amount: \$2,500 per year, renewable each year for four years

- A team of dedicated faculty members who act as mentors and advisers to scholars on an ongoing basis
- Individualized support during the university discernment and application process and an analysis of potential career interests
- A curriculum that prepares scholars to succeed in the most rigorous institutions of higher learning
- Opportunities for field experiences and cultural enrichment during each academic year
- The substantial support of a peer group committed to similar goals of personal excellence and intellectual growth
- Designation as an Aquinas Scholar at Commencement and identification of the program and its requirements on all college applications
- Option to pursue AP Capstone Diploma

Enrollment in the St. Thomas Aquinas Program

Admission is based on an evaluation of letters of recommendation, GPA (suggested minimum of 3.95), and HSPT scores (generally, our STA Scholars score in the 85th percentile or higher) submitted to Notre Dame Prep. In addition, scholars must submit a Statement of Purpose to the directors of the St. Thomas Aquinas Scholars program to complete their application. Once applications have been reviewed, those considered for the St. Thomas Aquinas program will be asked to come for an additional interview.

Details for application deadlines can be found on the Notre Dame Prep Website:

<https://www.ndpsaints.org/academics/academic-programs/st-thomas-aquinas-scholars-program>

Yearly Goals of the St. Thomas Aquinas Program:

- 9th Grade: The goal for freshman year is to expand students' worldview. Through varied cultural experiences, students will learn to understand the vastness of the world around them and to empathize with people from different places and times.

- 10th Grade: The goal for sophomore year is for students to develop a critical and personalized lens with which to view the world. Students will analyze topics through different lenses for greater meaning and understanding. This will develop the students' abilities to think logically, analyze and solve problems, craft and assess arguments, and develop a personal moral and ethical compass. AP Seminar will help foster students' written and oral communication skills to prepare for their culminating research project.
- 11th Grade: The goal for junior year is to form students' research and critical thinking skills by reflecting inward. Juniors will construct a deeper understanding of themselves as they prepare to apply for colleges. This path will allow them to explore their own world and what they want to accomplish in the years to come at Notre Dame and beyond.
- 12th Grade: The goal for senior year is for students to bring their education full circle and apply their skills. They will pursue a research project of their choosing through AP Research. This is the culminating work of a student's studies and represents their ability to conduct research and write effectively.

*Please see the course description guide for a sample of the schedule.

Any questions regarding the program or application process should be sent to the STA program directors at stthomasaquinas@ndpsaints.org.

Foreign Exchange Program

Notre Dame Preparatory welcomes all foreign exchange students. We believe that a foreign exchange program can do much to create a better understanding between young people of different countries. For enrollment of a foreign exchange student at NDP, it is necessary that the student is enrolled in a high school in his home country and is residing with a family that wishes to send him or her to NDP. We also expect applications in the spring prior to enrollment, with a deadline of May 1st. Foreign exchange students must enroll for the entire school year (August–June).

The staff at Notre Dame Preparatory stands ready to assist the foreign exchange student in any way possible to make the transition a comfortable one. Special effort will be made to enter the student into classes comparable with their ability and interest. It is expected that foreign exchange students are able to communicate in English. Students are encouraged to take electives in areas that may be new to them. Foreign exchange students receive a Certificate of Attendance at the end of the school year, not a Notre Dame Preparatory diploma. Foreign exchange students are always encouraged to take part in school activities such as clubs, athletics, band, chorus, and other school-wide events.

Several services not provided by the school to foreign exchange students include free lunches, books, class rings, yearbooks, caps and gowns and the cost of field trips. These are all provided

by the host parent unless otherwise indicated. The school is not responsible for recruiting families from its area to provide homes for students.

Graduation Requirements

To receive an NDP Diploma, a student must complete credits and meet all requirements listed in the notes below. The courses required for all students are:

Discipline	Class of 2024 -2025	Class of 2026	Class of 2027 and Beyond
Theology	4 Credits	4 Credits	4 Credits
English	4 Credits	4 Credits	4 Credits
Math	4 Credits	4 Credits	4 Credits
Science	3 Credits ¹	4 Credits ¹	4 Credits ¹
Social Studies	4 Credits	4 Credits	4 Credits
World Languages	3 Credits ²	3 Credits ²	3 Credits ²
Fine Arts	2 Credits ³	2 Credits ³	2 Credits ³
Technology	.5 Credits	.5 Credits	.5 Credits
Personal Fitness	1 Credit	1 Credit	1 Credit
Health	.5 Credits	.5 Credits	.5 Credits
Christian Service	2 Credits	2 Credits	2 Credits
Electives	2 Credits	3 Credits	2 Credits
Personal Finance	N/A	N/A	1 Credit ⁴
Credits Required	30 Credits	32 Credits	32 Credits

Footnotes:

1. AP science courses are highly recommended for senior year.
2. Three years must be sequential and in the same world language course.
3. One year-long or two semester fine arts courses must be in the same discipline (visual arts, music, dance, etc.)
4. Personal finance course offerings are designed for juniors and seniors and include personal finance, math, and money management as well as additional courses still in development.

Notes:

- A student who transfers to Notre Dame Preparatory from another school where Theology was not taught must earn credit in Theology for every semester in attendance at Notre Dame Preparatory.
- Christian Service credits will be .5 credits per year upon completion of requirements (see Christian Learning section above). Students who do not meet the requirements of Christian Service will have their enrollment status reviewed and can be dismissed from Notre Dame Preparatory. Christian Service is completed outside of the school day
- Only those courses taken at NDP will be averaged into the GPA of each student.
- Seniors who fail a core course in the first semester will have their enrollment status reviewed and can be disenrolled from Notre Dame Preparatory.
- Current students who fail a core course either semester will have their enrollment status reviewed and can be dismissed from Notre Dame Preparatory. Please see additional information under Academic Information >> Failure Policy/Repeating Courses for Grades.

Scoir

Scoir is a college and career-readiness platform used to assist NDP students with college planning. Once logged on, students will find numerous functions to help them with career search and choice, the college search and selection process, building their resume, as well as scholarship searches. Throughout their time at NDP, students will become acclimated to the various components of the program.

College Application Timeline

Counselors have prepared a detailed college application timeline and checklist which is shared with parents and students during the junior year. In January of a students' junior year, parents will be invited to College Planning 101, an information meeting about the college application process.

College Admissions Tests: SAT/ACT

Juniors and seniors can find the SAT and ACT test dates at the following websites:

<http://sat.collegeboard.com/home> and <http://actstudent.org/regist/dates.html>.

NDP's School Code for testing: 030 392

College Acceptance Considerations

Students are encouraged to become involved in the many extracurricular activities offered by the school and community. Colleges consider a student's commitment to various extracurricular experiences when making admission decisions. However, involvement, while important, does

not substitute for a strong academic record. Therefore, students and families should carefully consider the impact of commitment to extracurricular activities on the student's ability to maintain a healthy, balanced life. GPA, special talents (e.g., art, athletics, debate, dance, music, or theater), and performance on college admission tests are other factors in the admission process. In some instances, colleges also may consider legacies, personal recommendations, and the high school's reputation. Parents and students should anticipate starting the actual process of applying to college in the spring of the student's junior year.

Placement of Incoming Freshmen

Notre Dame Preparatory uses the High School Placement Test (HSPT) in conjunction with middle school grades and eighth grade teacher recommendations to place students in the appropriate classes. The HSPT was the first test battery designed specifically to deal with selection and/or placement of students entering high school from various elementary schools. Since 1955, the HSPT has provided measures in the major skill areas as well as cognitive skill criteria resulting in the most comprehensive placement test available.

Course Load Requirements

All students are automatically scheduled for a class or activity during each of the eight periods of the school day. Students who are lacking any credits in any given school year due to failure may not return to Notre Dame Preparatory the following fall semester unless deficient credits are completed during the summer. Students who do not repeat these courses during summer school will not be readmitted in the fall. It is the student's obligation to request that a transcript be sent from the summer school to Notre Dame Preparatory before school opens in August.

Course Selection Changes and Schedule Changes

Choosing an appropriate program of study is an important part of each student's high school responsibilities and our process is student-centered through the counseling department. Parents are strongly encouraged to meet early in their child's tenure and participate in the yearly process of selecting courses that fulfill the requirements for graduation and meet the needs of their son/daughter. Schedule changes are subject to course availability and require the approval of the teacher(s), parent/guardian, and the counselor and/or Assistant Principal of Learning Services.

- Students must submit a Course Change Request Form to request a schedule change.
- All students are allowed one schedule change per semester.
- All Course Change Request forms are due within the first 5 school days of the semester.
- Requests for an elective change are based on course availability and the number of students in classes. Requests to change an elective cannot result in a teacher change in a core class. Core classes include English, Math, Social Studies, Science, Theology, and World Language.

- Requests for a level change from Honors/AP to Regular, or vice versa, are based on recommendation from the teacher and are decisions made in coordination with the student, parents, and counselor.

Schedule changes outside of the parameters above will only be granted in the case of:

- Computer error
- Changes required by health (broken arm – cannot be in weight training)
- Completion of an approved summer school course
- Changes needed to satisfy graduation requirements

Course Level Placement Changes

Students who request an AP or Honors course are accepting the rigor that comes with these advanced academic courses. Students may request a level change from a regular level course to an honors level course within the first 15 days of the semester, provided there is sufficient data that such a change is merited and the teacher approves.

No level changes will be considered for students in advanced academic classes before the 15th day of the semester or after the 25th day of the semester. Only the teacher can recommend lower placement changes for students who are in an advanced academic class. The teacher will only consider a student for a lower placement if his or her effort is consistent with the expectation yet he or she shows limited success in the class.

Withdrawals

Any student who withdraws from a class (regular, honors, or AP) after the first twenty (20) days of the semester, but before the end of the tenth (10) week will receive a grade of Withdraw Pass (WP) or Withdraw Fail (WF), and the student will continue to attend class until the end of the semester. Requests for class withdrawals will not be processed after the tenth (10) week of the semester. WP or WF grades will be posted on a student's transcript but not factored into GPA. Students who receive a WF will be ineligible for extra-curricular and AIA participation.

Course Progression

Individual course progressions vary according to the goals and academic aptitude of each student and the academic requirements of the colleges to which they plan to apply. Students should plan their course progression under the guidance of their counselor and parents.

Honors Courses

Students interested in Honors classes must have the approval of the department or instructor to take the course. Approval is based on a student's ability, motivation, and grades. If a student is

not successful in an Honors class, he/she may be removed at the discretion of the teacher and the Assistant Principal of Learning Services.

College Courses and Dual Credit

Students earn college credit either by passing an Advanced Placement (AP) exam or through the dual enrollment program with Scottsdale Community College (SCC) or University of Arizona (U of A). College credit earned through the Advanced Placement program is dependent upon the score accepted by the university or college.

Dual Credit Courses Offered at NDP

Dual Enrollment (DE) courses are college level courses offered on campus at NDP. You can begin taking DE courses freshman year.

For an additional fee, you can receive college credit for these courses and begin your college GPA while in high school. This saves time and money by getting those college credits completed early.

Not every college will accept Dual Enrollment transfer credits. All Arizona state universities do, and a good resource is www.aztransfer.com. For out of state universities/colleges, check their individual transfer credit policies to know if the DE credit will transfer.

Here is a list of Dual Enrollment classes NDP is currently offering through Scottsdale Community College unless otherwise specified:

- Pre-Calculus Honors
- Calculus Honors
- U.S. History Honors
- English 3 Honors
- English 4 Honors
- French 3 Honors
- French 4 Honors
- Guitar Orchestra Honors
- *Engineering and Design (University of Arizona)*
- *Ethics, Economy, and Entrepreneurship Honors (University of Arizona)*
- Rock Music and Culture
- Music Theory

Note: Students who are taking Dual Enrollment classes through the University of Arizona will receive registration instructions through their Introduction to Engineering and Design or Economics teacher.

To register for Dual Enrollment classes through Scottsdale Community College, please be aware of the registration steps:

- TYPICAL FALL SEMESTER DEADLINES: Online Registration due by September of that semester. Tuition and Fees due by October.
- TYPICAL SPRING SEMESTER DEADLINES: Online Registration due by February of that semester. Tuition and Fees due by March.

STEP 1 – Apply for Admission at SCC

<https://admissions.maricopa.edu/>

Please Note: If you have previously enrolled in SCC Dual Enrollment Classes, you may skip Step 1.

- Create a student account
- Select Scottsdale Community College
- Submit proof of identification
- When you finish your application, you will receive: MEID (User ID), Student ID Number, Maricopa email

STEP 2 - College Readiness and Course Placement

SCC utilizes multiple options to determine course placement for students.

- Grades 11 or 12: Unofficial high school transcripts can be provided. The unweighted GPA must be 2.6 or higher.
- Grade 10: SAT score of 480 or higher, or a Composite ACT score of 22 or EdReady reading assessment test**.
- Grade 9: Students must take appropriate EdReady assessment tests to prove college readiness. For courses with prerequisites, the appropriate English or Math assessment tests are required. For courses with no prerequisites, the Reading assessment test is required to prove college readiness**.

**The EdReady Placement Test measures college readiness. This non-proctored, online testing option can be accessed through the Maricopa Community College website. Depending on which class you are taking will determine which subject test to take, and the score needed. Please check the SCC Dual Enrollment website for the prerequisites.

STEP 3 - Submit Online Registration

For each class:

1. Log in to your Student Center
2. Click “Manage Classes”
3. Select “Class Search and Enroll”

4. Enter class number and click the arrow
 5. Enroll or add to Shopping Cart
 6. Click “Submit”
- Please review the course offerings in which you plan to enroll under High School Partners and Classes. Once your request is processed, you will be sent confirmation to your SCC student email address. ***Please Note: Your enrollment submission may be delayed/returned if information or documentation is incomplete.***

STEP 4 - Tuition and Fees

The cost is \$85 per credit plus a \$15 registration fee per semester. You can pay tuition through the Student Center. For more information about Dual-Enrollment, please contact Deanna Larson in the Counseling Office.

Advanced Placement Courses

Advanced Placement is a program of rigorous college-level courses and examinations. They afford students an opportunity to earn high school credit as well as college credit and/or appropriate placement at the college level. In order to receive weighted credit and Advanced Placement designation on transcripts, students must successfully complete both semesters of any year-long Advanced Placement course and complete the Advanced Placement examination in that course. In order to earn college credit, a student must attain a specific score on a national standardized examination and attend one of the many colleges and universities that recognize students’ participation in the College Board’s Advanced Placement Program.

By selecting an AP class during spring scheduling, a student is making a firm commitment to complete this course the following school year. Students enrolled in an AP course are required to take the related national Advanced Placement examination in the spring. AP courses are offered in social studies, world language, science, math, fine arts, and English.

Advanced Placement Courses Offered at NDP:

- AP Seminar
- AP Research
- AP Biology
- AP Chemistry
- AP Physics
- AP Environmental Science
- AP Calculus AB
- AP Calculus BC
- AP Statistics
- AP World History

- AP U.S. History
- AP U.S. Government and Politics
- AP English Language and Composition
- AP English Literature and Composition
- AP Spanish Language
- AP Spanish Literature
- AP Computer Science Principles

General Information for the Beginning of the Term

Each teacher must provide to students, by the end of a course's second day of classes, a syllabus that includes a clear and complete description of the required work, the number and kinds of assignments, the approximate schedule of tests and due dates for major projects, and the grading criteria and procedures to be used. Two or more different teachers of the same course will give the same core summative assessments.

Assessment Philosophy

All students should know that:

- The teaching staff understands that students learn in different ways and at different rates.
- Learning here requires hard work that prepares students for their future.
- Students will receive grades that are based upon multiple forms of assessment, such as tests, quizzes, projects, reports, collaborative work, presentations, laboratory reports and writing assignments.
- Students will receive ample formative assessment feedback to know how well they are doing and whether they should make changes in what they are doing.
- Students will receive rubrics and have access to exemplars whenever possible to guide practice.
- The way grades will be determined will be explained at the beginning of the course and with each assignment.
- Summative assessments will measure the extent to which a student has attained proficiency in meeting the standards of the course.
- Students will have opportunities to produce work of which they are proud, and at the teacher's discretion, opportunities will be given for self-correction and resubmission of work.
- Students will have opportunities to review their assessments, know which test items they missed, and know why their answers were unacceptable.

Homework Philosophy

Homework is integral to engagement and success in Notre Dame Preparatory's rigorous curriculum. Failure to do homework and seek assistance from teachers are the two greatest reasons that students might not perform well at NDP. With homework comes shared responsibility among students, families, faculty, and administration to manage the effect of homework on students' ability to maintain a healthy and balanced life.

Because Notre Dame Preparatory teachers are trusted to use their professional judgment in assigning homework that complements the learning objectives of the various courses, it is to be expected that there will be variation in the type, frequency, and amount of homework for any given course. Yet, it is also expected that Notre Dame Preparatory teachers will be cognizant of and responsive to the fact that their respective courses are but one part of a student's overall high school experience.

It is understood that students and their families will have individual objectives for their high school experiences. To that end, NDP provides a wide variety of options with respect to the types and levels of courses as well as extracurricular activities. Students and their families are expected to consider the impact decisions, such as the number of major-credit courses and course levels, will have on the students' homework loads while developing and adjusting individualized courses of study geared toward achieving their personal objectives.

Finally, Notre Dame Preparatory's administration accepts its responsibility to continuously evaluate and improve the process by which information regarding homework expectations are developed and communicated to students and families. The goal is to create sufficient information regarding the nature and kind of homework so that informed decisions can be made when developing individual programs of study.

Addressing Homework Issues During the School Year

If the time spent on homework becomes an issue during the school year, the following steps can be helpful for a family:

- The student and his or her family should have a frank discussion about homework strategies and habits to determine if the student is utilizing his or her homework time as effectively as possible. This discussion should also include determining the impact of level changes and outside activities on the student's ability to utilize his or her homework time effectively.
- The student should discuss his or her homework challenges with all relevant teachers to determine if the student has a clear understanding of homework expectations and/or if there are more effective homework strategies for a specific class.
- Most situations will be successfully addressed through the actions mentioned above. For those few situations that are still unresolved, the parents should contact the teacher, with the goal of working together to determine the best course of action for the student.

Incomplete and Missing Work

Students are responsible to complete and turn in all assignments by the assigned date due. Each department and/or teacher has a policy surrounding the grading and acceptance of late or incomplete work. Any incomplete work will merit no credit if such work is not made up by arrangement with the teacher within two weeks of the due date.

Grading

The Notre Dame Preparatory grading scale records student progress and overall mastery of the essential standards and targets for a class, or how well the student understands the material in class. Ultimately, the final grade is a professional determination of the quality of the student's body of work with consideration of their growth over the course of the class. Please consult your counselor for details about weighted and unweighted GPA calculations.

Grading Scale

Number Grade	Letter	GPA
92.5-100	A	4.00
89.5-92.4	A-	3.67
86.5-89.4	B+	3.33
82.5-86.4	B	3.00
79.5-82.4	B-	2.67
76.5-79.4	C+	2.33
72.5-76.4	C	2.00
69.5-72.4	C-	1.67
66.5-69.4	D+	1.33
62.5-66.4	D	1.00
59.5-62.4	D-	0.67
59.4-0	F	0.00

<u>Subject Achievement Marks:</u> A = Outstanding Achievement B = Above Average Achievement C = Satisfactory Achievement D = Below Average Achievement F = Failure I = Incomplete <i>Note: Make-up exams must be completed within two weeks of the initial exam.</i> <i>**Incomplete work must be made up within two weeks of the original due date.</i>	<u>Honor Roll:</u> Principal's List - GPA of 4.0 or above Dean's List - GPA of 3.5 or above
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Please note: Honors courses earn an extra .5 Grade Point Equivalent; AP courses earn an extra 1.0 Grade Point Equivalent. **Cumulative GPAs are updated at the end of each semester.**

Requirements to Graduate with Distinction

Graduate with Distinction for Class of 2024-Beyond		
	Summa Cum Laude:	Magna Cum Laude:
Credits:	34	34
Weighted GPA:	4.0	3.85
Comments:	-Rising seniors are considered to have met the Graduate with Distinction language requirements if they have completed a 4 th level of World Language at NDP. For example, if a current junior successfully completes Spanish IV this year, that student need not take another Spanish class to fulfill the requirement.	

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

Calculating GPA

GPA is an averaged score which is calculated based on your final semester grade for each class and the weight of the courses you are taking.

- An Honors class carries a weight of .50 added to the grade earned.
- An AP class carries a weight of 1.0 added to the grade earned.

Example: Oliver takes 8 classes. One class is an honors class. His weighted GPA would be 3.69. (Calculated by adding up the points and dividing by the number of classes):

English: B (84%) = 3.00

Social Studies: B+ (88%) = 3.33

Math: B (83%) = 3.00

Science: A- (90%) = 3.67

Honors Spanish: A (97%) = 4.00 + .50 Honors weight= 4.50

PE: A (95%) = 4.00

Theology: A (96%) = 4.00 Art: A (93%) = 4.00

Total points= 29.5

29.5 ÷ 8 classes = 3.69 Weighted GPA

Contesting Grades

Students or parents who wish to contest a grade received on an assignment, test or report card must first attempt to resolve the disputed grade with the teacher. Should the matter be unresolved, the issue will be taken to the chairperson of the academic department. If the grade is still contested after that meeting, the issue may be referred to the Assistant Principal of Learning Services. Any request to contest a grade must be initiated within two weeks of the grade in question being reported in Canvas. Requests to contest a grade after ten school days may not be honored.

Extra Credit

Grades are a measure of content mastery, so there is no extra credit offered to boost grades due to missing work or poor performance. Teachers may choose to add a bonus point for enrichment content on a quiz or allow retakes on assignments or assessments so that the grade is a better measure of students' growing mastery, if the overall grade reported does not exceed 100%.

Progress Reports

Academic progress reports will be emailed to parents three times each semester after the fifth, tenth and fifteenth weeks. Student academic progress is provided online through Canvas to parents/guardians who wish more regular reports of progress.

General Information for End of Term and Final Exams

The Principal regulates examinations and work assignments at the end of the term to ensure that student and faculty workloads do not become overwhelming. Students may expect that no faculty member will deviate from these rules except with prior permission of the Principal and that any

such approved exception will be announced and appropriately emphasized early in the term.

There shall be no tests given within two school days of the beginning of Final Exams. No assignment will be due during this two-day period other than oral examinations given in World Language classes and credit given for completion of review packets.

Final Exam Policy

Final examinations are administered only during final exam week and only at the time scheduled by the school except in emergency cases arranged with the Assistant Principal of Learning Services before the scheduled start time of the exam. Final exams must be taken according to the schedule. Absences on exam days must be approved by the Assistant Principal of Learning Services before the scheduled start time of the exam. Semester exams are given in each subject and make up no more than 20% of the semester grade. Specific requirements are according to the department and/or course policy and are included in the syllabus given to students at the beginning of the semester or school year.

Exemptions from Final Exams

Seniors with a grade of 92.5% or above at the end of the fall semester, and prior to the final spring exam, may be exempted from the spring final exam. Seniors enrolled in an AP course or a course for dual enrollment may be required to take the final exam regardless of grades. Teachers are not required to give exemptions. Underclassmen are not allowed exemptions.

Report Cards and Transcripts

Final semester grades are emailed to parents approximately three weeks after the conclusion of the semester. These report cards are in the form of unofficial transcripts, which list all completed courses. Parents may request official transcripts by contacting the registrar.

Eligibility for Co-Curricular Participation

Student Academic Performance, Christian Service, and Disciplinary/Attendance records determine eligibility for co-curricular participation.

- A student must be in good academic standing. Good academic standing entails that students are earning C-or higher. Any student who is earning an F or 2 Ds will not be in good standing.
- Students who are not in good academic standing at the time of eligibility grade checks will not be eligible to participate in any co-curricular activity for a period of 7 days.
- Co-Curricular participation is defined as playing in games, performing in performances, traveling with teams, etc. Students who are deemed ineligible are still permitted to

practice; however, they are highly encouraged to attend one hour of office hours with a teacher before attending practice or rehearsal in order to improve their grade.

- Grades will be checked for eligibility every Tuesday at 8 AM. The period of ineligibility begins on the Wednesday after the grade check at 8 AM and continues until the next grade check on the following Tuesday. Students who regain eligibility will be eligible to participate again beginning on the following Wednesday.
- This process of review and restriction will continue weekly for the remainder of the semester for students to become eligible.
- The first-grade check of the semester will be 6 weeks after the semester begins.
- Additional measures for a student's return to eligibility may be required at the discretion of the principal.
- Disciplinary/Attendance Record should remain in good standing in order to participate in co-curricular activities. Please refer to attendance and disciplinary policies for clarification on ineligibility.
- Students who fail a first-semester course or fail to meet the minimum Christian service requirement will remain ineligible for the first six weeks of the second-semester term. At that time, eligibility will be re-determined each week.

Student/Parent/Teacher Conferences Teacher-Initiated Conferences

Formal required parent/teacher/student conferences are held in the fall semester around the fifth week of class when progress reports are also issued. They are intended to discuss the development of plans for learning improvement with the students that are having difficulty learning what we intend for them to learn. These conferences are invitational by the teacher and require the attendance of the parent and the student. Parent involvement and communication between parents and teachers are essential elements to the continued success of the students at Notre Dame Preparatory; therefore, the school also encourages informal parent/teacher conferences. These may be scheduled any time during the school year by appointment. Parent/Teacher/Student conferences may be initiated by teacher, student, or by parent/guardian whenever a need arises.

Academic Contract & Probation

A student who receives a failing grade (F) or two Ds at the end of the semester, or whose GPA falls below 2.0 for the semester is not successfully progressing toward satisfying the school's graduation requirements and college preparation. In such a case, the student will be considered on academic probation, and a meeting to discuss the terms of the academic contract will be conducted with the student, parents, counselor, and an administrator in order to develop an appropriate course of action to help the student succeed. Students who are placed on academic probation are instructed to take the necessary steps in their contract to improve their academic

standing, which may include requirements such as tutoring, teacher conferences, counseling, and other measures.

It is the goal of the school to assist students in being academically successful. Therefore, students on academic probation will develop an academic contract in conjunction with their counselor, parent(s)/guardian, and school administrator. Additional measures may be added to an academic contract at the discretion of the Principal or Assistant Principal of Learning Services.

In all cases of a student failing a course or failing to meet the 2.0 GPA each semester, the student's continued enrollment at Notre Dame Preparatory will be evaluated.

Failures and Required Summer School

A student who fails a semester of any required core course, must retake and pass that same course through either BluePrint EDU, Catholic Virtual or Archdiocese of Miami Virtual*. A class must be repeated in these circumstances:

Any required class in which a student receives an F must be repeated with a passing grade.

- If a student fails a first-semester course in any World Language, Mathematics, or Chemistry course, he/she must drop the second-semester course and retake the failed first-semester course.
- Whenever a student earns a failing grade or a D+, D, or D- in the second semester of any World Language or Mathematics course, it is required that a grade of C or better is earned in a summer school course through one of the virtual options listed above before the student moves on to the next level in the fall. The retake does not replace the NDP grade.
- Any student who fails to complete a required make-up course before Aug. 1st will be withdrawn from Notre Dame Preparatory.

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

Summer School and Off-Campus Courses

Classes completed during the summer outside of NDP will not be awarded credit and will not be included on the NDP transcript or in the NDP GPA. However, NDP will recognize the class and allow the student to move into the next level class in the Fall semester. Students may not take classes outside of NDP to complete NDP graduation requirements. All credits required for graduation must be taken on the NDP campus. A student who fails a semester of a required core course, must retake and pass that same course through either BluePrint EDU, Catholic Virtual or Archdiocese of Miami Virtual.

AWARDS, RECOGNITIONS, AND GRADUATION

National Honor Society

Membership in the Mater Dei Chapter of the National Honor Society (NHS) is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character. Five faculty advisors review applications and determine whether candidates will be invited to join the NHS.

- Candidates eligible for election to this chapter must be members of the sophomore or junior class and must have been in attendance for at least one semester at Notre Dame Preparatory High School.
- Candidates eligible for selection to the chapter shall have a minimum cumulative weighted GPA of 3.95(out of 4.0). This scholastic level of achievement shall remain fixed and shall be the required minimum level of scholastic achievement for consideration for admission into NHS.
- Candidates eligible for selection to the chapter shall have submitted a completed application by the posted deadline. Late applications, for any reason, will not be accepted.
- Students must be involved in any combination of school-based activities for at least four consecutive academic quarters prior to application.
- Strong applicants have demonstrated leadership and qualitative involvement on the school campus. Simple membership in clubs or activities does not guarantee acceptance.
- Complete disciplinary records will be reviewed as part of the application process. Excessive infractions will negatively affect one's application and may result in non-acceptance.
- Candidates with any disciplinary referrals for major infractions, such as drugs/alcohol/tobacco, cheating, stealing or harassment, may be denied acceptance.
- Current members that commit the above disciplinary infractions may be asked to sit before the NHS Faculty Council and may be dismissed or given other consequences.
- Upon meeting the acceptance criteria outlined above, candidates shall then be considered based upon their service, leadership, and character.
- The selection of members to this chapter shall be by a majority vote of the Faculty Council, consisting of five faculty members. The chapter advisor(s) shall be the non-voting, ex-officio member(s) of the Faculty Council.
- Membership in the NHS is considered a privilege and this can be revoked if the student fails to meet the standards by which he/she was initially accepted.
- Failure to maintain these standards may result in dismissal from the NHS. The Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

Academic Letters

Students who have achieved high academic standing may apply to be awarded an academic letter in the spring. A combination of academic achievements such as high GPA, Honor Society membership, department awards, high AP/PSAT/SAT/ACT scores, and participation in certain academic events will be considered for eligibility to earn an academic letter. The academic letter consists of the chenille Notre Dame Prep “NDP” and can be affixed to a letter jacket or framed. Academic letters will be presented in the spring of each year at the NDP Awards Ceremony. Students who earn an academic letter but have already received a letter for athletics will receive an academic patch. For specific criteria required to earn points towards an academic letter, please see your counselor. Applications for academic letters will open on March 1 each year, and completed applications should be submitted to the Counseling Department by March 31.

Note: A student on disciplinary or academic probation at the time of the application will not be eligible for an academic letter.

Graduation Awards

Mater Dei Award is voted on by the faculty and staff and awarded to three or four female seniors and three or four male seniors who each embody the qualities of a Notre Dame Prep graduate. This is the highest honor bestowed on an NDP graduate. While all honored students excel in the classroom, on the stage, or in athletics, it is the way Mater Dei students live out Reverence, Respect and Responsibility that truly sets them apart.

Valedictorian and Salutatorian

Any senior who wishes to apply for valedictorian or salutatorian must:

- Have been enrolled at least three years at Notre Dame Preparatory;
- Have three years active participation in additional NDP-sponsored activities such as Honor Societies, clubs and/or athletics.
- Be among the top ten students with rank determined after 7 semesters.
- Have consistently evidenced the Notre Dame Preparatory ISOs of Reverence, Respect and Responsibility
- Complete application process through the Assistant Principal of Learning Services.

The selection committee for valedictorian and salutatorian shall be composed of the Principal, Assistant Principal of Learning Services, English Department Chair, Director of Counseling, Campus Minister, and Dean of Students.

Patron Saint Awards

- The St. Francis of Assisi Award for Discipleship is given to the student who demonstrates deep personal spirituality and lives it out through his or her everyday life.

Award recipients are recognized by their obvious commitment to their faith as seen through daily actions.

- The St. Teresa of Calcutta Award for Service and Justice is presented to a student who is spiritually and intellectually devoted to social action and justice, as demonstrated by their passionate commitment to service, particularly with the poor and marginalized of our world.
- The St. Thomas Aquinas Award for Scholarship is presented to a student who exemplifies overall academic excellence. Going well beyond demonstrating excellence simply by their level of achievement, but their desire to learn for learning's sake by possessing an inquisitive and critical mind.
- The St. Katharine Drexel award for Leadership is given to a student who does not only possess the ability to lead, motivate and inspire, but also the courage to do so both privately and publicly for the promotion of our school's mission.
- The St. Augustine Award for Promise and Growth recognizes the student who demonstrates exemplary personal growth over his or her career at NDP, growth that has not only benefited the individual person, but also our school community.

Senior Saints Awards

Senior Saints Awards are awarded to graduating seniors who have demonstrated the highest level of achievement over four years at NDP in the following categories:

- The Saints Performing Arts Award is for the graduating senior who in four years has demonstrated the highest level of achievements in music, dance and/or theater.
- The Saints Visual Arts Award is for the graduating senior who in four years has demonstrated the highest level of achievements in 2D, 3D, and/or digital arts.
- The Scot Bemis Award is presented to two graduating seniors, one female and one male, whose engagement in NDP's athletic department is exemplified by extraordinary talent and commitment to NDP athletics. These recipients also have a love of NDP, they lead by example and have a "Get After It" mentality. This award is presented in honor of Mr. Scot Bemis, whose dedication to NDP and NDP athletics encompassed those qualities for which these two graduating seniors possess.
- The Saints Pride Award is for a senior student who bleeds purple and gold, a student who always shows his or her school pride. This student is a role model for good sportsmanship and school spirit.
- The Spirit of Courage Award is given to the senior or seniors who have successfully navigated and overcome personal and other challenges, all the while living out the mission of NDP in their daily life.

National Merit Scholarship Awards

National Merit Scholarship Awards are awarded annually to 50,000 students with the highest PSAT/NMSQT Selection Index scores (calculated by doubling the sum of the Reading, Writing and Language, and Math Test scores) qualify for recognition in the National Merit Scholarship Program. In September, these high scorers are notified through their schools that they have qualified as either a Commended Student or Semifinalist.

- **Commended Students:** In late September, more than two-thirds (about 34,000) of the approximately 50,000 high scorers on the PSAT/NMSQT receive Letters of Commendation in recognition of their outstanding academic promise. Commended Students are named on the basis of a nationally applied Selection Index score that may vary from year to year and is typically below the level required for participants to be named Semifinalists in their respective states. Although Commended Students do not continue in the competition for National Merit Scholarships, some of these students do become candidates for Special Scholarships sponsored by corporations and businesses.
- **Semifinalists:** In early September, about 16,000 students, or approximately one-third of the 50,000 high scorers, are notified that they have qualified as Semifinalists. To ensure that academically talented young people from all parts of the United States are included in this talent pool, Semifinalists are designated on a state-representational basis. Semifinalists are the highest scoring entrants in each state. Qualifying scores vary from state to state and from year to year, but the scores of all Semifinalists are extremely high. NMSC provides scholarship application materials to Semifinalists through their high schools. To be considered for a National Merit® Scholarship, Semifinalists must advance to Finalist standing in the competition by meeting high academic standards and all other requirements explained in the information provided to each Semifinalist.
- **Finalists:** In February, some 15,000 Semifinalists are notified by mail at their home addresses that they have advanced to Finalist standing. High school principals are notified and provided with a Certificate of Merit to present to each Finalist.
- **Winner Selection:** All winners of Merit Scholarship awards (Merit Scholar designees) are chosen from the Finalist group based on their abilities, skills, and accomplishments—without regard to gender, race, ethnic origin, or religious preference. A variety of information is available for NMSC selectors to evaluate: the Finalist's academic record, information about the school's curricula and grading system, PSAT/NMSQT Selection Index score, the high school official's written recommendation, information about the student's activities and leadership, and the Finalist's own essay.

Advanced Placement Scholar Awards

Advanced Placement Scholar Awards are academic distinctions for students to cite among their credentials on applications and résumés. Students do not receive any monetary award from the College Board.

- AP Scholar is awarded to students who receive scores of 3 or higher on three or more AP Exams
- AP Scholar with Honor is awarded to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on 4 or more of these exams.
- AP Scholar with Distinction is awarded to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on 5 or more of these exams.
- The student's average AP score is determined based on all exams taken this year and in previous years.

The student's exam scores are checked to see which count toward the various AP Scholar Awards.

NDP Seal of Biliteracy

NDP graduates interested in earning the NDP Seal of Biliteracy on their diploma will be required to show high levels of proficiency in both English and a second language. Students who qualify will demonstrate proficiency in English as well as another language by successfully completing all English requirements for graduation with an overall grade point average in those classes of 2.0 or higher on a 4.0 scale. Students must also show high levels of proficiency in English by receiving a passing score in English on the national assessment (SAT or ACT). Students will show high levels of proficiency in a second language by receiving a 3 or higher on an AP language exam (such as AP Spanish) or receive a passing score on the ACTFL Assessment of Performance towards Proficiency in Languages.

To determine eligibility and apply, students need to complete the Seal of Biliteracy Student Eligibility Form by October 15 during the fall of their senior year. If you have questions prior to completing your application, please contact the World Languages Department Chair, Brooke Dauphinais: (480) 634-8321 or bdauphinais@ndpsaints.org.

Academic Department Awards

Each year we recognize students who represent not only the highest levels of achievement in each department, but also are models of leadership and participation in the classroom. They have been hand selected by each department and are to be commended for having stood out among many qualified students.

Awards are given in the following academic departments:

- English
- Mathematics
- Social Studies
- Science

- Theology
- World Language: Spanish
- World Language: French
- World Language: ASL
- Visual Arts: 2-D and 3-D Non-digital Media
- Visual Arts: Digital Media
- Performing Arts: Music
- Performing Arts: Dance
- Performing Arts: Theater
- Engineering (STEM)
- Physical Education

Baccalaureate Mass /Graduation Activities

Coinciding with the traditional graduation ceremonies and conferral of diplomas, the Baccalaureate Mass gives senior students the opportunity to honor and thank God before all else for the blessings he has bestowed on them and their families during their time at Notre Dame. Graduation, as well as all other activities associated with it, formally recognizes the completion of the Notre Dame Preparatory requirements by graduates. In order to participate in graduation activities and receive a diploma, seniors must complete all academic and Christian service requirements. In addition, students who violate disciplinary contracts or fail drug/alcohol test(s) may lose the right to graduate with their classmates. Participation in graduation activities is a privilege, not a right. Diplomas may be picked up at the front office after the graduation ceremony once all academic, disciplinary, and financial obligations are met. Baccalaureate Mass and graduation rehearsal are required events for all graduating seniors. Failure to participate in these events will prevent participation in the graduation ceremony.

Students participating in the Baccalaureate Mass and graduation ceremony are required to comply with the following dress guidelines: Boys - a dress shirt and tie, dress pants, dress shoes, and socks. Girls - a modest dress, skirt, or dress pants with a dress shoe or sandal.

All boys and girls will wear the approved Notre Dame purple graduation gown at both ceremonies (graduation caps and tassels are worn for graduation only). Notre Dame provided cords or stoles for honor society membership, and medals received at the Senior Awards Ceremony may also be worn. Students are not permitted to wear other medals or attire without the approval of the administration. Students may not decorate or otherwise adorn graduation caps.

HEALTH, WELLNESS, AND SAFETY

School Safety

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

Crisis Prevention/Planning

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

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

If an emergency situation should arise:

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

Notre Dame Preparatory, in order to effectively communicate with its community during times of crisis, uses family contact information on file. Please ensure that all information is updated at the beginning of each school year by visiting [Campus Portal Login \(infinitecampus.org\)](https://infinitecampus.org). It is imperative that all families confirm personal information for each of your students by August 1, 2023. If information needs to be updated during the school year, please either update your contact information in your parent portal, or contact the Office of the Registrar at

registrar@ndpsaints.org. We will conduct tests of our system to detect issues twice in the school year. Your cooperation is necessary and will be appreciated in all emergency situations.

Medical Emergencies

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

Special Health Problems

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

Parental Consent

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

Emergency Care and Illness at School

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

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

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

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

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

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

Medications

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

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

Wellness

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

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

- Nutritional guidelines
- Nutrition education
- Physical activity
- Other school-based activities

- Parent and staff involvement
- Evaluation

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

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

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

Restricted Areas/Facilities Usage

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

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

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

Media Release

At times, members of the media will take photographs of events involving students from Notre Dame Preparatory. Parents are required to sign the Roman Catholic Diocese of Phoenix Media Release each year during registration. Parental permission for photographing students is included in our contract agreement when parents and students sign the NDP handbook. This is located in the handbook signature page in DocuSign.

Asbestos/Inspection Reports

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

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

ATTENDANCE

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

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

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

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

Gate Schedule

Monday/Thursday	Tuesday/Friday	Wednesday
8:15 am: Gates to loop road are locked	8:15 am: Gates to loop road are locked	8:15 am: Gates to loop road are locked
2:15 pm: Gates to loop road are unlocked	1:15 pm: Gates to loop road are unlocked	12:40 pm: Gates to loop road are unlocked

Traffic Flow

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

- Students who **DRIVE THEMSELVES** and need to park in one of our student lots are to **USE THE LEFT LANE.**
- Parents who are **DROPPING OFF** or **PICKING UP** students are to **USE THE RIGHT LANE.**
- All **THROUGH TRAFFIC** should use the **LEFT LANE.**
- All drivers exit campus past Bemis Field to turn onto 98th street.
 - drivers in the left lane **MUST** turn left
 - drivers in the right lane **MUST** turn right
- The traffic lanes will be monitored by staff and security.
- Please drive safely, obey the speed limit (**5mph**), and respectfully follow the directions given by our security staff. Your cooperation with NDP staff members is important for your safety and the safety of our students.

Pre-Arranged Absences

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

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

All Eucharistic liturgies, days of reflection/House Retreat, reconciliation services, House meetings, and school assemblies are mandatory for students in school on the days they take place. Any absence from these events must be approved by the Principal prior to the day they take place as they are an essential part of the school's formation curriculum. Any absences during Religious formation will result in an automatic unexcused absence unless the school

receives medical documentation. Repeated offenses will result in the student being re-evaluated for continued enrollment at Notre Dame Preparatory.

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

Absences

What is an absence? Not being present in class (either all day or a single period). If a student is twenty minutes (or more) late to class, leaves class early, or leaves class without permission, this is also an absence.

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

What is an excused absence? Absences submitted through the online attendance form are considered excused absences. Please note that submitting the attendance form notifies the school that the student is absent. When an absence is excused, students will be allowed to make up the work they missed in class. An excused absence will still count toward a student’s maximum of 8 absences allowed per class per semester. Attendance forms must be submitted by the end of the school day to count as excused.

What is an unexcused absences? Absences that are not submitted through the online attendance form are considered unexcused absences. When a student has an unexcused absence, they will not be allowed to make up the work they missed. An unexcused absence will count towards a student’s maximum of 8 absences per class per semester.

Students on a chronic illness plan should follow up with the nurse each year to ensure their paperwork is up to date.

Make-Up Work Due to Illness or Unplanned Absence

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

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

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

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

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

Make-Up Work Due to Suspension

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

Chronic Illness

Chronic illness is defined as a long-term medical condition that can be treated. For a student to be given accommodations, he/she must complete the *chronic illness form yearly* and submit the proper medical documents to the school nurse. The school nurse will provide copies to the Dean of Students and the Counseling Department for approval. Consequences for repeated absences per semester do not apply to absences directly related to the specific chronic illness. Students who are on an approved Chronic Illness Plan (CIP) are allowed additional absences from classes without penalty; however, these students are expected to stay current with schoolwork by using Canvas and communicating with instructors and will not receive extra time for missed work or tests.

Late Arrival/Early Release

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

Early Release/Late Arrival for Medical Appointments

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

Early Release for Illness and Otherwise

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

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

Liturgies, House Meetings, and Religious Events

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

Consequences for Absences Per Class Per Semester

2 absences	Parents and students will be contacted and issued a warning by the attendance office.
4 absences	Students will be required to meet with the Dean regarding their absences. The student will be placed on an attendance contract. The student will be required to have their teacher sign their contract. Parents will receive a copy of the contract and will be required to sign the contract.

6 absences	Because 6 absences exceed the Arizona State law limits of 10% of the semester, the student will be required to score a 75% or higher on their final exam to keep credit in the course. The student and parents will be required to meet with the Dean. The student will be suspended from ALL co-curricular activities for two weeks.
8 absences	At 8 absences, a student has missed 15% of the semester. Because of this, the student will be required to score an 80% or higher on their final exam, and their final grade will drop 3% points after all assignments and assessments have been graded. The student will be suspended from ALL co-curricular activities for an additional two weeks.
9 absences	The student and their parents will be required to appear before the review board.

Tardies

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

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

What is a Tardy? Arriving to class after the start of the class period (indicated by the school bell) and missing under 20 minutes of class. Students not in their seat and waiting for instruction when the bell rings will be considered tardy.

Anytime a student is tardy to the first period of the day, they will be sent to the SWEEP room. The SWEEP room policies are follows:

- Late arrivals under 20 minutes will be counted as a tardy. The student must sit in the SWEEP room for the first 20 minutes of class if it is the first period of the day. After 20 minutes they may go to their class. Any work missed during that 20 minute period will not be allowed to be made up.
- Late arrivals over 20 minutes will be counted as an absence. The student will be required to sit in the SWEEP room for the entire period if it is the first period of the day (if a doctor's note is provided from a late arrival, they may attend class). Any work missed during the period will not be allowed to be made up.

Consequences for Tardies Per Class Per Semester

2 tardies	The student will be issued a detention from SWEEP moderator.
4 tardies	Students will be required to meet with the Dean regarding their tardies. The student will be placed on an attendance contract. The student will be required to have their

	teacher sign their contract. Parents will receive a copy of the contract and must sign it.
6 tardies	Because 6 tardies have been accrued in a single class, the student will receive an absence for the class. For every additional two tardies, the student will receive an absence towards their class and a detention. Students and parents will be required to meet with the Dean.

Consequences of Cutting a Class or Part of Class

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

DRESS CODE/APPEARANCE

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

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

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

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

General Uniform Guidelines

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

- Uniforms must be clean, neat and in good repair at all times or the student may be asked to change

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

Uniform Skirt/ Shorts/Slacks

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

Undergarments

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

Boy's Appearance

- Hair must be well-groomed, maintained, and a natural color. Bleaching, tinting, or dying is not permitted.
- Hawks, mohawks, mullets, man-buns, shaved designs, lines, lettering, ponytails, combovers, ornamentation may not be allowed.
- Boys hair may not touch the upper rim of the collar, cover the eyebrows, or cover/wrap around the ears. This applies to styled and not styled hair.
- No facial hair is permitted; students are to be clean-shaven. If they fail to be clean-shaven, they will be required to shave in the nurse's office, or they will not be permitted to return to class.

- Boys may not wear make-up, nail polish, earrings, or other piercings on school property, or to school functions.
- No writing on the body (hands, arms, legs, feet, etc.)

*The Administration reserves the right to judge the appropriateness of any hairstyle/make-up choice for school.

Girl's Appearance

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

Socks/Shoes

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

Outerwear

- Only official NDP Varsity Shop sweatshirts, NDP letter jackets, Anton Uniform sweaters and sweater-vests are permitted, always worn over uniform polos or spirit shirts on approved days. Additionally, students may purchase approved outerwear at our Used Uniform Sales.
- Student IDs must be worn outside of outerwear.
- NDP team sweatshirts, approved by the Athletic Department, are also permitted.
- Sweatshirt hoods may not be worn indoors.
- All outerwear must be purchased from the school's approved uniform supplier or the school's Saints Store.
- Students must wear an NDP polo underneath their outerwear at all times.
- Hats are not permitted at any time.
- Scarfs are not permitted at any time.

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

Jewelry and Tattoos

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

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

Jeans Days

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

Consequences for Dress Code Violations (per semester)

First Violation	The student will be issued a warning.
Second Violation	The student will receive detention and will be placed on a dress code contract.
Third Violation	The student will receive a Saturday detention. Parents will be notified.
Fourth Violation	<p>The student will be sent home from school and not allowed to return until the issue is corrected (I.e., hair is cut at the appropriate length, girl's skirt length is altered to be at the top of the knee, etc.).</p> <p>*The absence policy will apply to all dress code absences</p>

On-Campus Dress



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

Mass Dress



- Girls must wear the uniform skirt, oxford button down shirt, and leather dress shoes (no athletic shoes).
- Boys must wear long khaki dress pants, long-sleeve oxford shirt, solid black or brown belt, leather dress shoes (no athletic shoes), and either the traditional striped NDP tie or the new purple and black tie.

Spirit Dress



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

BEHAVIORAL EXPECTATIONS

Academic Honesty and Integrity

As members of an academic and spiritual community, students, faculty, and staff at NDP are engaged in a collaborative educational endeavor. Together, we work to create, “an environment of teaching and learning that fosters the development in its students of those disciplined habits of mind, body, and spirit that characterize educated, skilled, and free human beings.” Therefore, all members of the NDP community are expected to embrace and adhere to the following pledge:

As a member of the Notre Dame Prep community, I acknowledge that it is my responsibility to learn and abide by principles of intellectual honesty and academic integrity, and therefore I will not participate in or tolerate academic dishonesty.

As members of the Notre Dame Preparatory community, we honor academic honesty and integrity. Notre Dame Preparatory is a community of faith whose mission is to call its students to full participation in the community and to challenge them to achieve superior standards of educational excellence. Academic honesty and integrity are core values that support the mission and philosophy of Notre Dame Preparatory.

Enrollment at Notre Dame Preparatory requires adherence to a certain set of standards. Our academic honesty and integrity standards include the expectations that no student will engage in dishonest academic behaviors which include but are not limited to cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting dishonesty, falsification of records and/or official documents and unauthorized access to academic or administrative records or systems. Students that do not adhere to these expectations will be subject to disciplinary action. Students who violate the policy on academic honesty and integrity have deliberately misrepresented themselves to their teachers and to their peers. In addition, students who are academically dishonest devalue the accomplishments of those students who have done their work honestly.

All suspected violations of cheating will be referred to the Dean of Students. If a student is investigated and found to be in violation of the school's Academic Honesty and Integrity Policy, he or she will receive academic consequences such as grading penalties and redoing the assignment as well as any additional sanctions such as detentions or co-curricular suspensions as determined by the Dean of Students.

Note: Instructors will determine if a violation has been made and will make a report to the Dean's Office. Due to the rise of artificial intelligence technology such as ChatGPT, Notre Dame Preparatory High School also reserves the right to require an oral defense of all written work to demonstrate authenticity of authorship.

Definitions Related to Academic Dishonesty

Academic dishonesty is defined as an act of deceiving. Academic dishonesty includes, but is not limited to, any of the following behaviors:

1. Copying another person's OR allowing another to copy test/assignment answers.
2. Copying another person's OR allowing another to copy homework.
3. Lending or receiving materials via electronic instruments or equipment, sharing of electronic files via email, jump drive, CDs or network drive.
4. Copying from pre-written answers or "cheat sheets" during an assessment.
5. Using unapproved software or electronic resources including but not limited to Artificial Intelligence (AI), electronic translators or internet translators.
6. Giving one's work to another.
7. Submitting material that is not your original work.
8. Communicating with another person during or after a test or quiz.
9. Using materials, such as a calculator, that are not permitted during a test or quiz.
10. Providing answers, ideas or work so that another can pass them off as his or her own.
11. Borrowing a report (or paying another person to do one's own paper) and then handing it in as original work.
12. Having possession of a current or previous test, quiz, or answer sheet without specific permission from the teacher.

13. Using any service, by digital or other means, to do your schoolwork for you or provide answers to your schoolwork.

Academic Dishonesty: Summative Tests and Final Exams

Notre Dame Preparatory works to provide fair and equitable assessments of student learning. At no time should a student violate a testing environment or be placed in a situation where they are being intimidated/forced/enabled to violate any of the following. A violation of testing procedures includes but is not limited to the following behaviors:

1. Verbal or nonverbal communication with another student while an exam is in progress
2. Use of an electronic device during a testing period without permission of the instructor
3. Divulging test questions to another student or sharing test material using online resources (e.g., Quizlets)
4. Possession of notes or class materials within view of any student taking an exam

Consequences for Academic Dishonesty – Summative

Please note: The following consequences apply to all courses over a student's academic career at NDP.

- **First Offense:** The student will be placed on academic integrity probation. The student is given an alternative assessment/different test, but the score will be capped at 60%. A three-hour Saturday detention will be issued, and parents will be contacted in all cases of academic dishonesty.
- **Second Offense:** Procedures for a first offense are followed. The student will receive a zero (0%). The student will be suspended from co-curricular activities for two weeks. The student will be required to write a paper on academic integrity, and meet with their counselor, the dean, and teachers they have had academic integrity incidents with.
- **Third Offense:** The student will be required to appear before the review board.

Consequences for Academic Dishonesty – Formative

Please note: The following consequences apply to all courses over a student's academic career at NDP.

- **First Offense:** The student will receive a zero (0%). The student will be required to redo the assignment (or an alternate assignment) during WIN to demonstrate their understanding of the material. The student will receive a detention. The dean and parents will be notified.
- **Second Offense:** Procedures for a first and second offense are followed. An intervention meeting will take place with the student, parents, counselor, dean, and teachers involved from the past incidents.
- **Third Offense:** The student will be required to appear before the review board.

Consequences for Plagiarism

Please note: The following consequences apply to all courses over a student's academic career at NDP.

Freshmen - Suspected plagiarism violations will be referred to the Dean of Students and Assistant Principal of Learning Services.

- **First Offense:** Papers with verified plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 75%. No additional points may be earned for the re-write assignment. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment. Parental notification of the re-write completion date will be communicated by the teacher to the student's parents via e-mail.
- **Second Offense:** A second instance of plagiarism during a student's four years at NDP will receive a grade of zero. The student will be placed on academic integrity probation. The student will serve a three-hour detention.
- **Third Offense:** The student will be required to appear before the review board.

Sophomores, Juniors, and Seniors - Suspected plagiarism violations will be referred to the Dean of Students and Assistant Principal of Learning Services.

- **First Offense:** Papers with verified plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 60%. No additional points may be earned for the re-write assignment. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment. Parental notification of the re-write completion date will be communicated by the teacher to the student's parents.
- **Second Offense:** A second instance of plagiarism during a student's four years at NDP will receive a grade of zero. The student will be placed on academic integrity probation. The student will serve a three-hour detention.
- **Third Offense:** The student will be required to appear before the review board.

Athletics

Any questions should be directed to our Athletic Director. Our athletic handbook can be viewed [here](#).

Campus Behavioral Expectations

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

1) Healthy Environment-Productive Personal Environment

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

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

2) Productive Classroom Environment

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

- *Failing to follow a request or direction of the teacher*
- *Talking out or engaging in horseplay*
- *Disturbing another student in any way*
- *Being out of seat without permission*
- *Showing disrespect/defiance*
- *Using equipment/supplies improperly*
- *Text messaging or using electronic devices during class*
- *Taking pictures or video of teachers or students during class*

3) Orderly Environment

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

- *Behaving in a disruptive manner on campus, at a school function, or off campus.*
- *Unexcused absence/tardy/truancy*
- *Being out of class without a pass*
- *Gambling*
- *Using a motor vehicle inappropriately*
- *Soliciting, selling, or attempting to sell unauthorized items*
- *Possessing inappropriate literature, photographs, etc.*
- *Destroying or defacing property*
- *Displaying inappropriate affection*
- *Violating the uniform policy*
- *Inappropriate or foul language*
- *Littering*
- *Talking during an emergency drill*

- *Providing false or misleading information to any member of the Notre Dame community (This includes withholding information or omitting the truth.)*
- *Using an electronic device during the school day without permission*
- *Taking pictures or video of teachers, students or staff on school property without permission*
- *Sending/posting inappropriate electronic messages, e-mails, images, videos or voice messages*
- *Sending/posting inappropriate, harassing or concerning information of any form on social media or internet*

4) Productive Spiritual Environment

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

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

5) Safe Environment

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

- *Possession or use of a weapon, or any object perceived to inflict harm (Including, but not limited to toy guns, BB guns, airsoft guns, paintball guns, pepper spray, knives of any kind, etc.)*
- *Assault, battery, or threatening behavior*
- *Possessing drugs/alcohol/vaping products for sale or use*
- *Committing arson*
- *Possessing an explosive device*
- *Stealing*
- *Fighting*
- *Hazing*
- *Showing blatant disrespect to an adult or student*
- *Harassing - verbal/visual/physical/sexual harassment*
- *Bullying /cyber bullying*
- *Defying legitimate authority*
- *Being under the influence of drugs/alcohol/tobacco*
- *Positive drug/alcohol test/tobacco test*
- *Possessing, using, or selling of tobacco, drugs, alcohol, or any illegal substances, devices, or paraphernalia*

- *Promoting/participating in gang activities*
- *Filing a false report*
- *Violating a contract or probation*
- *Sending or posting of electronic images, messages, videos, or information about a student, faculty, staff or any member of the Notre Dame community without prior permission from school administration, faculty, staff member, or student*
- *Sending or posting of inappropriate electronic images, messages, videos, information, or any other inappropriate online behavior involving self or others.*

Code of Conduct

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

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

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

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

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

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

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

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

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

Crimes and Threatening Behavior

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

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

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

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

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

Detentions

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

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

Deliveries

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

Disciplinary Measures

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

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

1. committing a criminal offense;

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

NDP administrators reserve the right to interview students without parent permission.

Disciplinary Contract

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

Discipline Review Board

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

The Discipline Review Board consists of the Dean of Women, the Dean of Men, faculty members, and any representative(s) deemed necessary by the Principal. The Discipline Review Board can meet without the student and parent. The board may request to meet with only the student and their parent(s) or guardians(s) if necessary.

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

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

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

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

Disenrollment (Required)

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

Ditch Days

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

Drug Testing

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

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

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

Notre Dame Preparatory conducts mandatory random drug testing for all students on campus. Students may be tested at any time, for any reason, at the discretion of the Administration. Notre Dame Preparatory's preferred testing method will be an oral swab. NDP will also collect urine samples or hair samples. Parents will be notified after drug testing on the day it has occurred. Please notify NDP's school nurse in writing of any prescription or non-prescription medications being used by the student. A copy of the prescription is required to be on file in the nurse's office. It should be noted that the results of all positive drug tests will be shared with a select

number of administrators and support staff. The Administration reserves the right to decide which course of action will be implemented. Failure of the family to agree to follow the suggested plan will result in the student's dismissal. The following are also conditions of the school's mandatory drug testing policy:

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

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

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

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

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

Drug, Alcohol, Nicotine, and Tobacco Sanctions for Students

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

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

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

Electronic Devices

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

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

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

Expectation of Honesty

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

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

Gum/Campus Cleanliness

Gum chewing is not permitted on campus at any time. Students are expected to clean up after themselves at break and lunch. Students should never bring food into the restrooms. Any student who fails to clean up, brings food/eats in the restrooms or is seen chewing gum will be subject to disciplinary sanctions.

Lost and Found

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

On and Off Campus Activities

At Notre Dame Preparatory, we expect our students to demonstrate responsible social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. While we

cannot police every violation that occurs off campus, and while Notre Dame will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the Notre Dame community at all times, whether on or off campus, and whether they are in uniform or not.

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

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

Parking/Automobiles

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

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

- All cars parked on campus must be parked in assigned parking spaces.

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

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

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

Senior Pranks

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

Student Identification Cards

Each student is issued a picture identification card for each school year. Students must not alter their ID cards in any way. **This card is to be worn on the student while on campus and at any school function.** Admission to school athletic events and other school activities may be denied without a current Student ID card. Student ID cards come with a barcode for parents to load funds onto the card through k12paymentcenter.com. Students must have their ID to pay for their daily lunch and snacks. A fee will be assessed for each replacement card.

Student Searches

The school administration reserves the right to search the property of the students, their lockers, their automobiles and other personal effects, (e.g., cell phones, iPads, laptops, etc.) when a reasonable suspicion exists regarding school policy, a violation of public laws, or a threat exists to the general welfare of the school. The Administration reserves the right to use any or all

detection methods available. A student's failure to comply with a search will warrant immediate notification of his/her parents and makes the student liable for disenrollment.

Inappropriate Language

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

Public Displays of Affection/PDA

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

Social Media Policy

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

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

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

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

STUDENT TECHNOLOGY

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

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

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

Student Internet Safety

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

NDP will use technology protection measures to block or filter, to the extent possible, access of visual depictions or information that are obscene, pornographic and harmful to minors over the network. NDP reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of NDP property, network and/or Internet access or files, including email.

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

Unacceptable Uses of Electronic Devices, the Computer Network or Internet

NDP reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the school, students, employees, network or computer resources, or (2)

that expend NDP resources on content the school in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by NDP as inappropriate. Some examples of inappropriate activity on NDP's network include, but are not limited to:

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

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

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

Scope of Email Use

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

Authorized Personal Use of Email

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

NDP Email is NDP Property

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

Unacceptable Uses of NDP Email

The following are examples of inappropriate use of NDP Email, but NDP also reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for students, employees, school, network or computer resources, or (2) that expend NDP resources on email that NDP in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by NDP as inappropriate.

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

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

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

Using NDP Email for Commercial purposes:

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

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

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

Penalties for Improper Use

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

BYOD

Starting in the 2018-2019 school year, Notre Dame High School's policy for student technology requires students to provide their own laptop as their primary education device. A full-featured laptop in the classroom environment has shown distinct advantages over the use of tablets and provides students with a greater degree of academic opportunity and productivity. The Bring Your Own Device (BYOD) program requires new students to have either an Apple MacBook or Windows 10 laptop which meets or exceeds the minimum specifications described below. Students are required to have devices on the first day of classes, and must bring their laptops to school each day. For the full Student Technology User Agreement, please visit the school website under the Parents > Technology Fee link for more details on the campus BYOD program. Enrollment in Notre Dame Preparatory is acknowledgment of agreement to this policy.

CONCLUSION

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

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

Note: The Principal has the right to amend the handbook or waive a disciplinary regulation at his/her discretion.

APPENDIX A: Harassment/Bullying/Hazing

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

Harassment

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

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

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

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

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

Definition of Harassment

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

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

b. Conduct that constitutes harassment may include, but is not limited to, the following:

epithets, slurs, negative stereotyping, stalking, unwanted physical conduct, or other threatening, intimidating, or hostile acts based upon race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability;

threatening, intimidating, or hostile commentary or graphic material based on race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates, or by the use of social media or means of electronic communications.

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

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

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

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

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

Procedures

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

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

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

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

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

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

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

As religious organizations called to teach the Catholic faith and carry out the mission of the Church, the Diocese of Phoenix and the Catholic schools have the right and responsibility to teach Catholic beliefs and practices in accord with the teachings and laws of the Catholic Church. Under no circumstances shall such teaching of Catholic beliefs be deemed to constitute harassment, or otherwise be deemed to violate civil law or any policies of the Diocese of Phoenix.

Sanctions

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

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

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

Bullying

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

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

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

Definition of Bullying

- a. "Bullying" is any aggressive and unwanted behavior by a student or group of students that: is intended to harm, intimidate, or humiliate the victim; involves a

real or perceived power imbalance between aggressor and victim; and is repeated over time, or causes severe emotional trauma.

- b. "Bullying" includes cyberbullying.
- c. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Pocketing of Mass shirts is considered bullying

Procedures

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

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

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

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

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

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

Sanctions

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

The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the

conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

Hazing

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

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

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

Definition of Hazing

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

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

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

Procedures

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

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

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

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

Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate. Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

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

Sanctions

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

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

APPENDIX B: Arizona Statutes Requiring the Contact of Law Enforcement

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

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

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

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

(a) First or second-degree murder and manslaughter.

- (b) Aggravated assault resulting in serious physical injury or involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument.
 - (c) Sexual assault.
 - (d) Any dangerous crime against children.
 - (e) Arson of an occupied structure.
 - (f) Armed robbery or burglary in the first degree.
 - (g) Kidnapping.
 - (h) Sexual conduct with a minor under fifteen years of age or child sex trafficking.
- (B) any suspected crime against a person or property that involves a deadly weapon or dangerous instrument or serious physical injury; and
- (C) any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

Deadly Weapon Possession

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

Possession of Illegal Drugs

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

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

confession and not to personal observations the member of the clergy, the Christian Science practitioner or the priest may otherwise make of the minor.

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

Referenced from the Arizona Department of Education

APPENDIX C: School Dance and School Sponsored Events

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

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

- All arrangements and publicity for events must be made through the class moderator, the House Co-Directors, and the Assistant Principal for Student Services at least two weeks in advance.
- An administrator, the House Directors, and assigned faculty members will be in attendance at all dances and events.
- Students and their approved guest must arrive at a dance no later than one hour after the scheduled start time of the dance. Once a student or their approved guest leaves the dance, they will not be able to return, and the parent of the Notre Dame student will be notified.
- Parking will be permitted only in designated areas during an event.
- Students are not to bring drinks or food to an event unless prearranged.
- All school policies and regulations are in effect during all social events.
- Smoking by a Notre Dame Preparatory student and/or their guests, the use or possession of alcohol or drugs is strictly forbidden and will call for immediate dismissal from the dance/event, in addition to disciplinary measures for Notre Dame Preparatory students. Police involvement when warranted, will also apply.
- Violations of any of the dance/event policies will result in the offenders' being asked to leave the dance/event and parental notification.

- Alcohol Breathalyzer testing and a passive alcohol sensor are present at all dances (and Notre Dame functions). Students may receive at-random breathalyzer tests at any Notre Dame Preparatory event.
- Loitering before, during or after an event is not permitted.
- To promote a safe and healthy environment that honors the values of Notre Dame Preparatory, the following behaviors while dancing are expected: students are to dance appropriately; dancing and body contact shall be appropriate and should not contain any sexual gestures or movements. Sexually oriented dancing is inappropriate and not allowed at Notre Dame Preparatory dances. Students who are sandwiching each other (i.e., two boys dancing with a girl in the middle or vice versa), not facing one another, inappropriately touching each other or sexually gesturing while dancing will be asked to stop. Grinding and inappropriate dancing will not be tolerated

When students are dancing inappropriately the following will occur:

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

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

APPENDIX D: Appeal Process

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

Process of Appeal:

1. When a parent, employee or student (if 18 years or older) wishes to appeal a Principal's decision, the person must submit the appeal in writing to the Superintendent of Schools. The written appeal must contain the following information:
 1. The subject of the appeal.
 2. Any factual data relevant to the appeal.
 3. Site the specific policy(ies) alleged to have been violated.
 4. The efforts that have been made to resolve the issue.

5. Date(s) of meeting with the school Principal regarding the decision.
2. The Principal's decision must be appealed within 10 working days of the communication of that decision to the aggrieved party.
3. It shall be within the sole discretion of the Superintendent of Schools to determine whether to review the decision.
4. The Superintendent of Schools may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent of School's behalf. The Superintendent of Schools (or his or her designee) will review the situation to determine whether the school's actions were consistent with policies and procedures. The final decision will be based on these findings.
5. The decision of the Superintendent of Schools or designee shall be final and binding upon the parties and shall conclude the appeal process. There shall be no further right of appeal.

The Decision of the Superintendent, Assistant Superintendent or delegate is final and binding and concludes the appeal process. Diocesan Handbook 3-1.1.1.16 B & C.

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