



2024-2025
Parent/Student Handbook

Campus Hours: 7:00 a.m. — 6:00 p.m.

School Hours: 8:30 a.m. — 2:55 p.m. *[8:15 a.m. for TriSchool Block 1]*

Contact

Head of School –

Meredith Essalat - messalat@ndhsb.org

Associate Head of School for Curriculum and Instruction

Jolanda Breazeale – jbreazeale@ndhsb.org

Associate Head of School for Student Services

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School Main Line: 650.595.1913

Attendance – attendance@ndhsb.org

School Address: 1540 Ralston Avenue, Belmont, California 94002

THE HEAD OF SCHOOL RESERVES THE RIGHT TO REVISE, ADJUST, OR AMEND ANY AND ALL POLICIES AND CONSEQUENCES IN THIS HANDBOOK.

To the Notre Dame Community

Thank you for partnering with us in the educational tradition of Notre Dame High School, Belmont (“hereinafter the School”). As with any school community, we must have policies and procedures in order to ensure the smooth and efficient operation of the School. We thank you for taking time to read and understand the Parent/Student Handbook. It is our sincere hope that you will receive this information in the spirit in which it was intended, as a partnership between the School and the student families. Setting forth policies regarding safety, respect, and the well-being of all community members will make this partnership successful. Thank you for keeping this Handbook confidential and do not share it with anyone outside our School community. Please acknowledge your receipt and review of this Parent Student Handbook on page 70.

Mission

Notre Dame Belmont is an independent Catholic college preparatory school dedicated to the educational mission of St. Julie Billiart and the Sisters of Notre Dame de Namur. We are a caring and compassionate community committed to promoting justice and peace while developing responsible young women of active faith, strong intellect, and Christian leadership. We develop the gifts and talents of each student and foster Gospel values in an environment of academic excellence and mutual respect.

School Prayer

Good and gracious God,
just as the sunflower turns toward the sun,
transform our hearts to be dedicated to You.
Empower us to become a community of faith, service, and leadership,
confident that we can inspire unity.
Encourage us to be lifelong learners,
mirroring the example of St. Julie.
Joined with the tradition of Notre Dame,
may we embody the goodness of God each and every day.
St. Julie.
Pray for us.

The Alma Mater

Alma Mater, Mother dear,
Thy name we all revere.
May we keep it thus always
Stainless as it is today.
Notre Dame! Notre Dame!
We'll be true to thee!
Notre Dame! Notre Dame!
May we faithful be.
Work and pray every day
Motto we acclaim.
Ora et labora,
Hail, Notre Dame!

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SECTION I - WE ARE NOTRE DAME

HALLMARKS OF A NOTRE DAME EDUCATION

Hallmarks are the essential characteristics, values and actions that differentiate a Notre Dame de Namur learning community.

Hallmark One: We Proclaim By Our Lives Even More Than By Our Words that God is Good

- We believe, even in the midst of today's reality that God is good, and we stand firm in our commitment to honor the goodness in ourselves, in others and our world.
- We value life as an ongoing spiritual journey of deepening relationships with God, self, others and all creation.
- We make relevant to the life of our Notre Dame learning communities the history of the Sisters of Notre Dame de Namur and the spirituality of St. Julie Billiart, and we allow these to influence our actions in today's world.
- We make decisions respecting and informed by Gospel values and Catholic social teaching and tradition.
- We create policies sensitive to those to whom and with whom we minister, reflecting the mission and values of the Sisters of Notre Dame de Namur.

Hallmark Two: We Honor the Dignity and Sacredness of Each Person

- We believe each person is created in the image and likeness of God; therefore, we develop and appreciate relationships that respect individual differences.
- We create environments that encourage the development of the whole person.
- We dedicate time, space, and personnel in support of the individual's spiritual and personal journey.

Hallmark Three: We Educate for and Act on Behalf of Justice, Peace, and Care for all Creation

- We educate for justice and take socially responsible actions against injustice and discrimination in all its forms.
- We make decisions by being aware of the effect they will have on the lives of vulnerable persons.
- We ground our actions for justice in the spiritual practice of reflection-action-reflection.
- We live and act with reverence for the earth, putting into practice the principles of [*Laudato Si'*](#) and [*Laudate Deum*](#).
- We foster responsible global citizenship and commit ourselves to the practice of dialogue, nonviolence, restorative justice and peace-making.
- We strive to be flexible, risk-taking communities that respond to the signs and needs of the times.

Hallmark Four: We Commit Ourselves to Community Service

- We integrate community-based learning experiences into academic curriculum and co-curricular activities, grounding them in the spiritual practice of reflection-action-reflection.
- We strive to respond to the pressing needs of those made poor by unjust systems.
- We create mutually beneficial partnerships with community agencies as we engage in community service.

Hallmark Five: We Embrace the Gift of Diversity

- We welcome to our community people of diverse cultures, ethnicities, races, socio-economic circumstances, genders, ages, sexual orientations and faith traditions.
- We develop inclusive educational programs that expand our knowledge and understanding as we honor and celebrate the diversity in our world.
- We initiate strategies and support services that respect individual learning styles while building each person's self-esteem.
- We work to reform unjust structures that perpetuate systemic racism and inequality.

Hallmark Six: We Create Community Among Those With Whom We Work and With Those We Serve

- We foster a spirit of friendship and belonging, modeled by St. Julie Billiart and Françoise Blin de Bourdon, the co-foundresses of the Sisters of Notre Dame de Namur, as foundational to our learning communities.
- We value and implement community-building activities, both social and spiritual, to strengthen relationships between and among all members of our communities.
- We design and foster collaborative processes wherever possible, grounding decision-making in active participation and the principle of subsidiarity.
- We commit ourselves to creating just systems and right relationships within our communities.
- We create an atmosphere of trust and collegiality in our communities with open and direct communication in which we hear, see and value all people.

Hallmark Seven: We Develop Holistic Learning Communities that Educate for Life

- We actively support the education and formation of the whole person, including lifelong intellectual, emotional, spiritual, faith, psychological and social development.
- We design and implement academically excellent educational experiences.
- We create a student-centered learning environment that promotes critical thinking, intellectual engagement, and understanding of cross-cultural perspectives, using current resources and technologies.
- We develop self-directed leaders capable of responding to life situations with courage and compassion in a globally and technologically connected world.

NOTRE DAME HONOR CODE

Notre Dame Belmont strives to create an atmosphere of openness, warmth, and responsible freedom so that all members may be able to internalize and implement those Christian values that are important to personal and social growth. The NDB Honor Code, as an extension of the Hallmarks, fosters the development of each community member's personal integrity, character, respect for self, others, school policies, and school property. In particular, Hallmark #2 clearly declares that we honor the dignity and sacredness of each person, and we create environments that encourage the development of the whole person.

The Honor Code:

- Serves as a system of behavior through which each person is responsible for her actions.
- Establishes a level of self-discipline through which each person is encouraged and coached to make appropriate decisions.
- Creates individual awareness of self in relation to the group.
- Is instrumental in instilling positive values necessary for adult life.
- Encourages an environment in which every Hallmark is lived and modeled.

The effectiveness of the Honor Code is only possible when each member of the community makes it a priority, knowing that our Mission, our Hallmarks, and the Honor Code are inextricably linked. Each adult in the community will act as a coach, mentor, and a reminder of school policies. Please refer to SECTION IV - STUDENT BEHAVIORAL POLICIES AND EXPECTATIONS for more details on behavior expectations.

At the discretion of the Administration, a student found to be in violation of the Honor Code may be subject to discipline, including being prohibited from attending and participating in events and activities, including extra-curricular and co-curricular activities, leadership roles, and Senior privileges. For Honor Code infractions beyond a simple conversation, students may be referred to the Associate Head of School for Student Services. In the spirit of restorative practice, if the circumstances are appropriate as determined in the School's sole discretion, the victim(s) and the offender(s) will meet together with a mediator. Each will have an opportunity to talk about the offense, to express their feelings and concerns, to answer questions, and to negotiate a resolution. Everyone works together to arrive at a plan for the offender that will repair the harm caused by the offense.

SCHOOL-WIDE STUDENT LEARNING OUTCOMES

Guided by our mission to develop responsible women of active faith, strong intellect, and Christian Leadership, Notre Dame Belmont is committed to the foundational principles inspired by St. Julie Billiart, Foundress of the Sisters of Notre Dame de Namur. Educational institutions sponsored by the Sisters of Notre Dame de Namur, are entrusted with a magnificent legacy that is expressed in four core values from which are derived from the college preparatory programs and services provided at Notre Dame High School. The core values include faith in the good God, respect for the dignity and potential of every person,

living and working for peace and justice, and service to others. To this end, Notre Dame Belmont Graduates are:

Women of Faith, Compassion, and Integrity who

- Live the Gospel values.
- Respect and act with compassion toward all persons.
- Speak and act with honesty and integrity.

Women of Intellectual Strength and Courage who

- Communicate effectively in speaking and in writing.
- Demonstrate critical, logical, and creative thinking skills.
- Establish goals, set priorities, and pursue a plan of action.
- Recognize and model the characteristics of emotional and physical health.

Confident Leaders who

- Solve problems and reach decisions based on their ability to access and manage information from multiple sources.
- Actively participate in the pursuit of a humane society.
- Demonstrate emotional and social maturity in their responses to life's challenges.

Global Citizens who

- Recognize and celebrate the talents and abilities that they and all individuals bring to the world.
- Show respect for all life and embrace diversity.
- Challenge injustice and actively promote social justice.
- Engage in actions that foster cooperation in the pursuit of the common good.

NON-DISCRIMINATION STATEMENT

Notre Dame Belmont does not discriminate based upon race, color, and national or ethnic origin in the educational instruction, administration of its educational policies, admissions policies, financial aid or scholarships, athletic or other School-administered programs, and any other activities generally accorded or made available to students at the School.

PARENT/GUARDIAN RESPONSIBILITIES

GUIDELINES AND EXPECTATIONS FOR PARENT/GUARDIAN CONDUCT

A positive and constructive relationship between Notre Dame Belmont and a student's parent(s) or guardian(s), or other individuals interacting with the School and/or the School community by virtue of their relationship with a student, is essential to the fulfillment of the School's mission, educational objectives, and operations. For these reasons, the contract between the School and families requires parents/guardians, and other individuals interacting with the School and/or the School community by virtue of their relationship with a student, to support the School's philosophy of education and its implementation and operation of the day-to-day School and classroom programs, as well as the School's community expectations and guidelines, as expressed in this Handbook and other policies and procedures.

Notre Dame Belmont is a closed campus without on/off privileges for all students. All visitors must check-in at the front office upon arrival.

The School requires all students to show appropriate respect and courtesy to others in the School community. The School also expects parents and guardians to model the same standards of respectful and courteous behavior in their communications with others at the School. The School reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the Head of School concludes, in his/her sole discretion, that the actions of the student's parents/guardians, or other individuals interacting with the School and/or the School community by virtue of their relationship with the student, impede the School's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents/guardians.

EXPECTATIONS FOR PARENT/GUARDIAN ATTENDANCE REPORTING

In the event of a student's unplanned absence (such as illness), the parent/guardian is responsible for notifying the Student Services Office (attendance@ndhsb.org) by 8:45 a.m. In the event of an unexpected emergency, the parent/guardian is responsible for notifying the school as soon as is reasonably possible. If your student becomes ill during the course of the school day and would like to contact you for permission to be picked up/released, the student must go to the Student Services Office and initiate a release request with NDB personnel. Your student will contact you from the Student Services Office. Please refrain from direct texting with your student as pick up/release must be routed through the Student Services Office.

Please refer to SECTION IV - STUDENT BEHAVIORAL POLICIES AND EXPECTATIONS for more details on ATTENDANCE POLICIES AND PROCEDURES.

Custody Arrangements and Rights Of Non-Custodial Parents/Guardians

The School requires all parents/guardians to keep the School informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the student's educational experience. A copy of current custody agreements must be submitted to the Associate Head of School for Student Services. Noncustodial parents/guardians generally retain the same rights as custodial parents/guardians, unless a court order restricts the rights of the non-custodial parent/guardian. These rights include but are not limited to accessing their child's pupil records, participating in School activities, receiving communications from the School, and visiting the child at School. Any custody-related court order binds the parties to the proceeding and not the School. However, the School recognizes that certain court orders impact the child's educational experience. For that reason, the School requires parents/guardians to notify the School of any applicable and relevant court orders that impact the child's educational experience, and to provide copies of such court orders when requested by the School. When custody arrangements or disputes among the parents/guardians regarding the child's educational experience impede the School's ability to maintain a positive and constructive relationship with the parents/guardians, the School

may terminate the student's enrollment or ban one or both parents/guardians from entering School property or participating in School-sponsored events.

Parents'/Guardians' Requests for Statements Regarding Custody or Divorce Proceedings

The School is committed to working collaboratively with parents/guardians. Consistent with the School's philosophy, an appropriate learning environment is only possible when the School and parents/guardians act in partnership with one another. Open, candid communications between parents/guardians, faculty, and staff are simply essential. As a result, the School will not become entangled in disputes between parents/guardians. Parents/guardians are not permitted to ask School employees for statements (such as a letter, declaration, or affidavit) in support, or in opposition to, divorce or custody proceedings, and School employees are not permitted to provide such statements.

SECTION II - GENERAL INFORMATION

ADMINISTRATIVE TEAM

Head of School

Mrs. Meredith Essalat '98

Associate Head of School for Curriculum & Instruction

Mrs. Jolanda Zuger Breazeale '86

Associate Head of School for Student Services

Ms. Arlene Empleo

Chief Financial Officer

Ms. Carolina Whitty

Director of Admissions

Mrs. Debbie Anderson '85

IMPORTANT CONTACT INFORMATION

- **Head of School**

Meredith Essalat - messalat@ndhsb.org

€ Advancement

- Annual Fund
- Community Events
- Advancement Campaigns
- Parent Association
- Parent and Alumnae Engagement

€ Director of Student Life and Leadership, Alisia Bergholm -

abergholm@ndhsb.org

- Calendar
- Graduation Ceremony and Senior Celebrations
- Student ID cards and Photo information

€ Dean of Academic Advising, Kristin Rossi- krossi@ndhsb.org

- Counseling
- Health and Wellness

- **Associate Head of School for Curriculum and Instruction**

Jolanda Breazeale - jbreazeale@ndhsb.org

- Academic Concerns -please first contact the Teacher and/or Department Chair

- Curriculum and Course Catalog
 - Scheduling
- Graduation Requirements
- InterSession
 - InterSession Coordinator – Rebecca Girard rgirard@ndhsb.org
- **Associate Head of School for Student Services**

Arlene Empleo- aempleo@ndhsb.org

 - Safety
 - Health and Wellness
 - Transportation
 - All Disciplinary matters, including academic integrity, bullying, and violation of any rules in this handbook.
 - Empowered for Success Program, Camilla Soto- csoto@ndhsb.org
 - Students with Disabilities, Accommodations, Learning Resources
 - **Student Services Associates**
 - Barbara Tauskey and Mirna Yao
 - Attendance (650.595.9503) attendance@ndhsb.org
 - Absences
 - Accidents
 - Illness
 - First Aid
 - Lockers
 - Lost and found
 - Vehicle Registration (Mirna Yao - myao@ndhsb.org)
 - Work Permits (Mirna Yao - myao@ndhsb.org)
- **Chief Financial Officer**

Carolina Whitty - cwhitty@ndhsb.org

 - Facilities
 - Epicurean
 - Human Resources, Angelica Mariscal amariscal@ndhsb.org
 - Business Office
 - Tuition, Fees and Payment, Christine Dulany cdulany@ndhsb.org
 - Accounts Payable, Ann Forman aforman@ndhsb.org
 - Financial Aid
 - Christine Dulany cdulany@ndhsb.org
- **Director of Admissions**

Debbie Anderson - danderson@ndhsb.org

 - Ambassador Club
 - Shadow Days
 - Open House
 - Tiger Cage
 - Kari Allegri kallegri@ndhsb.org

- **Athletic Director**

Christina Okubo - cokubo@ndhsb.org

- Athletics
- Coaches
- Athletic Facilities
- Boosters Club

- **Registrar**

G Imazumi-Hegarty - NDBregistrar@ndhsb.org

- Report Cards
- Transcripts
- Address Change
- Community Service
- Standardized Testing Coordinator
- AP Exams

CAMPUS

Students should respect the facilities made available for their use.

- Students may not deface, vandalize, or otherwise damage any School property in any learning space, bathroom, or other area of the Notre Dame Belmont facility. In the event that a student is found to have defaced, vandalized, or otherwise damaged any School property, students will be charged for the expense of repairing any damage or reimburse for losses resulting from vandalism.

Student Parking / Auto Safety

- Students with a valid driver's license, vehicle registration and insurance may drive to School and must park on campus. **Space is limited.** Students may not park on neighborhood or adjoining streets.
- Students must register cars with Student Services and secure a parking permit.
- All parking permits must be displayed as advised at all times.
- Parking citations will be issued for the following:
 - Unregistered vehicle
 - Parking permit not displayed
 - Parking in a fire lane
 - Parking by a fire hydrant
 - Parking in a red zone
 - Parking in reserved spaces and faculty/staff spaces
 - Parking in a handicapped zone
 - Parking in an area not designated for parking
 - Parking on neighborhood streets
 - Driving the wrong way on School property
 - Entering the property by the back gate
- Fines will vary between \$5 and \$25, depending on the infraction.
- Loitering in or around cars is prohibited. **Students may not access cars during the School day unless they have permission from the front office.**

- Students park at their own risk. The School is not responsible for cars parked on campus.
- No parking is allowed on the NDNU campus.
- No parking is allowed in front of the NDNU Theatre.
- Speed limit is 5 MPH.
- Students and parents/guardians are expected to comply with these parking rules and parking attendant's directions.
- Notre Dame reserves the right to revoke a student's parking privileges for inappropriate or reckless driving, illegal parking, or lack of compliance with any of the above conditions.
- We expect that parents will work in partnership with the School regarding all driving and parking regulations.

Train Shuttle

- Morning shuttle service will be provided from the Ralston Plaza parking lot across from the Belmont Caltrain station (behind Pet Food Express).
 - Students will scan a QR code when they ride the shuttle.
- Afternoon shuttle service will be provided at 3:05 p.m. (there is only one afternoon departure). Students will meet immediately after dismissal in the designated area.

Tri-School Transportation/Shuttle

- Students who have been scheduled in a TriSchool course on either the Serra or Mercy campus will need to have an approved transportation plan. A form must be completed to indicate student driver or need for a shuttle. Students are expected to use the transportation method approved/submitted by their parent/guardian. Block 1 TriSchool courses begin at 8:15 a.m..

Tiger Cage

- The Tiger Cage is the school store. Hours of operation are determined in the Fall and posted for students. The Tiger Cage is also available by appointment by emailing tigercage@ndhsb.org

Work Permits

A permit to employ issued by Notre Dame Belmont is a privilege and not a right. The work permit will be revoked in cases where Notre Dame Belmont determines that the employment is impairing the health or education of the minor. (See Federal Labor Standards). Students needing a work permit should report to the Library/Study Hall to pick up an application or submit the completed documentation with their request.

HEALTH INFORMATION

The School is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. (17 CCR § 2508.) The School must also exclude from School any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to School or until the expiration of the prescribed period of isolation for that particular

disease. (17 CCR § 2526.) The School may prohibit a student or employee who has been in a quarantine area from returning to School until he or she has been cleared by the local health officer. (Health & Saf. Code § 120230.)

The School will require that a student who is suspected to have a communicable disease is immediately picked up by a parent, guardian, or other authorized individual and taken home. The School may choose to inform the School community that someone in the School community, without disclosing that person's identity, has been diagnosed with the communicable disease and recommend the parents/guardians and/or employees speak to their doctor if they have any concerns about exposure.

In the event that there is a pandemic or epidemic in the San Mateo County or the State of California that relates to an outbreak of a communicable disease, including but not limited to measles, mumps, rubella, polio or whooping cough, COVID and the Department of Health requires a student to remain away from the School because either that student has contracted one of those conditions, or has not been immunized against them, or cannot provide a written record of immunization against them, then that student must adhere to the Department's requirements and stay away from the School until the Department permits the student to return. (Health & Saf. Code § 120230.)

Health and Immunization Records

California's Health and Safety Code §§ 120335 and 120375 require entering students to be immunized from many communicable diseases in order to enroll in School. Immunization records, or a valid medical exemption, must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenzae type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department.

In order to comply with the requirements of the law, the School requires that all students must have a current official California Immunization Record (signed, dated and stamped) or immunization exemption form, on file with the School on or before the first day of enrollment. Only medical exemptions will be accepted.

A student may be conditionally admitted if the student is scheduled to be fully immunized within the time limits set by the California Health and Safety Code. (Health & Saf. Code § 120340.) Immunizations Records constitute private medical information and will not be shared without written parental consent (or the student if 18 or over) except that the School retains the right to share information as needed with local health officials in case of exposure to a communicable disease or as otherwise required by law.

Tuberculosis screening is also required. Evidence of a TB screening can be provided as documentation verifying a risk assessment by the doctor or as documentation verifying the results of an actual test.

Medical Exemptions

The School will continue to accept medical exemptions in compliance with any updated legislation under the following conditions:

1. a parent/guardian files a written statement by a licensed physician that the student's physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and
2. the physician's statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met the student will be exempted from vaccination to the extent recommended by the physician.

Emergency Card

The emergency card is to be updated annually and is due before the first day of School each year. Student health information is submitted and accessed through an online system provided by *Appryse*. All students/families must update the emergency card for the current school year. Please log in to your *Appryse* account to verify key emergency information before the first day of classes.

SECTION III - ACADEMIC INFORMATION AND POLICIES

CURRICULAR AND CO-CURRICULAR POLICIES

Collaboration

"Collaboration" **is a required block in the school day** constituting an open period for other programming. Collaboration is most frequently scheduled during the 8th block adjacent to Homeroom on B days in the block schedule. However, the Collaboration block may be scheduled in any block of a B Day. See the Collaboration Block Schedule document shared at the beginning of the school year for details. Collaboration Blocks are available to serve many needs. Programmed blocks may include school-wide or class-level events such as special speakers, teacher meetings, Liturgies, rallies, class meetings, general assemblies or other special events. Non-programmed blocks are available for students to use this time to study, to meet with teachers, to make up tests or work, or to do group work or independent study. Students must sign out/in of their homeroom classroom if they are using non-programmed collaborations to meet in another space.

** Attendance at all student body assemblies, office hours, Masses, and other events during the Collaboration period are required. Therefore, attendance will be taken during Homeroom and upon completion of Collaboration prior to dismissal.

Frequent/recurring absences from Collaboration may result in disciplinary action at the discretion of the Associate Head of School for Student Services. A student with absences for reasons other than medical/dental is not allowed to practice, participate or attend school activities that day (or if it is on the weekend adjacent to the absence from Collaboration).

Seniors may be excused from Collaboration **after the P5 Grades in Progress reporting term** during the second semester **if**:

- They have not had frequent/recurring absences prior to the end of P5
- There are no special events scheduled during the Collaboration period.
- There are no current grades below a “C” **(75%)**.
- All graduation requirements are current.
- There are no prior obligations to meet with teacher(s) or other campus commitments.

- **Seniors attend homeroom prior to the Collaboration period. The 10-minute Homeroom time is an integral part of schoolwide communication and participation.**
- Parents/guardians submit a signed agreement form for their Senior to leave campus (See Appendix J: Early Dismissal Form.).

- **If any of the above conditions are not met, those Seniors will remain on campus.**

Community Service

As part of a student's 4-year Notre Dame journey, they are also required to complete eighty (80) community service hours as a prerequisite to graduation (see Community Service Graduation Requirements below). Service hours must be verified by an adult supervisor at the non-profit organization (not a parent or family member). If a student transfers to Notre Dame after their freshman year, the 80 hour requirement will be prorated based upon their entry year as set forth below.

Students are expected to contact the agencies with whom they volunteer, and enter their hours into the service hour database (www.x2vol.com) as soon as possible following their service. Students are required to complete a minimum of 10 hours of service each semester (20 hours for the each year). **Total Community Service Hour Requirements for Graduation: 80 Hours**

In an effort to encourage students to find their area of passion as it relates to serving others, students are expected to complete a minimum of 2 hours of service in each of the following areas:

- supporting unhoused populations or providing service in the area of food insecurity to low income communities.
- supporting elderly/senior individuals, partnering with organizations and nonprofits that prioritize the well-being, dignity, and quality of life of our elders.
- partnering with organizations or nonprofits that promote care for creation, environmental justice and/or advocacy for equitable access to clean and healthy environments
- supporting organizations or nonprofits that prioritize racial justice
- partnering with organizations or nonprofits that actively work toward challenging gender-based discrimination and injustice

- This commitment to service will complete a minimum of 10 hours of the 80 hour graduation requirement.
- Additionally, students are to volunteer for 5 "NDB hours" each year, which can involve beautifying our campus, assisting teachers, athletics, admissions, or participating in any NDB-sponsored service events on campus. This commitment to service will complete 20 hours of the 80 hour graduation requirement.

The remaining 50 hours of service can be completed in any approved area other than NDB hours. Service should reflect work completed supporting organizations or nonprofits in our local community among those that live and work here. Agencies listed in the newsletter are suggested sites. Any agencies not listed must be pre-approved by the Community Service Coordinator to support a successful outcome. There are many areas of service outside of the minimum areas listed above. Please research and discover your passion for service.

Record keeping and Reflection on this community service is due within one week (7 days) after completing their service. And to be entered in the x2vol portal.

- Reaching the semester requirement for each semester of each grade level will result in a "P" for passing on student's transcript.

Students are encouraged to continue to volunteer, making service to others a way of life.

- All service hours must be verified by an adult supervisor from the respective service organization (excluding family members). Hours will only be approved if there is an appropriate verification.
- Students should enter their hours into the service hour database (e.g., www.x2vol.com) within one week (7 days) after completing their service.
- Hours that do not fall into the specific categories outlined for each semester may be entered into the miscellaneous category, which contributes towards overall service hours.
- For transfer students, the total number of service hours will be prorated based on their incoming class level (20 hours per year).
- Students are not permitted to skip school to complete service hours. This will be considered an unexcused absence/cut. These hours will not be approved for completion of your requirement.
- Students must complete service requirements in all categories and reach the overall 80 hour requirement in order to complete their graduation requirement and receive a diploma.
- *Reaching the semester requirement for each semester of each grade level will result in a "P" for passing on student's transcript (not meeting the minimum each semester will result in an "I" incomplete posted).*

InterSession

InterSession is a unique learning experience typically offered every year during President's Day week. The purpose of InterSession is to provide students with educational experiences not usually found in a classroom setting. It is also an opportunity for faculty, staff, and

students to share and/or explore mutual interests on or off campus. Our faculty work each year to design course offerings that will resonate with our students.

The four days of InterSession week have special schedules for each course with a minimum of four hours per day. InterSession is part of the school academic calendar, having accurate attendance and clear expectations for course participation during these four school days is essential. Participation and attendance will be recorded on the transcript. To earn credit, students must fulfill the attendance and participation expectations set forth in the InterSession catalog for whichever course offering they are assigned. Students will submit an assignment in Schoology designed to allow students to share what they learned, valued, and/or experienced during the InterSession days. Students who do not attend/participate in InterSession and/or do not complete the required assignment will receive unexcused absences (refer to attendance policy) and the transcript will reflect NC (no credit).

Over their four years at NDB, students are expected to take advantage of the varied types of course offerings. The goal is to have a student try something different each year ranging choosing from “academics” in the real world (i.e architecture/engineering tours), certification courses (i.e. First Aid), service learning, arts/crafts, music, to college visits, and more.

With the introduction of offering InterSession every year, beginning with the **Class of 2026**, students will be required to participate in an on-campus/local NDB course offering for at least one of the four year options. The other three years may include on-campus/local NDB courses, a college visit trip, a family trip, a volunteer/service learning opportunity, or an internship experience. Students will not repeat course experiences.

Type of experience	Requirements/Limits
On campus/local NDB sponsored course	1 yr minimum required / available all 4 years
NDB planned college visit trip	1 yr maximum
Family planned activity including service component (i.e. college or other trip)	1 yr maximum InterSession is part of the school academic calendar (equivalent to 4 academic days)
NDB coordinated Internship	2 yr maximum (if different internships)
NDB coordinated volunteer	2 yr maximum (if different volunteer orgs)
NDB planned domestic overnight trip	2 yr maximum
NDB planned International Trip	1 yr maximum

Students sign up for the InterSession experience based on what is available in the given year’s catalog of offerings that resonates with their interests and budget. Each experience

has a “seat limit” as would be the case for any course schedule so students should be prepared to have an alternate selection in mind.

Course fees are based on the nature of the course. Courses featuring travel, off-site vendors, certifications, or special supply sets will by the nature of the activity have higher fees associated with them. Course fees will be processed through the regular tuition portal. The published InterSession catalog will have the details related to each offering and will be available at least one week prior to student selections.

Academic Freedom

There is a place for academic freedom in the curriculum of a college preparatory program balancing the philosophy of Notre Dame Belmont with concern for the students. The following general principles are considered in dealing with issues of academic freedom:

- The school teaches according to its established Catholic teachings, in the tradition of the Sisters of Notre Dame.
- Students have the right to study controversial issues which arise from their regular program, through the lens of Catholic teachings and the Hallmarks of the Sisters of Notre Dame.
- Students have the right to free access to all relevant materials.
- Students have the right to form and express their opinions.
- Parents/guardians partner with the responsibility to pursue their student’s learning in which differing points of view are treated with sensitivity to persons and respect for difference.

Artificial intelligence Technology*

Artificial intelligence (AI) technology such as ChatGPT has quickly become common in workplace and academic settings. Unless specifically allowed by the teacher, students are prohibited from using any and all Artificial Intelligence tools, large language model (LLM) tools or essay writing services to guide, brainstorm, draft or create student work related to any assessment or assignment, including written assessments, projects and performance tasks. Teachers will specifically tell students whether it is acceptable to use tools like ChatGPT as part of any assignments, and students must follow their teacher’s instructions for each assignment. As with any resource, NDB expects students to cite their sources and note the use of resources when completing assignments. Turning in work that was written by other people or by generative AI resources as if it were the student’s own without citation/notification is plagiarism, which represents a violation of NDB’S honor code. It will be considered a serious academic infraction.

**Please note that this is subject to change due to the quickly changing landscape of technology.*

“R” Rated Film Policy

Before showing a film that is “R” rated, it is the responsibility of the Classroom Teacher to inform parents/guardians in writing that such material will be used for instructional purposes in a classroom setting. It is the responsibility of the student to return the permission slip to

the teacher. The curriculum at Notre Dame Belmont, which may include showing an “R” rated film, reflects approved course goals and objectives that support and encourage appropriate intellectual pursuits, high moral standards, and spiritual integrity that are in keeping with our Mission.

Field Trips

Notre Dame Belmont believes that learning extends beyond the physical classroom. Field Trips are scheduled as appropriate. Students may be denied participation if they fail to meet academic or behavioral requirements at the School's discretion. Parents/guardians also have the right to refuse to allow their student to participate in a Field Trip. If the parent/guardian declines to allow their student to participate on a Field Trip, the student's teacher will provide the student with an equivalent academic assignment, which the student will complete while the class is on the Field Trip.

Transportation to School-Sponsored Extracurricular Activities

Ordinarily, students will be transported by rented bus or a School vehicle driven by Notre Dame Belmont staff members, who have been approved to drive students. For some extracurricular activities, students, with parents'/guardians' permission and the advanced approval of the Head of School, may travel to the event in private automobiles.

Honors/AP Courses

Notre Dame Belmont offers Honors courses and Advanced Placement (AP) courses in Computer Science, English, Mathematics, Science, Social Sciences, Visual and Performing Arts, and World Languages. Most of these courses have prerequisites, as listed in the course syllabi. Students who register for multiple Honors and Advanced Placement (AP) courses are also required to discuss the rigor and time commitment with their counselor. Students with multiple AP courses will complete and sign the “ NDB AP® Expectations Worksheet” to ensure that they have an appropriate understanding of the time commitment and other responsibilities associated with these courses. Parents/Guardians are required to sign this contract as well. Notre Dame recommends that students take no more than 4 AP courses per academic year.

- *Note: Students who are enrolled in multiple AP courses and demonstrate a lack of success (AP test scores below a 3) in two or more of the exams will not be eligible for multiple AP enrollments in the future scheduling year.*

Off Campus Coursework

Students may take courses for enrichment at local Community Colleges with the permission of their counselor and the approval of the Associate Head of School for Curriculum and Instruction. Please note that, in general, students are not permitted to take courses outside of NDB if already offered by the School. Core courses within the Notre Dame graduation requirements are not considered enrichment electives.

Semester Honor Roll

Honor Roll is determined at the end of each semester.

- HONOR ROLL: All students with a 3.5 or higher, and no "D," "F," or "Incomplete" grades.

- **BILLIART SCHOLARS:** In addition to their Honor Roll status, students with a 3.8 and above, and no "D," "F," or "Incomplete" grades, will also be awarded the “Billiard Scholars” distinction.

Students involved in a second breach of academic dishonesty will be eliminated from the honor roll in the semester in which the offense occurred.

Honor Cords for Graduation

One time-honored tradition here at NDB is the wearing of cords, pins, and/or leis representing the various academic achievements awarded and/or leadership positions held while you have been a student at NDB. This colorful display at our end-of-year events highlights those students who have met the criteria established by a specific honor society or have held a board leadership position at Notre Dame. **The cords, pins, and leis worn at graduation are the specific items issued by program areas through NDB only.** Any items from independent outside organizations are not part of the adornment to be worn during the NDB graduation ceremony. NDB recognizes that graduation is a significant rite of passage for our students and that many of them wish to celebrate by wearing certain regalia during commencement. In order to reduce variability at our graduation ceremony, administrators agree that all NDB students will wear only those items issued by NDB to celebrate the accomplishments of their high school careers, while also maintaining a set of standards befitting such a ceremony.

PSAT/SAT

Grade 10	Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)- Fall
Grade 11	PSAT/NMSQT - Fall with optional SAT - Spring
Grade 12	SAT (optional – requires in-house registration) Fall

The School code number for S.A.T. is 050275

The PSAT/SAT will be offered on site during the Fall semester during the National Testing Day window established by CollegeBoard. There is an additional school site testing day in the Spring semester (in-house registration required)

Student Scheduling

Eligibility for the following year’s courses is **based upon a student’s first semester grades and performance trends. Students must maintain prerequisite grades through the end of the second semester.** At the beginning of the 4th grading period (approximately the first four (4) weeks of the Spring semester) teachers will complete Course Placement Forms for each student in their classes, that inform the students of their eligibility for courses in that subject for the following year.

At the end of the 2nd semester, Department Chairs will recommend that students who no longer meet the qualifications take the regular course in that Department. Teachers will be responsible for notifying students/parents/guardians of these changes within the week after the end of the 6th grading period (the last day of coursework prior to final exams). Counselors will notify students and parents/guardians of their summer/remediation options and any

steps that need to be taken to keep students on track for graduation and college admissions, as well as to ensure eligibility to return to Notre Dame Belmont the following year.

If a student attends Summer School for credit recovery, or any other reason, it is the responsibility of the parent/guardian and student to request that an official transcript of the summer coursework be forwarded to the School Registrar immediately after the completion of Summer School. If the completion of the course will affect course enrollment for the Fall semester, the transcript for the completed course must be received no later than one week prior to the first day of classes. Electronic submissions can be directed to ndbregistrar@ndhsb.org.

The Associate Head of School for Curriculum and Instruction retains the ultimate authority in this process. Students must take a minimum of 60 credits per year (the equivalent of six classes per semester). Working as a Teacher Assistant does not complete this minimum requirement in either semester. Subject to approval by the Associate Head of School for Curriculum and Instruction, and Department Chairs, eligible 11th and 12th grade students may take courses at local community colleges.

Study Hall

Students with an unscheduled block will be scheduled into a Study Hall. Students will report to the assigned Study Hall room for attendance. This is a required part of the students' scheduled day, and a designated space has been allocated to support this.

If Seniors (grade 12) have a first block of the day that is unscheduled (Study Hall), and the current grades in progress display all grades at a C (75%) or above, they may have the privilege of arriving on campus 15 minutes prior to the end of the first block. These students must report to the front office to sign in. If the student's current grades in progress display a grade of "C-" or below, this late arrival privilege will be suspended until the grades are at a C (75%) or above. Seniors who have unscheduled time at Block 4 whose current grades in progress display all grades at a C (75%) or above may leave campus with signed parent/guardian permission. This permission form may be obtained from the Study Hall monitor and must be returned prior to the early dismissal being approved. If a student's current grades in progress display a grade of "C-" or below, the early dismissal privilege will be revoked.

***Please note: the late arrival/early dismissal privileges noted above do not apply to students in grades 9-11 (Freshmen, Sophomores, Juniors).**

Testing Policy

School policy states that no student is required to take more than three tests or submit major projects/assignments in one day. A quiz is not considered a test. Students are encouraged to talk with their teachers first if a conflict of more than three tests/major projects arises. If the conflict cannot be resolved, the student should discuss with the Assistant Head of School for Curriculum and Instruction.

ACADEMIC COUNSELING

Confidentiality – Counselor to Pupil

School counselors are available to help students with educational and career planning, understanding test scores, relationships with peers and staff, and other School-related concerns; however, School counselors are not available to provide therapy and/or any intensive, or long-term counseling services to students.

Any notes, records, or information relating to the student's School counseling services shall not be part of the student's records and shall remain confidential pursuant to the counseling information shall only be released for the following reasons:

- The NDB School Counselor is a school employee, and not a therapist. They are required to share relevant information disclosed by the student when it is needed to assist members of the Administration and Student Support Team in responding to the student's academic and social needs.
- Legally required reporting of suspected abuse or neglect;
- Discussion with psychotherapists as defined by Section 1010 of the Evidence Code, other health care providers, or the School nurse, for the sole purpose of referring the student for treatment;
- Reporting information to the Head of School or parents/guardians of the student when the School counselor has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or the following other persons living in the School community: administrators, teachers, School staff, parents/guardians, students, and other School community members;
- Reporting information to one or more person specified in a written waiver/release of information after this written waiver of confidence or release of information is read and signed by parent or legal guardian, and preserved in the student's file;
- Reporting information, as necessary, to the parents/guardians of the student, or the Head of School when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses, will be or has been committed; or
- Disclosing information to law enforcement agencies when ordered to do so by order of a court of law, to aid in the investigation of a crime, or when ordered to testify in any administrative or judicial proceeding.

Please refer to Appendix K: Authorization for Exchange of Student Information.

STUDENT RECORDS

Maintaining confidentiality is the legal, ethical, and professional responsibility of every member of the School community, including students, parents/guardians, teachers, and staff. Only teachers, administrators and staff members charged with student oversight have the right to view or use student records.

Parents/Guardians of currently enrolled or former students may review any and all pupil records related to their children that are maintained by the School. If parents/guardians are divorced or legally separated, both parents/guardians have the right to access pupil records unless the School is provided with a court order that specifies otherwise. Also, a divorced or legally separated parent/guardian is not entitled to review financial aid records containing information about the other parent's/guardian's finances.

Procedure for Requesting Student Records

All requests to review pupil records must be directed to the Head of School. Pupil records will be made available for parent/guardian review during School hours and the review will take place on the School's campus. A School employee will be present to assist and to oversee the inspection of records. Parents/Guardians may also request assistance from School staff in interpreting records. To the extent that a student's pupil records are not located at the School, the parent/guardian will be notified of where all official pupil records of the student are located.

Circumstances when Parent/Student Access to Student Records May Be Restricted

In the following limited circumstances, marks, transcripts and diplomas may be withheld from parents/guardians or students:

- Where a student has failed to return loaned School property or willfully damaged School property, the parent/guardian and student must be notified of the unreturned or damaged property. The parent/guardian and student will be offered an opportunity to return the property, pay for the damage or, in lieu of payment, the student may perform community service. If these efforts fail, the School may notify the parent/guardian/student that the School will withhold the marks, transcript, and diploma of the student from the parent/guardian and student until the issue is resolved.

Disclosure of Student Records to Third Parties

Parents/Guardians of students under 18, and students 18 and over, may provide written consent to third parties to access pupil records as follows:

- The written consent must specify the records to be released, the purpose(s) of record release, and the party to whom the records may be released. Written consent is not required to disclose pupil records in the following circumstances:
 - School officials and employees may access pupil records when there is a legitimate educational interest or as necessary as part of their job duties.
 - Information contained in pupil records may be released to state and local officials or agencies to the extent that the information is required to be reported pursuant to state law.
 - Information contained in pupil records may be released to appropriate persons in connection with an emergency if the knowledge of the information is necessary to protect the health or safety of a pupil or other persons.
 - Information contained in pupil records may be released to officials and employees of private Schools or School systems where the pupil is enrolled or intends to enroll.

- Pupil Records may be released to those authorized in compliance with a court order or lawfully issued subpoena or as otherwise required by law.

GRADUATION

The Notre Dame Belmont Diploma

It is the belief of Notre Dame Belmont that its Diploma signifies:

- that students have satisfactorily completed the course of studies prescribed for Secondary Schools within the Archdiocese of San Francisco;
- that students have actively engaged in setting high academic, spiritual, emotional, physical, and social standards whereby their goals and objectives over a four-year period have been successfully accomplished;
- that students, strengthened by the Notre Dame Hallmarks, have worked to develop themselves as responsible young women of active faith, strong intellect, and Christian leadership;
- that their personal achievements mean that they are prepared for college and beyond, and are ready to meet the challenges endemic to their individual life situations.

Senior Holiday

Students who have a grade of D or F at the time of the holiday may not participate in the Senior Holiday. Any student on disciplinary probation at the time of the Senior Holiday may also not participate. Students who are not excused for Senior Holiday must report to Study Hall on that date. Completion of the assignments contributing to earning grades below a C- should be the focus of this time on campus.

Graduation Policy for Seniors with a grade of “F”

Students may not begin their senior year with an unresolved “F”. Seniors who begin their second semester on academic probation may not graduate if she receives any grade below a “D” or has a cumulative GPA below a 2.0 at the conclusion of the second semester.

If a senior has an unresolved “F” grade, the student may participate in Class Day, the Baccalaureate Mass, and Graduation, but will not receive a diploma until the coursework is completed, and until the student receives a satisfactory grade. The student will have one year to complete the work.

If a Senior has 2 or more unresolved “F” grades, the student may not participate in Graduation; however, she may participate in Class Day and the Baccalaureate Mass. She will be given a diploma when the coursework is completed. The student will have one year to complete the work.

The administration retains the ultimate authority in all cases regarding Graduation.

A total amount of 240 credits is required for graduation. All core courses required for Graduation are to be taken at Notre Dame Belmont. 80 hours of service must be fulfilled in order to receive a diploma.

A 30 credit (6 courses) load is the minimum course load per semester for all grade levels. The following credits must be completed to graduate:

- Computer Science: 10 credits
- English: 40 credits (ten credits per year at grade level)
- Mathematics: 30 credits (ten credits per year including minimum completion of Algebra I, Geometry, and Algebra II)
- Physical Education with Health: 10 credits
- Spiritual Life: 35 credits (5 credits for Freshmen, and 10 credits per year for Sophomores, Juniors and Seniors)
- Becoming Notre Dame 5 credits (completed in grade 9)
- Science: 30 credits (ten credits per year including minimum completion of Biology, and Chemistry)
- Social Sciences: 30 credits (Modern World History, U.S. History, U.S. Government and Economics)
- Visual & Performing Arts: 10 credits earned over one full year course (see Course Catalog)
- World Languages 20 credits (ten credits per year in either ASL, French, Spanish, Mandarin)
- Electives: 20 credits

Transfer Students: The current high school transcript of transfer students will be reviewed and an appropriate graduation plan will be devised.

Honor Cords for Graduation

One time-honored tradition here at NDB is the wearing of cords, pins, and/or leis representing the various academic achievements awarded and/or leadership positions held while you have been a student at NDB. This colorful display at our end-of-year events highlights those students who have met the criteria established by a specific honor society or have held a board leadership position at Notre Dame. **The cords, pins, and leis worn at graduation are the specific items issued by program areas through NDB only.** Any items from independent outside organizations are not part of the adornment to be worn during the NDB graduation ceremony. NDB recognizes that graduation is a significant rite of passage for our students and that many of them wish to celebrate by wearing certain regalia during commencement. In order to reduce variability at our graduation ceremony, administrators agree that all NDB students will wear only those items issued by NDB to celebrate the accomplishments of their high school careers, while also maintaining a set of standards befitting such a ceremony.

Waiver of Subject Requirement

Under special circumstances, the Associate Head of School for Curriculum and Instruction may waive a subject requirement for a student. The waiver does not exempt the student from meeting the total units required for Graduation.

Transcripts

Electronic and printed transcripts for college applications are complimentary. The first three printed transcripts for scholarships, insurance verification, work, etc. will be complimentary. Any additional printed transcripts will be provided for a charge of \$3.00 each.

NDB STANDARD GRADING POLICY AND REPORTING

The faculty of Notre Dame Belmont is dedicated to maintaining an ongoing dialogue regarding each student's academic progress. Notre Dame Belmont has a standard grading policy. All departments present grading period and semester grades in accordance with this standard grading policy. The listed grades are defined as follows:

A – Superior – GPA = 4.0

B – Above Average – GPA = 3.0

C – Average – GPA = 2.0

D – Poor – GPA = 1.0

This grade is not college recommending and may also not meet departmental requirements for advancement. Students are encouraged to retake any course in which a "D" is received.

F – Failure – GPA = 0.0

I – Incomplete – GPA = Not Apply

NM – No Mark – GPA = Not Apply

The nature of the course determines that No Mark be recorded at this time.

W – Withdraw – GPA = 0.0

This is equivalent to an "F" but may be given when a student withdraws from a course after the permitted date. This grade carries the academic penalty of a zero GPA value when the withdrawal is less than 6 weeks from the close of the semester. The Associate Head of School for Curriculum and Instruction will be consulted regarding any/all withdrawals

P – Pass – GPA = Not Apply

The nature of the course determines that the student has met the requirements of the course and has earned full credit. This grade may be given only for those courses not included in the GPA.

Cumulative Grade Point Averages are computed at the end of each semester. The grading scale to be used in calculating letter grades from percentages is as follows:

A+	98 – 100	B+	88 – 89	C+	78 – 79	D+	68 – 69
A	93 – 97	B	83 – 87	C	73 – 77	D	63 – 67
A-	90 – 92	B-	80 – 82	C-	70 – 72	D-	60 – 62
						F	59 and below

Weighted Grade Point Average/Class Rank

Notre Dame Belmont weights a student's grade point average and class rank in order to acknowledge and report the efforts of students in Honors and Advanced Placement Courses.

Grades in all Honors and Advanced Placement Courses taken in Grades 9-12 will receive one honor point in the grade point calculation for the Notre Dame transcript.

Please note that this is for internal calculations only. Notre Dame does not report class rank on the transcript. Colleges and Universities have their own systems for calculating student GPAs when evaluating applications for admissions. Note: The UC system does not consider grade 9 courses in calculating GPAs, therefore it does not award honor points to grade 9 courses.

Extra Credit Policy

Extra credit work is never a substitute for authentic achievement with the context of the prescribed course outcomes; extra credit work may supplement basic knowledge but does not fully satisfy the requirement for passing a course.

- *Completing extra credit work will not qualify a student for an Honors or AP course.*
- *A full grade increase will not be given for extra credit work.*
- *Extra credit assignments enhance learning opportunities and must be offered to all students in a particular course.*
 - *Extra credit assignments will not be created based on an individual's request.*

Late-Work Policy

Students enrolled in an Advanced Placement course assume a homework load consistent with a college-level course. Honors level courses have an increased pace and homework load from that of the college prep levels. Late work for AP/Honors courses may have a detrimental effect on academic progress and grade performance. Patterns of late work may result in a student being ineligible to enroll in a future AP/Honors course.

NDB sets the school-wide upper cap for late work penalties at 10% per each class-meeting day that the work is submitted late, for a maximum of 50% off the score that was earned for an assignment that is submitted up to 5 class-meeting days late (the approximate equivalent of two weeks).

- Submissions beyond the 5 class-meeting days are subject to the discretion of the teacher based on the department approved guidelines distributed to all students at the beginning of the year/semester. These guidelines explain the nature of the various types of assignments and set the expectations for each course.
- There may be assignments which are required in order to be prepared for active participation in a specific classroom experience (labs, tests, debate etc.). Failure to have assignments completed in time for the classroom experience may result in a "0" (zero) for that particular assignment. No late credit can be earned on the preparation assignment as the learning experience has passed.

Grades-in-progress reporting terms (i.e. P1, P2, etc...) are scheduled reviews of current grades based on work submitted and evaluated by the grades in progress deadline. Once a grades-in-progress reporting term has closed, students are limited to late work submissions within the 5 class-meeting limit.

Review Days Policy

The last two meetings of each class, prior to the beginning of the Semester Examination Days, are reserved as Review Days. No recordable tests, quizzes, new assignments, or new material may be given on or after these review periods.

AP courses are exempt from the Review Days Policy to comply with the UC requirements for the number of minutes of instruction and the breadth of content that must be covered over the course of the year. However, AP teachers must conduct at least one review period prior to final exams for the semester.

Semester Examinations

Semester Examination schedules will be determined and posted prior to semester examinations. **Semester exams and final projects may only be scheduled during the Semester Examination days, and not during Review Days.** Students are required to take examinations at the assigned times. Any conflict should be presented in writing by the student to the Associate Head of School for Curriculum and Instruction who will determine the resolution of each conflict. A student may not make up final examinations missed because of illness unless the student has a signed written excuse from their parent(s)/guardian(s) and approval by the Associate Head of School for Curriculum and Instruction before being admitted to a make-up examination. If a student misses an examination for reasons other than illness or an emergency, their grade for the course may be the current course average lowered by one grade.

Students owing tuition, parking fines, or who have not returned sports uniforms, may not be allowed to take final examinations until tuition/fines have been paid and uniforms have been returned.

Family trips are not an acceptable reason to change final examination times. Students must remain on campus until their examinations for the day are completed.

Tardy to Examinations

A student who is tardy may not be admitted to the examination room. In such cases, the make-up examination will take place during one of the scheduled make-up sessions. If the examination is not made up, the student will receive a zero on the final exam. The Associate Head of School for Curriculum and Instruction will be informed of all such situations.

Advanced Placement Examinations

Students who are enrolled in an Advanced Placement course must take the Advanced Placement Examination to complete the course similar to other courses with final exams. Please refer to course catalog for details related to testing. Fees for the Advanced Placement Examinations are established by the College Board and will be assumed by the student. Parents/Guardians of Advanced Placement students will be billed for these examination costs by the Business Office. Students taking Advanced Placement Examinations should not be expected to take any other School tests on the day the Advanced Placement Examination is given. However, students are responsible to complete all work, quizzes, assignments, and tests during AP Exams. In this regard, a student is required to contact teachers ahead of time to make certain that any missed quizzes or tests are scheduled for makeup, and that all classwork missed during AP Exams is submitted.

- Note: *Students who are enrolled in multiple AP courses and demonstrate a lack of success (AP test scores below a 3) in two or more of the exams will not be eligible for multiple AP enrollments in the future scheduling year.*

PowerSchool

Notre Dame Belmont uses the PowerSchool Student Information System. Parents/Guardians and students have online access to many student records including schedules, attendance, individual progress reports, and grades. Grades will be available as teachers begin to enter them after NDB begins and throughout the School year.

Confidential Usernames and Passwords are issued to all new students. Parents/Guardians receive access codes to create accounts. Please keep your passwords for reference.

- When teachers update their grades in PowerSchool during the current grade reporting term, the most recently updated grades will show in real time as student grades are viewed. Teachers generally have grades updated with completed items weekly
- Teachers use either “Total Points” or “Weighted Categories” in determining grades. In the “Total Points” system, major assessments are worth more points than minor ones. In the “Weighted Categories” method, different types of assessments (test, papers, presentations, performances, etc.) carry different weights in determining the total grade. The weighted percentage of each assignment category impacts the final calculated values.

Report Cards/Progress Reports

During the academic year, we have three (3) “Grades-in-Progress” reporting terms per semester. Each of these “Grades-in-Progress” reporting terms (P1,P2,P3 for fall; P4,P5,P6 for spring) represents an archived moment in time. These “Grades-in-Progress” represent a running total of the current status of the earned grades-to-date. The reporting term dates provide an opportunity to see patterns of achievement. The final “Grade-in-Progress” reporting term of each semester (P3;P6) represents 80% of the earned semester grade. The remaining 20% of the semester grade is earned based on performance on the final exam/project of the semester. Only the final semester grade (S1;S2) is recorded on the official transcript record. It is the semester grade (S1;S2) that earns grade points for GPA calculation.

Progress grades are available after each grading period. “Grades in progress” are intended to inform the student and parent/guardian of the academic work assessed and graded to date. Uncorrected and ungraded student work may be carried over to the next grading period up to the end of the semester. Only the semester grade will be entered on the transcript and become part of the permanent record of the student. Honor Roll status is established and published each semester.

Progress Reports will be emailed using a secure document transmission. These documents will be password protected and require the specific Student ID number to access.

General D/F Policy

Students are required to retake, within one year, any course in which an “F” grade is received. Because a grade of “D” in a course is not a college-recommending grade, and may also not meet departmental requirements, students are encouraged to retake any course in which a “D” is received within the one-year limit. With written permission from the Department Chair,

a different elective may be substituted; however, a different grade will reflect performance in a different elective. If a required course needs to be made up, it can only be made up with credits from the same course.

The GPA will be recalculated to include the higher grade after the course has been satisfactorily repeated. The “D” or “F” grade will continue to be listed on the transcript but will not be included in the GPA. An asterisk on the transcript will indicate the repeated course. Students who intend to repeat a course at another institution must have written permission by the subject Department Chairperson and the Associate Head of School for Curriculum and Instruction before enrolling in any course.

Placement of students in a repeated course will be determined by class enrollment and space availability. Therefore, students may have to repeat the course at another institution.

A student who has a “D” grade at the time of Academic Awards is ineligible for an Award.

POLICY FOR CONCERNS REGARDING GRADES

If a problem arises with a student’s grade, students are encouraged to obtain advice from the student’s teacher, Department Chairperson, or Associate Head of School for Curriculum and Instruction. **Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.** It is recommended that students initially make an appointment to discuss concerns with their teacher directly as the teacher is the person most closely associated with a given assignment. Department Chairs are the next available resource when there is a continued concern. If the concerns are not resolved by the students at the initial level, parents may then email or call the teachers and/or Department Chairs. After that, parents may be included in the final consultation with the Associate Head of School for Curriculum and Instruction.

Concerns about Fall semester grades should be discussed within one week following the date report cards are mailed home. Concerns about Spring semester grades should be discussed by the first week of the following School year. Informal resolution is encouraged but does not extend any deadlines set forth in this or any other relevant NDB policies. The School retains final discretion to determine how to resolve any grading concerns.

ACADEMIC INTEGRITY

Academic Integrity Policy

I. Preface: Practice/Culture of a Lived Academic Declaration of Integrity

Some of the most stressful, challenging, and emotionally charged moments shared among teachers, students, and parents occur when there is a breach of academic integrity. A Lived Academic Integrity School Community Culture reflects a commitment to holding each other to the highest standards of integrity possible with allowances for learning, growing, and building character when mistakes are made along the way. Our goal is to create a supportive

environment where students and teachers can hold each other to an excellent standard of academic integrity.

If trust has been broken through cheating or plagiarism, the Academic Integrity Policy creates an opportunity for the student who made a mistake, to restore what is broken. The first step is helping her to understand what the action of cheating or plagiarism was, why it harmed herself, her peers, her teacher, and the entire NDB learning community. Then the student will participate in forming a plan to repair damaged relationships, rebuild trust, and restore our community integrity.

The Academic Integrity Policy:

- Requires the student to make restoration.
- Helps the student to move forward and learn from her mistakes.
- Encourages the student to make positive moral decisions of integrity in her future studies.
- Expects a whole, healthy community of integrity.

Restorative practice is about reconciliation, healing our community if a wrong occurs, and empowering our students to learn this important life skill.

The School reserves the right to modify, deviate or bypass some or all of the below processes, in its sole discretion, and to make disciplinary decisions, up to and including separation or expulsion, in its sole discretion.

II. Philosophy

Notre Dame Belmont's Administration, Faculty, and Staff believe that our students are to be held to a high standard that reflects the Mission of the Sisters of Notre Dame de Namur, the Hallmarks of a Notre Dame Learning Community, and the qualities reflected in Christian values. Standards of Excellence are expected in the classroom, on the stage, in the athletic arena, and all areas of student life. Notre Dame students are expected to uphold the Notre Dame Honor Code (under Behavioral Expectations) in all aspects of student and School life.

III. Examples of breaches of academic integrity

Plagiarism is the use of materials from any source, print or electronic without proper MLA citation. NDB students will not:

- Plagiarize.
- Submit the work of another person as their own.
- Allow another student to copy a homework assignment.
- Submit work copied from online translations in World Languages classes.

Cheating is using unauthorized aid on any test or assignment. NDB students will not:

- Use or have available notes in any form on a closed book/closed note test.
- Write out responses in advance and submit them as work done in class.
- Talk to another student during a test.
- Look at another student's paper during a test.

- Allow other students to copy a test for make-up work.
- Give or receive information regarding a test or a quiz.
- Use any electronic device inappropriately, including Apple watches, smartphones, graphing calculators or similar.
- Steal copies of a School test.

Artificial intelligence Technology*

Artificial intelligence (AI) technology such as ChatGPT has quickly become common in workplace and academic settings. Unless specifically allowed by the teacher, students are prohibited from using any and all Artificial Intelligence tools, large language model (LLM) tools or essay writing services to guide, brainstorm, draft or create student work related to any assessment or assignment, including written assessments, projects and performance tasks. Teachers will specifically tell students whether it is acceptable to use tools like ChatGPT as part of any assignments, and students must follow their teacher's instructions for each assignment. As with any resource, NDB expects students to cite their sources and note the use of resources when completing assignments. Turning in work that was written by other people or by generative AI resources as if it were the student's own without citation/notification is plagiarism, which represents a violation of NDB'S honor code. It will be considered a serious academic infraction.

**Please note that this is subject to change due to the quickly changing landscape of technology.*

IV. Academic Integrity Review Board – Mission

The Academic Integrity Review Board (AIRB) will work to heal what has been broken in our community. Its role is to create a supportive environment that upholds the highest standards of academic excellence. Working to restore justice, the Board will function in a positive, decisive manner to involve students in the repair of relationships with teachers and peers.

V. Board Composition and Procedures

The Academic Integrity Review Board is composed of teachers and the Associate Head of School for Curriculum and Instruction (who also functions as the AIR Board Chair). The Board, not the teacher, makes the ultimate decision on the offense and determines the consequences, including the restorative practice the student will follow.

- The decision of the Academic Integrity Review Board is communicated by the Associate Head of School for Curriculum and Instruction to the student, parent/guardian and teacher within one week of writing the Disposition Statement.
- The Academic Integrity Review Board represents our community and is supported by the Administration.

VI. Procedures and Consequences

First Breach of Academic Integrity

1. Upon the first breach of academic integrity as defined in Section III above, the Teacher first notifies the Associate Head of School for Curriculum and Instruction, and Department Chair, in that order, in writing within 3 days of discovering the breach. The teacher also submits this information using the Academic Integrity and AIR Board Form (located on the forms page of the Faculty and Staff Dashboard), for record keeping purposes.
2. Teacher also notifies the student within 3 days of the discovery of the breach, (unless it falls on a weekend, then by the end of the next School day) and advises the student on the procedures outlined here.
3. Student is asked by the teacher to inform her parents/guardians prior to contact from the Associate Head of School for Curriculum and Instruction.
4. The Associate Head of School for Curriculum and Instruction notifies parents/guardians of the date of the meeting of AIRB and describes the AIRB process to them.
5. AIR Board convenes.
6. Parents/Guardians may attend for first offense; their presence is optional.
7. The Student may ask an NDB adult teacher or coach advocate to be present (including their NDB school counselor, if desired).
8. The Associate Head of School for Curriculum and Instruction meets with the student to convey the results of the disposition.
9. Student, parents/guardians, and the Associate Head of School for Curriculum and Instruction sign the AIR Board's Disposition Statement, including any consequences.

Consequences for First Breach

- The student receives 50% of the total points earned, which is equivalent to the grade of "F" on the assignment in question.
- Breach of Academic Integrity Report and the Disposition Statement are filed by the AIR Board with Administration.
- The student may be asked to actively participate in restorative practice in consultation with the AIR Board. In that case, the student would then be asked to problem solve and suggest steps toward the restoration of the trust that was broken.
- The AIR Board can initiate further academic consequences for just cause, such as removal from leadership or honorary roles, removal from an athletic team, from attendance at Academic Awards Celebration, or impose a disciplinary consequence, i.e., disciplinary probation for a term determined by the AIRB, etc.
- The Associate Head of School for Curriculum and Instruction notifies the parents/guardians with the result of the AIR Board decision and the possible consequences of a further breach on the part of the student.
- The Athletic Department may require an additional community service component for athletes who have committed a breach.
- The above consequences may be altered for just cause as determined by the Administration in consultation with the AIR Board.

Second Breach of Academic Integrity

1. All procedures in First Breach apply. In addition, the following conditions apply:
2. Parents/Guardians are **required** to attend the AIR Board meeting.

Consequences for Second Breach

- The Student receives a “0” for the total points earned on the work in question.
- The Student is suspended from School for one day (not in-house).
- The AIR Board will initiate further academic consequences for just cause, such as removal from leadership or honorary roles, removal from an athletic team, or from attendance at Academic Awards Celebration, (student may not receive internal academic awards or academic honors that year), or disciplinary consequences, i.e., disciplinary probation for a term determined by the AIR Board, etc.
- The AIR Board will impose automatic disciplinary probation for a term equivalent to a semester (90 days from the date of the AIR Board's decision).
- The student cannot hold or apply for any leadership or honorary position for the semester.
- The student is removed from the honor roll for the semester in the current academic year.
- The student may be asked to actively participate in restorative practice in consultation with the AIR Board. In that case, the student would then be asked to suggest steps toward the restoration of the trust that was broken.
- The Associate Head of School for Curriculum and Instruction will inform parents/guardians in writing of the serious nature of the student's academic status and will cite the student's automatic dismissal if a third incident should occur.
- The Athletic Department may require an additional community service component for athletes who have committed a breach.
- The Administration may alter the consequences above for just cause or extenuating circumstances on a case-by-case basis in consultation with the AIR Board.

Third Breach of Academic Integrity

1. All procedures in Second Breach apply.

Consequences for Third Breach

- The Student receives a “0” for the total points earned on the work in question.
- The student is dismissed from Notre Dame Belmont.
- The Associate Head of School for Curriculum and Instruction notifies the parents/guardians of the student's dismissal.
- The Administration may alter the consequences above for just cause or extenuating circumstances on a case-by-case basis in consultation with the AIR Board.

FORMS OF ACADEMIC DISHONESTY

There are several other kinds of actions that are also considered offenses against the standards of academic honesty. Among these are cheating, impersonation, aiding and abetting, collusion and falsification and fabrication, defined as follows:

Cheating

Cheating is the attempt to gain an improper advantage in an academic evaluation. Some forms of cheating include obtaining a copy of an exam or an exam question before it is officially available; copying another person's answer to an exam question; consulting an

unauthorized source during an exam; submitting the work one has done for one class or project in a second class; submitting work prepared in collaboration with other members of a class without specific authorization from the instructor; submitting work prepared in whole or in part by another person and representing that work as your own.

Impersonation

It is a breach of academic honesty to have someone impersonate another in class, in a test or examination, or in connection with any other type of assignment in a course. Both the impersonator and the individual impersonated may be charged.

Aiding and Abetting

It is academic misconduct to encourage, enable or cause others to commit a breach of academic honesty. Anyone who helps or enables another in cheating, impersonation, plagiarism, or any other breach of academic honesty will be subject to penalties. Simply providing it enables the receiver to misuse it and thus may be considered aiding and abetting. Examples of aiding and abetting include sharing a lab report/formula/assignment/old exam/computer with another student in person or electronically. Both the owner of the lab report/formula/assignment/computer and the person who copied may be charged.

Collusion

There is a significant difference between collaboration and collusion. Collaboration is working jointly with others and is often encouraged by course instructors. Collusion is working jointly with others when it is not permissible or when the instructor does not authorize working in a group.

Permissible collaboration includes:

- Group work that clearly follows the teacher's instructions.
- Sharing research findings or discussing course materials with other students when these contributions are fully acknowledged in one's individual work.
- An example of collaboration is where the instructor directs a group of two or more students to work at home on a jointly submitted assignment, paper, or idea.

In contrast, collusion includes:

- Working with another student on an assignment when working in groups has not been approved by the instructor.
- Dividing sections of an assignment or project among a group and then presenting it as work having been completed individually.
- Splitting the tasks for group assignments unevenly where some students do most of the work while others do very little.
- An example of collusion is the unauthorized copying of another students' math homework answers when the instructor gave clear instructions to complete the homework individually.

Fabrication and Falsification

It is a breach of academic honesty to fabricate (make up) research or results. This includes: statistics, experimental results or data, research methodology, facts, quotations, references or bibliographic material and research, and the ideas of others.

It is also a violation of academic honesty to falsify information. This includes:

- "Massaging" or dishonest reporting of research, lab results or data.
- Starting from expected results and working backwards.
- Misrepresenting the research and ideas of others.
- Falsely reporting having met the responsibilities for a course, practicum or internship.
- Falsifying one's attendance in a course or fieldwork.
- Falsifying letters of support or letters of reference.
- Falsifying academic records and transcripts.
- Misrepresenting the amount of work one has contributed to group assignments and activities.
- Falsifying doctors' notes or other documentation related to petitions or missed work.
- Modifying graded, returned material and then submitting it for consideration as if it were new work product.

Source: "Forms of Academic Dishonesty." New York University, 26 Aug. 2012, Web. 11 Apr. 2013.

- Artificial intelligence (AI) technology such as ChatGPT has quickly become common in workplace and academic settings. Unless specifically allowed by the teacher, students are prohibited from using any and all Artificial Intelligence tools, large language model (LLM) tools or essay writing services to guide, brainstorm, draft or create student work related to any assessment or assignment, including written assessments, projects and performance tasks.

ACADEMIC PROBATION

A student is placed on academic probation as a result of any one of the following circumstances:

- If she earns a cumulative grade point average below 2.0 at the end of a semester.
- If she receives one "F" in any course on her semester report card.
- If she receives two "D" in any of her courses on her semester report card.

A student who is on academic probation or whose semester GPA is below a 2.0 may not try out for or participate as a member of a team, dramatic production, or musical production/musical ensemble. They are also not eligible to hold an elected position or participate in any overnight club or School-sponsored activity. A student who is on academic probation or whose semester GPA is below a 2.0 must withdraw from any of the above-mentioned activities in which they are participating or the office they are holding.

A student who is on academic probation for two consecutive semesters will be reviewed by the administration in consultation with teachers and counselors to determine her future academic status.

In order to be removed from academic probation, she must receive a cumulative GPA of 2.0 or above the following semester with no more than one “D” grade and no “F” grade on her report card. If a “D” or “F” grade is replaced by satisfactory completion of the course/s during summer session, the student’s academic status will be reviewed prior to her reinstatement to good academic standing.

Students on academic probation whose cumulative GPA remains below 2.0, but whose most recent semester GPA reflects a 2.0 or above, with no “D” or “F” may, at the discretion of the Associate Head of School for Curriculum and Instruction, be temporarily reinstated to good academic standing.

- If reinstated to good academic standing, that status will be reviewed each subsequent semester until the student’s cumulative GPA reaches a 2.0.
- Should the student receive a “D” or “F” grade on her semester report card, the student’s academic standing will immediately revert to academic probation. A student on temporary reinstatement to good academic standing will be eligible to participate in School activities as prescribed by individual programs.

Seniors who begin their second semester on academic probation may not receive any grade below a “D-” nor have a cumulative GPA below a 2.0 at the conclusion of the second semester in order to graduate.

Any student with a D is not eligible for academic awards during the year the D is earned.

Eligibility Policy and Procedure for Student Participation in Athletics and Tri- School Productions

Central Coast Section rules dictate that any student who has a grade point average of below 2.0 at the end of any grading period is ineligible to participate in athletics until the next grading period. Notre Dame Belmont requires that athletes and Tri-School production participants not only have a GPA of 2.0 or above, but also may not have a report card/progress report that contains "Incomplete grades," two or more grades of “D” or one or more grades of “F”.

Students may not try out for athletics or Tri-School productions if they have 2 or more grades of “D” or one or more grades of “F” on a report card/progress report.

Athletic Probation

If a student-athlete does not meet the minimal grade expectations on her report card at the end of any grading period, they are on athletic probation for the period of one week (M-F). If at the end of that week, the student-athlete has brought her grade(s) up to acceptable stated levels, she will again be eligible to participate. Once a student-athlete meets the requirement for participation, grades will not be checked until the next grading period.

This probation continues on a week-to-week basis until the student-athlete has improved her grade to the required level of a 2.0 GPA. This policy remains effective even if the student-athlete drops the class.

Interim Grace Period (Athletes Only)

There is a grace period (student-athletes may continue to practice and play) at the end of the first and fourth grading periods for the student-athlete who has earned an "Incomplete grade," two or more grades of "D" or one or more grade(s) of "F" on her report card. The student will be placed on athletic probation at mid-second and/or mid-fifth grading period (3 weeks after the date grades are submitted) if her grade/grades continue to fall below the following unacceptable stated levels:

- Incomplete grades
- Two or more grades of "D"
- One or more grade(s) "F"
- GPA below 2.0

If the grade(s) remain at or below these levels, the student-athlete is on probation for one week on a week-to-week basis. This procedure continues until the student-athlete has improved her grade to the required level. This policy remains effective even if the student-athlete drops the class.

Student-athletes will not be allowed to participate in athletic competition (practice or games) at the start of the new semester if they finish the prior semester with two or more grades of "D", one or more grade(s) "F" and/or GPA below 2.0. If the student-athlete finishes with incomplete grades at the end of a semester, the student-athlete must complete all course work (tests, homework, term papers and projects) and a passing grade must be recorded with the Registrar's Office. Only then will the student-athlete become eligible again. This policy is included in the contract each student and parent/guardian is required to sign and described in the Athletic Handbook as monitored by the Athletic Director.

Tri-School Production Participants

Tri-School Production participants have a grace period of one week to raise their grade to an acceptable level of a 2.0 GPA. Students who fail to raise their grades after one week will be removed from their participation in the Tri-School Production. The Associate Head of School for Curriculum and Instruction reserves the right to review each case individually.

SECTION IV - STUDENT BEHAVIORAL POLICIES AND EXPECTATIONS

NOTRE DAME HONOR CODE AND DISCIPLINE OVERVIEW

Notre Dame Belmont strives to create an atmosphere of openness, warmth, and responsible freedom so that all members may be able to internalize and implement those Christian values that are important to personal and social growth. The NDB Honor Code, as an extension of the Hallmarks, fosters the development of each community member's personal integrity, character, respect for self, others, School policies, and School property. In particular,

“Hallmark Two” clearly declares that we honor the dignity and sacredness of each person, and we create environments that encourage the development of the whole person.

The Honor Code

- Serves as a system of behavior through which each person is responsible for her actions.
- Establishes a level of self-discipline through which each person is encouraged and coached to make appropriate decisions.
- Creates individual awareness of self in relation to the group.
- Is instrumental in instilling positive values necessary for adult life.
- Encourages an environment in which every Hallmark is lived and modeled.

The effectiveness of the Honor Code is only possible when each member of the community makes it a priority, knowing that our Mission, our Hallmarks, and the Honor Code are inextricably linked. Each adult in the community will act as a coach, mentor, and a reminder of School policies.

Each member of the NDB student body is expected to conduct herself according to the norms of the Honor Code, including the following:

- Each person deserves mutual respect. Students are expected to show respect for the reputation and safety of every member of the Notre Dame community
- The purpose of the School is to educate. Each student is expected to attend each class for which they are scheduled. This rule also applies to study hall, collaboration, assemblies, rallies, Liturgies, prayer services, and other School functions.
 - If a student cannot participate in the various events that are expected of members of the NDB community, they must schedule an appointment with the Associate Head of School for Student Services to determine the appropriate resolution. In some instances, medical documentation may be required.
 - Frequent/recurring absences from Collaboration may result in disciplinary action at the Associate Head of School for Student Services' discretion.
- During the school day, NDB is responsible for the safety and well-being of each student. Therefore, we must know each student's location at all times. **No student may leave campus during the day or go to any unauthorized area without supervision.**
 - Notre Dame Belmont is a **closed campus** without on/off privileges for all students.
 - Students are never to be released from campus without the parent/guardian contacting the front office first. All students must be checked out by a member of Notre Dame Belmont's personnel.
- Notre Dame Belmont is a drug-free environment. The use, possession, sale, or distribution of alcohol, tobacco, marijuana, vaping products, e-cigarettes or drugs are not permitted on campus or at any School-sponsored events. Violation of this policy will be subject to discipline, as determined by the School's administration and may include suspension or dismissal from School.

- Notre Dame Belmont values the safety of each member of the School community. Possession of any item that has the potential to inflict harm or injury to self or others is strictly prohibited. Violation of this policy will be subject to discipline, as determined by the School's administration, and may include suspension or dismissal from School.
- Notre Dame Belmont has a relatively free, open atmosphere that places responsibility on all members of the community. Stealing of any materials, however minor, is a direct violation of the Honor Code (and the law). Cheating or stealing constitutes a direct misuse of the freedom entrusted to each community member.
 - Artificial intelligence (AI) technology such as ChatGPT has quickly become common in workplace and academic settings. Unless specifically allowed by the teacher, students are prohibited from using any and all Artificial Intelligence tools, large language model (LLM) tools or essay writing services to guide, brainstorm, draft or create student work related to any assessment or assignment, including written assessments, projects and performance tasks. Teachers will specifically tell students whether it is acceptable to use tools like ChatGPT as part of any assignments, and students must follow their teacher's instructions for each assignment.
- Notre Dame Belmont is not liable for, and does not cover loss, theft, or damage to student personal property.
- Students are expected to adhere to the policies set forth in this Handbook.
 - See also specific content as outlined by the following policies:
 - Technical Use Policy- see Appendix C
 - Cell Phone Policy – see Appendix D
 - Social Media Policy – see Appendix F
 - Off-Campus Senior Privileges – See Appendix J
- Students must maintain a clean and proper uniform during School hours.
- Classes begin at 8:30 am. Students are allowed 10 minutes between classes. Lateness is disruptive to the academic environment.
- Students are expected to conduct themselves in a respectful fashion throughout the campus.
- Good health habits, neatness, and cleanliness are expected of each individual.
- At Lunch, eating is allowed in the Dining Room, outside on the Arcade and Father Downey Garden.
 - Eating is not allowed anywhere else on campus; including in the Library, Classrooms, Soda Fountain, Art Gallery, the Small Gym, Hallways, the Moore Pavilion, Bathrooms, Leadership Center, or Locker Rooms, unless supervised by an adult on campus.
 - Students are expected to clean up after themselves and to respect the order and cleanliness of the Notre Dame campus, Recycle, Compost, and Garbage bins are provided throughout the campus.

Note: Because there is food service available to students on a daily basis and for the safety and well-being of our community, food services like UberEats GrubHub, DoorDash, etc. **will not be permitted on campus** to deliver food to students.

General Classroom Guidelines

Each student is expected to do their part in participating in classroom exercises, lessons and discussions. Furthermore, they are expected to contribute positively to the classroom and whole school-learning environment, thus enabling successful facilitation of classroom management and discipline by their teacher. Teachers will handle minor disciplinary problems with the full support of the Associate Head of School for Student Services. Any major offense, or excessive minor offenses, will be referred directly to the Associate Head of School for Student Services.

The following are general classroom guidelines for all students (each teacher has their own variation of these guidelines and consequences):

- Be in your assigned seat with all your materials when the bell rings.
 - Request permission from the teacher to leave the classroom.
 - Maintain classroom behavior that shows respect for others' learning.
 - Respect personal space.
 - Respect school property and the property of others.
- No food, drinks (other than water), or gum allowed in classrooms at any time

CAMPUS AREAS – USE POLICIES

Bathrooms

- Students are to treat bathrooms with appropriate respect and use should be restricted to its intended purpose.
- Students are not to tamper with any fixtures in this space.
- **Food may not be eaten in the bathrooms.**
- During lunch, only the first floor main building bathrooms will be accessible.
- During Collaboration blocks, the bathroom should not be used as a loitering destination. When signing out of homeroom, please be mindful of the time.

Classrooms

- Students are to treat classrooms and each learning environment during the course of the School day with appropriate respect.
- **Eating or drinking anything but water is not permitted during class.**
- Chewing gum is not permitted.

Dining Room

- The Dining Room is open to students, faculty and staff during lunch and breaks.
- Food service will be available to students from 7:30 a.m. to 1:30 p.m.
- Students are **required** to clean up after themselves and **encouraged** to recycle and compost in the designated collection areas.
- **Food may be eaten in the Dining Room, Arcade, and Father Downey Garden.**
- Food may not be eaten in the Library, hallways, classrooms, small gym, art gallery, second floor, Business hallway, Moore Pavilion, bathrooms, locker rooms, or Innovation Lab except by the express permission of a faculty/staff member associated with that area.

Front Lawn Area

- This area is off limits for student use during the school day unless under the direct supervision of a faculty or staff member.

Library

- Rules applying to classrooms (above) also apply to the Library.
- The Library is a place for silent, independent study during study hall and when classes are in session. **Snacks are not permitted in the Library.**
- The Library will be closed when no one is available to provide supervision.
- Students should not leave personal items unattended in the Library.

Lockers/Locker Rooms, Desks

- Students may not eat or congregate in locker rooms or locker hallways.
- Students are required to have a School-issued lock for a school locker, which must be locked at all times. Non-Issued locks will be removed. NDB is not responsible for any missing or lost items.
- All new students are assigned a locker space. Returning students may submit a request to be assigned to a locker for their use.
 - No one should be sharing a locker. The individual assigned to the locker is responsible for its contents and condition.
- Students may not use their cars in lieu of lockers for access to books or other school materials.
 - For the safety of all during the school day, the parking lot is a restricted area.
- **Searches:** School property, including lockers, locker rooms, cubbies, and desks are the property of Notre Dame Belmont and are subject to search at any time without notice. Students do not have any expectation of privacy in the use or storage of belongings in these locations. Notre Dame Belmont reserves the right to inspect any lockers, desks, or any School property on the physical plant and grounds of the School. Notre Dame Belmont may also search student book bags, backpacks, purses, clothing, automobiles, and other property on campus or at off campus School activities, if the School has reasonable suspicion that a student has violated any School rules. In the case of reports that a student has engaged in conduct which threatens the safety of the School and its students, Notre Dame Belmont may confiscate a student's personal property and turn it over to law enforcement.

Moore Athletic Pavilion and Swimming Pool

- Eating or drinking is not permitted in these areas unless specified for a special event.
- The pool is not to be used during School days except at designated times.
- No swimming is permitted without a qualified Red Cross Lifeguard present and on duty along with a faculty supervisor.
- Appropriate athletic shoes must be worn at all times in the gym.
- **The swimming pool exit is not available for daily use.** It is only to be used with supervision following pool events.

DISCIPLINE POLICIES & PROCEDURES

The below serve as guidelines for student discipline. The School reserves the right to modify or bypass some or all of the below procedures in its sole discretion. Please note that the School may also require a student to remain at home while the School investigates and considers serious disciplinary incidents..

Fundamental to a positive approach to discipline is the understanding that consequences and interventions represent “teachable moments”. Progressive consequences seek accountability and behavioral change. Essential to progressive discipline is helping students who have engaged in unacceptable behavior to:

1. Understand why the behavior is unacceptable and the harm it has caused.
2. Understand what they could have done differently in the same situation.
3. Take responsibility for their action.
4. Be given the opportunity to learn prosocial strategies and skills to use in the future.
5. Understand the progression of more stringent consequences if the behavior reoccurs.

The following are some of the problem behaviors listed in the handbook that are subject to intervention/consequence.

Rule violations include, but are not limited to, actions such as bullying, disrespecting adults on campus, smoking/vaping on campus, destruction of School property, chronic/repeated minor infractions with no improvement, violation of academic integrity, improper use of technology (i.e. cell phone usage, laptops, etc), accumulation of tardies, uniform infractions, unsafe driving, parking violations, and leaving campus during School hours.

Interventions/consequences are progressive and have a range of disciplinary responses based on the given situation. Typical strategies for classroom behaviors consists of:

1. Teacher issues a warning.
2. Teacher/student have a conversation (mediation if needed).
3. Teacher/student identify consequence(s) and include a parent/guardian notification.

In situations of repeated behaviors and /or significant school level infractions, interventions/consequences will include:

Honor Code Reflection

- Scheduled at the discretion of the Associate Head of School for Student Services.

Tiger Academy Session

- Tiger Academy sessions are scheduled on a Saturday at the discretion of the Associate Head of School for Student Services. These sessions are a minimum of two-hours for each meeting. The duration may vary upon the severity of the infraction and in some cases be as long as four hours.
- Tiger Academy will be conducted by a School official.
- An inability to attend the scheduled Tiger Academy session may result in attending 4 consecutive 1-hour sessions during the following School week.

Any major rule violation may require students to be called before the Discipline Review Board. Parents/guardians will be notified and invited to participate in the process.

At the discretion of the Associate Head of School for Student Services, Associate Head of School for Curriculum and Instruction and the Director of Student Life and Leadership, a student found to be in violation of the Honor Code may also be subject to discipline including being prohibited from attending and participating in events and activities, including extra-curricular and co-curricular activities, leadership roles, and Senior privileges, as well as suspension or dismissal.

Disciplinary Probation

A student who is involved in one or more serious disciplinary incidents or who demonstrates repeated infractions of School policy and/or procedures and/or whose behavior consistently shows poor attitude or lack of cooperation may be subject to discipline, including but not limited to placement on disciplinary probation. The decision to place a student on disciplinary probation will be made by the Associate Head of School for Student Services, the Head of School or their designees in his/her sole discretion.

The probationary period will address the length of time, conditions, and improvements that must be made. Failure to comply with the terms of the disciplinary probation may result in suspension, requested withdrawal from Notre Dame Belmont, and/or any other discipline as determined by the School's administration.

A student on disciplinary probation is not permitted to participate in or attend any extracurricular activities during the time of her probation. If she holds an ASB office, or other Board or Student Council position, or plays on any sports team, she will be removed from the office or team. Seniors on disciplinary probation may not participate in the Senior Holiday.

Student-leaders and Student-athletes, in addition to what is noted here, should refer to their respective handbooks, manuals, and/or contracts for activity specific consequences.

Discipline Review Board

The Discipline Review Board meets at the request of the Associate Head of School for Student Services to review significant behavioral problems and serious disciplinary issues that may warrant suspension or expulsion. The Board will meet to determine appropriate consequences for the student and will make a recommendation to the Head of School who makes the final decision regarding the consequences for the student at the Head of School's sole discretion. The parents/guardians and student may request a hearing for an appeal. The Head of School or the Associate Head of School for Student Services will inform their parents/guardians of the decision of the Board. Members of the Discipline Review Board keep in confidence anything discussed at disciplinary hearings. Members of the Discipline Review Board will consist of the Associate Head of School for Student Services, a School Counselor (separate from the student's academic counselor), and a General Education Teacher.

Suspension

Students may be suspended for a serious infraction. If an assignment is due during a period of suspension, it is the responsibility of the student to turn the assignment in on time regardless of her suspension. It is the student's responsibility to request work from the teachers during the period of suspension. Students who miss taking a test during the period of suspension must take the test on the first day of their return to school. Suspension may be in-house or out of School.

Students who have been suspended may not run for class, club, or ASB office. Any student who is suspended will be placed on disciplinary probation. (See details regarding Disciplinary Probation). The length of probation will be determined by the seriousness of the incident.

Expulsion

A student may be expelled for conduct either inside or outside of School that violates the School's policies or conduct expectations and/or is detrimental to the reputation of the School and/or the general welfare of the student body. When it becomes necessary to consider the expulsion of a student from School, the final decision will be made by the Head of School at the Head of School's sole discretion.

Home Study

A student may be put on a "home study" program if she violates the School's policies or conduct expectations, casts discredit on the School or if, in the opinion of the Head of School, it is in the best interest of the School. A student arrested for serious wrongdoing may be put on home study until the matter has been resolved. Students who must remain at home for disciplinary reasons will be placed on home study and must adhere to the following non-exhaustive list of conditions:

- Teachers will give assignments.
- Students are required to turn in all homework.
- If they are an ASB, leadership board member, or class officer, she must relinquish her position.
- Arrangements for tests will be made with the student's parents/guardians.

POLICY ON REPORTING TO COLLEGES

Institutions of higher learning are interested in the character of applicants as well as the student's academic ability and performance. Some colleges specifically ask the School about disciplinary actions. The School has the responsibility to communicate honestly to colleges about these matters.

Students who have been subject to discipline by the School prior to their senior year are expected to respond honestly on any college application that asks questions such as, "Are you currently or have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution?" or "Have you ever been dismissed, placed on probation or suspended from an educational institution?" The Associate Heads of School will be available to assist in the process of notification of a college regarding disciplinary infractions.

The School's policy regarding disclosure of disciplinary records is that we will notify institutions of higher learning that request such information regarding disciplinary actions of matters that result in probation, suspension, or dismissal from the School.

If a student's disciplinary status changes after the filing of college applications, the student has the obligation to inform all colleges to which an application has previously been submitted or the college at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, an Associate Head of School will notify the colleges in writing that the student's status has changed and the reason for the change. The Associate Head of School will be directed to the student and the family for further information. If a student withdraws from the School to avoid disciplinary action, the School reserves the right to report the infractions to the colleges.

The School will not proactively inform colleges that a student has had a disciplinary change in status. However, if any college inquiries directly about a change in disciplinary status of a student, the School will respond truthfully.

ATTENDANCE POLICIES AND PROCEDURES

Attendance is mandatory at homeroom, classes, class meetings, student body assemblies, School-wide liturgies, and other designated activities (collaboration). All students are to be on time whenever attendance is required. Tardiness is considered a serious matter and, if chronic (3 or more), will be considered an unexcused absence. Students may not leave campus during the day without permission from the Associate Head of School for Student Services and the parents/guardians.

Note: In the event of teacher absence from class, students are to contact the front office immediately unless other instructions are given. Students will remain in their seats when an adult is not present in a classroom.

Students who turn eighteen (18) before graduation are still bound by the same rules and regulations as outlined in this handbook. Absences must be verified by a parent/guardian as per usual guidelines.

Attendance at Afternoon and Evening School Events

It is expected that a student will attend a minimum of a half day of School (two course attending blocks) on the day of a mixer, sports or club activity, dance, etc. Any exception to this policy will be decided by the Associate Head of School for Student Services.

- ***For Weekend events**, such as Saturday Prom or Formal, it is expected that a student will attend a minimum of a half day of School (two course attending blocks) on the Friday before the event.
- * Attendance at all student body assemblies, office hours, Masses, and other events during the Collaboration period are required. Therefore, attendance will be taken during Homeroom and upon completion of Collaboration prior to dismissal.

General Absence Guidelines

In the event of a student's unplanned absence (such as illness), the parent/guardian is responsible for notifying the Student Services Office (attendance@ndhsb.org) by 8:45 a.m. In the event of an unexpected emergency, the parent/guardian is responsible for notifying the school as soon as is reasonably possible.

If your student becomes ill during the course of the school day and would like to contact you for permission to be picked up/released, the student must go to the Student Services Office and initiate a release request with NDB personnel. Your student will contact you from the Student Services Office.

- Please refrain from direct texting with your student as pick up/release must be routed through the Student Services Office.

The School opens at 7:30 a.m. Prior to that time, messages may be left on the School's voice mail system or submitted by email to attendance@ndhsb.org. Upon a student's return to School after an absence or late arrival, the student will, before reporting to her first class:

- Submit documentation regarding the absence via written note to the Student Services Office (Room 100), or via email to attendance@ndhsb.org;
- Obtain an admission slip and present it to each teacher for verification/admission into class after an absence.
- When all missed courses have been verified by the teachers, return the admit slip to the Office of Student Services (room 100).

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IMPORTANT NOTE REGARDING ABSENCE POLICY

As an independent school in San Mateo County, NDB strives to maintain a reasonable standard of attendance expectation and policy. In accordance with the School Attendance guidelines of San Mateo County Office of Education (SMCOE) and what is outlined by the California Education Code, Notre Dame recognizes that a student is expected to miss no more than 10% of class meetings in any one course. In the NDB block schedule format, this is approximately 4 class meetings in one semester.

Students learn through different types of interactions such as class discussions and activities. Engaging with their peers in real-time is a valued component of the education experience.

In order to maintain the integrity of NDB's academic program, a student's absence from eight (8) or more class meetings in any one course in one semester (the equivalent of 20% missed instructional time) may result in a student receiving "No Credit" for that course, at the discretion of the Associate Head of School for Curriculum and Instruction, **regardless of whether the student's absences were excused, unexcused, or a combination of both.**

A note will be sent to the student and her family after four (4) absences from any one class in one semester, in order to alert them that they risk losing credit for the course after eight (8) absences. Note: *Tardies of 30 minutes or more will be recorded as an absence.*

Students with 6 (six) or more absences will be placed on Attendance Probation. These students will not be allowed to practice, participate or attend school activities during the probation period.

Excused Absences

These are known absences aligned with standard approved and recognized categories

Excused absences include the following:

- Personal illness (after three consecutive days of absence, a physician's note is required for readmittance to School).
- Emergency medical appointments (the student must have a note from both her parent/guardian and the doctor confirming the emergency appointment).
- Funeral services of immediate family, close family relatives, or friends
- Observance of a religious holiday or ceremony (2 weeks advance notice to School)
- Personal court appearance (requires verification)
- Circumstances as determined by the Associate Head of School for Student Services or Associate Head of School for Curriculum and Instruction, in consultation with the counselor and parent/guardian.

Planned Absences

Families are asked to make every effort not to take their student out of School while it is in session. However, Notre Dame Belmont recognizes that students may, on rare occasions, require permission for planned absences due to a significant event, such as a family event, college visit and/or interview, etc.

In the event of a planned trip for a significant life event, permission must be obtained in advance from the Associate Head of School for Curriculum and Instruction, according to the guidelines listed below. If permission is not obtained in advance, the student's absence will be considered unexcused.

To receive permission for a planned absence, due to a significant life event:

- Notice must be provided to the Associate Head of School for Curriculum and Instruction at least two weeks in advance of the planned trip.
- The student must work with her teachers to ensure that any work or assessments due during the planned absence are completed prior to leaving on the trip, or receive confirmation from each teacher via email in advance, documenting that other arrangements have been made.

- Upon return to School, the student may be asked to share a summary of the trip along with a reflection on what was learned during the opportunity for enrichment.
- The School will generally not approve absences during the final two weeks of a semester, except in situations of true emergency or medical necessity.

All other absences are handled by the Associate Head of School for Student Services through the Attendance Office.

Academic Responsibilities After Absence

- Unexcused Absences (including suspension): The student is not excused from any previously planned or announced assignments or tests upon her return to School. This includes quizzes, tests, and projects.
- Excused Absences: All make-up work and tests must be made up in a timely manner in consultation with the teacher. A special exception for an extended deadline may be granted by the Associate Head of School for Curriculum and Instruction, in cases of documented medical illness and other extenuating circumstances.
- Performance-Based Class Absences: (e.g., Chorus, Band, P.E.). Students enrolled in performance-based classes may be asked to withdraw from the class due to prolonged illness/absence. Another class may be assigned.
- Students must be in attendance at least half a day before they can participate in after-School or evening extracurricular activities (i.e., sports, dances, club activities, etc.).

Unexcused Absences

-These are known absences not aligned with excused categories noted above. While there may be parental/guardian consent to the student missing instructional minutes or time on campus, the reason behind the absences does not align with qualifying “excused” absence categories.

Absences which have the consent of the parent but are for reasons other than those identified above under excused absences, are considered “unexcused.” Non-School Sponsored Travel/Activities are considered private trips. These trips include, but are not limited to “senior trips,” “graduation trips,” “club sports,” “teacher coordinated trips.” Parents should realize that teachers do not have to allow the student to make up missed assignments or tests and that this may affect the student’s grade.

A student who accumulates unexcused absences, may incur the following:

- The student will receive an “F” grade for the missed class. The teacher has no obligation to provide assistance to the student for missed work and may affect student grade.
- The student may not make up tests or quizzes given on the day of the unexcused absence nor may she make up assignments due or given on that day. The teacher may add an assignment to make up for the class time missed.
- The School reserves the right to deny a student’s request for early dismissal from School – even with parental/custodial permission – for non-legitimate reasons as determined at the School’s discretion.
- A student who has missed eight (8) or more class meetings in one course in a semester may receive a “No Credit” for the course, whether these absences have been

excused or unexcused, or a combination of both – unless the student has received an exception in writing from the Associate Head of School.

- Any student who returns to School without a note from her parent/guardian that excuses her absences will be given an unexcused absence and may receive disciplinary action.
- A pattern of unexcused class absences may result in disciplinary probation, suspension, requested withdrawal, or any other action deemed appropriate.

Cutting a Class/Tuancy: Absence from one class period without a valid reason is considered a disciplinary violation. All other class meetings with required attendance that occur before, during or after school are considered a class for this purpose. A student who absents herself from a class without following School attendance procedures will be subject to disciplinary consequences including but not limited to disciplinary probation, suspension, requested withdrawal, or any other action deemed appropriate.

Late Arrival/Early Dismissal

A student who misses any part of a day due to late arrival or early dismissal is counted as one-half day absent. The following procedures are used for Late Arrival and Early Dismissal:

- A parent/guardian should call the school before 8:45 a.m. stating the reason for either early dismissal or late arrival;
- Or the parent/guardian may call the night before and leave a voicemail message at the Student Services Office. [Email: attendance@ndhsb.org]
- Upon arriving at School, the student is to report to the Student Services Office before going to class.

Medical/Dental Appointments

Any medical or dental appointments must be verified by a note from the doctor's office.

Tardies

All students who arrive at School or any class after the second bell must report to the office for a tardy slip. The only excused tardy will be a Medical/Dental/Special appointment or family emergency. Parking problems are not excused. Students may be allowed up to 3 excused tardies per semester at the discretion of the Student Services Office in consultation with the Associate Head of School for Student Services. A note or email from the student's parent/guardian must be provided.

* If 30 minutes or more of a class period are missed, the missed time is recorded as an absence, not a tardy.

Procedures for Withdrawing from School (special case)

A student who is considering transferring from Notre Dame Belmont is encouraged to discuss her options with her counselor or another NDB staff member on campus. A meeting with the Associate Head of School for Student Services, the student, and the parents/guardians is encouraged.

To withdraw a student, the parent/guardian must notify the School office and complete a withdrawal form. Withdrawal forms are to be submitted to the Registrar's Office. A student

who withdraws from School must obtain the required signatures from various departments noting that books, library books, athletic equipment, and the School-issued lock have all been returned to the School office. When the withdrawal form is completed, it is returned to the Registrar's Office (Room 221), and a transcript is forwarded upon request.

POLICY AGAINST BULLYING

Purpose and Scope

Notre Dame Belmont believes that all students should have a safe and inclusive School environment. Bullying is inconsistent with Catholic teachings and the values and Hallmarks of Notre Dame Belmont. This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the School community, including teachers, staff, parents/guardians, and volunteers from engaging in conduct towards students that is prohibited under this policy.

"Bullying" is defined by this policy as any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;
- Destruction of property
- Verbal or written insults, teasing, or name-calling (perpetrated in-person or via technology);
- Creating a false profile on a social networking website for the purpose of having one or more of the effects listed above.

While the Education Code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy.

Student Reporting

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that are directed toward the student or others to the Head of School, Associate Heads of School, or to any teacher or administrator.

Investigation

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this Policy, and also receives any clarification requested, the Head of School or designee will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion. The School will make reasonable efforts to protect students' privacy and confidentiality.

Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation, or, to the extent necessary, to take effective corrective action and any appropriate remedial action, including any interim support or protective measures.

Interim Measures

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, [to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation.] The School will, in its sole judgment and discretion, determine the necessity and scope of any interim support or protective measures.

Remedial and Disciplinary Action

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent/guardian will be considered a violation of the School's parent/guardian behavior expectations, and may be grounds for expulsion of the offending parent's/guardian's child(ren).

HARASSMENT / DISCRIMINATION / RETALIATION

The School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community.

Harassment

This policy prohibits harassment based on sex, race, color, religion, ancestry, national origin, physical or mental disability, medical condition, or any other applicable basis protected by

federal, state or local law ("Protected Classifications"), as applicable. This Policy prohibits both harassment by students and parents/guardians towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents/guardians will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate Policy in the Employee Handbook.

Harassment can take many forms, and may include verbal, physical or visual conduct. Examples include, but are not limited to:

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual's Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this Policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person's property, hazing, assault, grabbing, stalking or blocking or impeding a person's movement.

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
 - Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations,

- or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
 - Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
 - Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

Complaint Procedure

Students and parents/guardians who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the Associate Head of School for Student Services, either verbally or in writing. Students and parents/guardians may report the matter to the Head of School or their teacher. Alternatively, students and parents/guardians may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor or coach, all of whom must report the matter to the Head of School under this policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

Interim Measures

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

Investigation Process

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether the verbal report or written complaint alleges a potential violation of this Policy. To request clarification and/or conduct an initial inquiry, the Head of School, or his or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the School has determined that the report pertains to behavior that may be in violation of this Policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents/guardians are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

Confidentiality

Reports of harassment will be kept confidential, except as necessary to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

Discrimination

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this Policy, by taking an adverse action against or denying a benefit to that individual. Students or parents/guardians who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided for under "Harassment" above. The same policies for interim measures, investigation and confidentiality for harassment reports also apply to reports of discrimination.

No Retaliation

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this Policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this Policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

Remedial and Disciplinary Action

The Head of School in conjunction with the Associate Heads of School for Student Services will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

Administration's Responsibility

To promote an environment free of harassment, Notre Dame Belmont will take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling.

MISCELLANEOUS POLICIES AND PROCEDURES

DANCE POLICY

Dance Regulations

- Notre Dame Belmont holds two formal events throughout the year, a Winter Formal and the Prom.
- Students will not be admitted into any School-sponsored dance without a student ID or other valid photo identification.
- All bags, purses, jackets, or other hand-carried items may be subject to inspection.
- Student attire for dances must follow “Dance Attire” listed below.
- The Winter Formal is open to all Notre Dame Belmont students and their guests. The Prom is open to all Notre Dame Belmont Juniors and Seniors and their guests.
- Students and their guests must engage in acceptable and appropriate forms of dancing for a Catholic high School dance. The School reserves the right to determine the appropriateness of any attendee’s form of dance. (See below.)
- NDB prefers that students stay through the conclusion of School sponsored events. Any student who leaves an event early should inform a member of administration before leaving and will not be allowed to re-enter the event. NDB is not responsible for the supervision of students once they leave the premises.
- NDB will not refund the cost for dance tickets for any student who has purchased a ticket but does not attend the dance.
- The Administration & Faculty of Notre Dame Belmont is the final judge of student & guest adherence to the dance rules and dress code, and reserves the right to refuse entry or to remove any student/guest from the dance.

Dance Attire

- Apparel must be neat, clean, and appropriate for a Catholic School dance.
- Shoes must be worn at all times. Please see event specific guidelines for types of appropriate shoes.
- No plunging necklines, cleavage, bare backs or bare midriffs.
- All dresses and shirts must have a minimum of a 2” wide strap.
- Dresses, skirts, shorts or rompers must fall below the fingertips of the student or guest when arms are by the individual’s side.
- No clothing with words, images, or symbols that are vulgar, lewd, promote illegal drug use or violate other students’ rights may be worn.

Expected Behavior

- All Notre Dame students are responsible for their guest’s behavior.
- Students and guests must follow all directions of supervisors and security.
- No gum is allowed.
- Inappropriate displays of affection or inappropriate dancing is not permitted.
- All students must follow the Notre Dame Belmont parent/student handbook while at School dances.

Types of Dancing

Students and their guests may not engage in any sexually explicit, suggestive, or otherwise inappropriate or dangerous dancing, including but not limited to:

- Break dancing
- Moshing
- Slamming
- Freaking
- Twerking
- Grinding

Students in violation of any of these rules will be asked to leave the dance in the company of a parent/guardian, and may also be subject to disciplinary consequences as determined by the School's administration.

Belief Statement on Student Behavior Related to Prom

Each student attending Prom and her parents/guardians must sign a Prom Contract that outlines appropriate (pre and post) Prom behavior in advance of attending Prom.

DRESS CODE

Notre Dame Belmont maintains a dress code so that all students are dressed for the business of School. Dress code must be followed for the entire School day. Students should enter and leave campus dressed in uniforms.

Please keep ear piercings to four earrings per ear. The School does not permit tongue piercings or visible tattoos. One simple nose piercing (small stud) is allowed, but not rings, plugs, or bull rings. Hairstyles are to be neat, clean, and reflect the business of School. Hair color should be within the range of natural tones; decorative or enhanced accent colors do not meet this standard. A student with an unnatural hair color will be required to return her hair to a natural hair color and may have to stay home until they are in compliance.

Students enrolled in PE or Dance should wear attire that is required by the instructor.

Daily Uniform Item

These items may be worn on school days:

- Mills Navy or Khaki Box-Pleat Skirt
 - *Skirts are to be worn at an appropriate length, **no more than 5 inches above the back of the knee.***
 - Appropriate shorts under skirts
 - Tights (black, navy, white) or leggings may be worn under skirts in lieu of shorts
- Navy or Khaki Uniform Pants
 - Suggested uniform pant vendors: Aeropostale, Lands' End, Mills, Target
 - Pants must be hemmed, free from rips/tears/holes and without cargo pockets
- Polo shirt with ND logo (white or navy)
- NDB Outerwear - sweatshirts, fleeces, vests, or jackets
- Hats (all styles) are not allowed

- Closed-toe shoes with socks (no Uggs, Crocs, moccasins). Slippers/mules/Birkenstock sandals are not acceptable footwear.
 - Shoes must be solid (~90%) white, brown, tan, black, navy, or gray.
- Accessories may be worn (i.e. jewelry). Bandanas are not permitted at any time. Head coverings are allowed for cultural purposes.
- No sweats under skirts.
- No blankets.
- NDB t-shirts may be worn on Mondays throughout the year. T-shirts must be representative of an NDB sponsored activity in which the student themselves is an active participant. The condition of t-shirts may not be modified.
 - They are not part of the daily uniform, but they may also be worn on Friday casual days, special events, and for spirit activities as announced.

* Any student needing modification to the uniform due to an injury, must request this prior to returning to school.

Formal Uniform

Following general daily guidelines, **these items are to be worn on designated formal uniform days:**

- Mills **navy** box-pleat skirt with shorts OR **navy** uniform pants
- Mills navy v-neck sweater with ND logo
- White NDB polo (collar visible with sweater)
- Black, navy, or dark brown closed-toe shoes; flats recommended, leather Oxford style allowed (no boots or platforms)
- NDB or plain white ankle socks
 - Tights (black, navy) or leggings may be worn in lieu of ankle socks
- No scarves or bright accessories may be worn with formal uniform

*Students should ensure that the skirts are worn at an appropriate length, **no more than 5 inches above the back of the knee.***

Casual Dress Options -

Please remember that we are in the business of school.

- Skirts, dresses, or shorts must be no more than 5 inches above the back of the knee.
- Jeans may be worn. Distressed or ripped jeans are not acceptable.
- Leggings – solid, (no mesh, no cut-outs, not sheer) covered by an appropriate length top
- NDB sweatpants, joggers, athletic trainers
- No pajama pants
- Tops – bare shoulders, plunging necklines, crop tops or tank tops are not permitted.
- Slippers and flip flops are not permitted.
- Ugg-style boots are allowed (no slippers). Slippers/mules/Birkenstock sandals are not acceptable footwear.
- The daily uniform is also an option and often worn by many students on these days.
- No clothing with words, images, or symbols that are vulgar, lewd, promote illegal drug use or violate other students' rights may be worn.

ELECTRONIC DEVICES

Student Use of Personal Laptop Computer

See Appendix C: "Student Laptop and Technology Acceptable Use Policy" Cell Phones. See Appendix D: Cell Phone Use Policy

Classroom Phones

Phones are provided in the classrooms for teacher communication to and from the front office and between classrooms. Students may not use these phones unless authorized by the teacher in the classroom.

Personal Electronic Devices

Personal electronic devices may be used with headphones only during free periods and lunch times. These may not be used during class unless specifically approved by the teacher. Notre Dame Belmont is not responsible for theft, loss, or damage of personal items including all personal electronics/digital devices.

FINANCIAL INFORMATION

In addition to tuition and registration, there is also an Athletic Participation Fee for each sport played. Parents/Guardians will be billed by the Business Office. The School does not accept credit cards for tuition payments and fees on site. All payments are made through our Tuition Management system, BlackBaud Tuition Management (BBTM). Credit card payments can be made through BBTM, please note a fee of 2.85% is assessed by BBTM on all tuition payments made via credit card.

In order to register for School for the fall or spring semester, all tuition must be current. Students whose tuition is not paid or in arrears will not be allowed to proceed with first or second semester classes or to take final examinations. Senior students whose tuition is not current may not take spring semester examinations or participate in graduation activities with the exception of the Baccalaureate Mass. If a student has two or more parties who pay her tuition, all parties' tuition payments must be current.

Financial aid awards are based on need as determined by the Board Finance Committee and the TADS. Tuition Assistance applications are available on the School website. Parents must reapply annually for financial aid, and must submit the application prior to the due date in order to qualify.

Any student involved in a serious disciplinary incident or who demonstrates a continued disregard for School rules, as determined by the School's administration and at its sole discretion, will forfeit her grant. Financial aid recipients must maintain a minimum 2.0 GPA, with no semester grade of D or F in any subject. Students who do not comply with these minimum grade requirements will become ineligible to receive financial aid.

Contract Terms

- A \$825.00 registration fee payable to Notre Dame High School is required upon registration.
- All-in lunch paid is included in tuition.
- Tuition is payable via a single payment plan, a two-payment plan, a ten (10-month payment plan), and a twelve (12-month payment plan) through Blackbaud Tuition Management (BBTM).
- All families are required to have a Blackbaud Tuition Management account. There are no exceptions to this policy.
- An annual service charge of \$80 for the monthly plans and \$30 for the semester plan will be assessed to each account as part of the enrollment agreement.
- A \$30.00 BBTM Failed Payment Fee will be assessed for each failed payment.
- For past due balances, a \$40.00 BBTM Late Fee will be applied at 1:00 AM PST the day after the due date if no or partial payment was received.
- No checks will be accepted for tuition payments during the last two weeks of each semester (Cashier's Checks, Cash, Money Orders only).
- If more than one party is responsible for payment of tuition, Notre Dame Belmont reserves the right to inform the other responsible party if the account becomes more than 30 days delinquent.
- If the student withdraws from the School, the tuition will be prorated based on the monthly calculation for reimbursement. Tuition is assessed for the full month regardless of the days in attendance for the month.

Conditions:

In the event that a family falls behind in its monthly payments for two consecutive periods and has not contacted the Business Office with a specific agreed upon plan to bring the account current, the student will be placed on financial suspension.

In the event that the terms and conditions of this agreement are not met, the School reserves the right to deny the family the monthly payment plan for the next school semester and/or the duration of the student's enrollment.

Notre Dame Belmont Giving & Fundraising

Notre Dame Fund (Annual Fund)

We are so grateful for NDB families who participate in the Annual Fund that benefits all students by helping to close the gap between tuition and the cost to educate every student. Gifts to the Annual Fund support all programs, providing the latest technology and hardware, the best teaching tools and classroom equipment, professional development, athletics and arts, safety and security for the campus, financial assistance, as well as retaining excellent faculty and staff. Contributions are 100% tax deductible and assure that every student receives the best educational experience possible. Our goal is 100% participation from all families. Every donation makes a difference in our young women's lives and every student benefits.

HEALTH AND SAFETY

Drug and Alcohol-Free School Policy

Possession and/or use of illegal drugs and/or alcohol on campus, or attending School or class, including School activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion.

Illegal drug use, possession or ingestion includes: prescription drugs without a valid prescription and the use of prescription drugs not in compliance with the valid prescription, marijuana and any other cannabis product, cocaine, opioids that are not prescribed, Fentanyl, heroin, and any other drugs prohibited by California law.

If the School has reasonable cause to believe a student is selling or providing any illegal drugs or alcohol to other students – either on or off campus – the student may be subject to immediate discipline up to and including expulsion.

If the School has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that student to submit to a drug and/or alcohol screening test. “Reasonable Suspicion” means a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents/Guardians will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

Any failure to abide with the School’s Drug and Alcohol-Free School Policy will result in discipline up to and including expulsion.

Smoking / Tobacco Use Prohibited

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active-duty service in the military. Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including Schools.

Consistent with the provisions of California state law and also in compliance with the School’s own prohibitions against smoking on the School’s campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during School sponsored activities, even if such School-sponsored activity takes place off campus. Students may not bring nicotine products to School and to School sponsored activities including School-sponsored events off campus. This includes e-cigarettes/ “vaping” equipment. Any failure to abide with the School’s no-tobacco/smoking policy may result in discipline up to and including expulsion.

Skateboards, Roller blades, or Roller Skates Policy

Skateboards, roller blades, or roller skates may not be brought to School or School related activities.

STUDENT SAFETY

Illness and Injury During the School Day

Students who become ill or are injured during the School day report to the Student Services Office.

- No injured student will be moved until she has been seen by a responsible person.
- In the event of an injury, an injury incident report must be completed and submitted to the Safety Coordinator by the staff member who assisted the student.
- Staff members are required to report accidents or injuries to the Administration or Director of Student Life and Leadership as soon as possible, but no more than by the close of the business day.
- Students who leave campus due to injury must first obtain the School's permission with a person designated on the Emergency Card.
 - Parents/Guardians are required to keep emergency information updated.

General Campus Safety

We are a closed campus and therefore unauthorized guests may not be invited nor may deliveries be scheduled by students. For the safety of the community, ground level windows and doors remain closed and locked. Access is limited to students, faculty and staff, parents/guardians and approved guests.

- Students who leave locked doors propped open are also subject to disciplinary consequences.
- Students who order food or other items to be delivered to campus are subject to disciplinary consequences.

Loss or Damage of Personal Items

Notre Dame Belmont is not responsible for theft, loss, or damage of personal items including all personal electronics/digital devices.

Medication

School personnel are not permitted to give medication of any kind to students without proper authorization from parents/guardians. In order for a student to receive medication, including over-the-counter medications, parent/guardian permission must be provided on the Emergency Form.

Physical Altercations

Physical assaults and verbal altercations between students are met with severe penalties which may include one or more of the following: three days suspension, disciplinary probation, removal from leadership position or sport, and/or expulsion.

Theft or Stealing

Includes but is not limited to:

- Taking or using another student's or faculty member's personal property without permission.
- Tampering with another student's or faculty member's personal property without permission.

- Taking or using any School property without permission.

Theft or stealing is prohibited. Students found to have violated this policy may be subject to discipline up to and including expulsion.

Weapons and Dangerous Instruments; Fireworks

Students are not allowed to possess, handle, or transmit any object that can reasonably be considered a weapon or toy/imitation weapon: a) on the School grounds at any time; b) off the School grounds at any School function or event; c) or while enroute between home and School. Students violating this rule are subject to discipline up to and including expulsion.

Vandalism

Students who deface or damage School property will face disciplinary action including but not limited to restitution, suspension, or expulsion.

Fire Safety

All Notre Dame Belmont community members, including the administration, faculty, and students, have a responsibility to take fire safety concerns seriously. A false fire alarm shows a disregard for fellow students and employees by disrupting the School day and may expose the entire School to a potentially dangerous or alarming situation. Any student found to have deliberately triggered or been involved in the deliberate triggering of a false fire alarm will be subject to discipline up to and including expulsion. In addition, other students who have demonstrated support or deliberate disregard for such irresponsible behavior may be subject to discipline, as determined by the School in its discretion.

Note: Fire Drills/Emergency Evacuation Procedures: Notre Dame High School follows the Big-Five Direct Responses (Appendix G).

Notice of the Presence of Security Cameras

For the safety and security of Notre Dame High School's community, video surveillance cameras have been installed in various areas of the school. Use of Video Cameras is limited to applications that do not violate the reasonable expectation of privacy, therefore there is no video surveillance in locker rooms, bathrooms, or classrooms. There is no expectation of privacy in locations where the Video Cameras are installed. Video Camera systems do not record audio. Typically, video is only reviewed by the security team and certain administrators and any images captured by Video Cameras are the property of Notre Dame High School. Video is released to law enforcement as appropriate; however, the video is not released to outside agencies, including insurance companies, unless required by law.

Dismissal in Case of School Emergency

In the rare instance in which School must be dismissed for the day due to an emergency, the following procedure will generally be followed:

- School will be dismissed and students will be sent home by their usual means of transportation.

- Students who have special considerations, e.g., illness, public transportation shut down, excessive distance to walk in inclement weather, will be retained, and parent/guardian will be contacted.

See Appendix G for comprehensive information on The Big Five emergency situations.

SECTION V - STUDENT ACTIVITIES

SPIRITUAL LIFE PROGRAM RETREATS

Retreat Policy

As part of spiritual development, NDB provides each class an annual retreat experience. All students are required to attend a School retreat each year. Students are excused from classes on the day of the retreat, but are responsible to make arrangements with their teachers to make up Schoolwork. Students who miss a retreat due to illness or family emergency may be excused (illness may be excused only with a doctor's note). Retreats are an important part of personal and spiritual development and should be considered a priority.

Optional Kairos Retreat Policy

Kairos is a retreat available to Juniors and Seniors for spiritual development. If a student chooses to attend Kairos, then they are responsible for making arrangements with her teachers to make up for missed Schoolwork. If a student is missing work prior to Kairos, the ability to attend Kairos may be jeopardized. If a test or quiz is scheduled in a class the first two days after a Kairos Retreat, the Kairos participant will be given an extra day to prepare for the test/quiz.

If a student is an athlete or a member of a Tri-School production, it is the student's responsibility to check in with her coach, the Director of Athletics or Director of the Tri-School production, to make sure the dates she will be away for Kairos do not conflict with her commitment to her team or the production. If a student does not speak to necessary people prior to signing up for Kairos, she may not be able to participate in Kairos. Students should not plan to attend Kairos during the semester that their sport(s) are in season. The School and Director of Athletics will give priority to athletes who ask to attend during their off-season semester.

If a student signs up for Kairos, but has to withdraw her participation due to anything other than illness or a family emergency, NDB reserves the right to retain the deposit that the student paid.

STUDENT I.D. CARD

An official student I.D. card with a photo is issued to each student at the beginning of the School year. Students should carry their I.D. card at all times. Every student is to have a current Student I.D. card and have it in their possession at school and all school related activities. If a faculty or staff member asks a student for this Student I.D. card, the student is

to present the card immediately. A replacement fee will be charged if the I.D. card is lost. Replacements can be obtained through the Director of Student Life and Leadership.

STUDENT LIFE AND LEADERSHIP POLICIES

Please review the student contracts which are part of the leadership position applications. Contact the Director of Student Life and Leadership for further information.

ATHLETIC PROGRAM/SPORTS

All eligible students may try out to participate on NDB sports teams. The School is committed to providing everyone a fair chance to participate, although not everyone who tries out may be accepted. The decision of the coach, in conjunction with the Athletic Director, is final. The Head of School will generally not intervene in non-selection decisions.

NDB is dedicated to developing character as well as team and physical skills through a wide variety of athletic activities. In keeping with our NDB philosophy that seeks to encourage the development of the whole person, the NDB athletic sports program gives student athletes every opportunity to develop both physically . learning life skills along the way. This program values:

- Build physical ability, endurance, and mental alertness in an atmosphere that is respectful;
- Teach that practice and teamwork are necessary for achievement;
- Develop a capacity to deal with competition;
- Accept defeat with patience, and victory with humility;
- Encourage a sense of loyalty and pride in the Notre Dame Belmont community.

Parents/guardians and athletes will respect the coaches' policies and decisions. Any concerns regarding athletics should first be addressed by the student-athlete with: 1) the coach (unless the concern involves the coach), and 2) then the Athletic Director. Parents should not become involved until the student athlete has exhausted these steps.

Eligibility

Eligibility to try out for after- School sports at Notre Dame Belmont is based on completion of the following:

- Meeting academic standards
- Consent/Waiver form
- Emergency card
- Physician's report of medical examination
- Steroid Contract
- Concussion Information Sheet
- Athletic Transportation Form

Forms are due by August 1 of every new School/athletic School year for Fall, Winter, and Spring sports. Failure to comply with these requirements may result in ineligibility. The Athletic Director and/or Athletic Trainer will communicate information regarding tryout procedures during the course of the year.

ATHLETIC REVIEW BOARD

The purpose of the Athletic Review Board is to review complaints from parents and students after all other efforts to resolve the conflict have been exhausted (i.e. final decision of coach and Athletic Director).

The Athletic Review Board is composed of the following members:

- Two non-coaches from the Faculty/Staff (non-coaches) appointed by the Administration
- Two Coaches appointed by the Administration. (If one of these coaches is the coach of the team under review, another coach will be appointed by the Administration)
- The Associate Head of School for Student Services
- The Head of School (non-voting member)

The Athletic Director will be responsible for scheduling the meeting at the request of the family and/or athlete. After review of the issues at hand, the Athletic Review Board will vote and their decision will be final. The Athletic Director will inform the family and/or athlete in writing of the Board's decision.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT/STUDENT HANDBOOK

Sample form

-Please complete submission through the SchoolAdmin registration portal as part of the enrollment forms checklist.

PLEASE PRINT, SIGN AND RETURN

Student Name (printed please)

Graduation Year

Parent/Guardian

I/we have read Notre Dame Belmont High School's 2024-2025 Parent/Student Handbook and agree to abide by the policies, rules, guidelines, procedures, and regulations in this Handbook and the school's philosophy. I/We have also reviewed the School's policies with our child. I/We understand that Notre Dame Belmont reserves the right to make changes to this Handbook with or without notice.

Parent/Guardian 1 Signature

Date

Parent/Guardian 2 Signature

Date

Student

I have read Notre Dame Belmont High School's 2024-2025 Parent/Student Handbook and agree to abide by the policies, rules, guidelines, procedures, and regulations in this Handbook and the School's philosophy. I have also reviewed the School's policies with my parent(s)/guardian(s). I understand that students who turn eighteen (18) before Graduation are still bound by the same rules and regulations as outlined in this Handbook and that Notre Dame Belmont reserves the right to make changes to this Handbook with or without notice.

Student Signature

Date

APPENDIX A

Sample permission form (distributed on an as-needed basis per Event)

POLICY REGARDING ALCOHOL AT SCHOOL EVENTS

It is the policy of Notre Dame Belmont to forbid the use of alcohol at any student related activity and under no circumstances may an adult serve or permit alcohol to be served to a minor at any event sponsored by Notre Dame Belmont, even if the minor is with their parent or guardian.

However, alcohol may be served on campus or at School-sponsored events under certain circumstances according to the following guidelines:

- Alcohol may be served at a School-sponsored, adult-related event.
- Students are not allowed to be present at or to participate in any event on campus where alcohol is served unless they are accompanied by their parents/guardians, or have the prior written permission of their parents/guardians.

PERMISSION SLIP FOR STUDENT PARTICIPATION IN A SCHOOL-SPONSORED EVENT WHERE ALCOHOL IS SERVED

Since it is the policy of Notre Dame Belmont that “students are not allowed to be present at or participate in any event on campus where alcohol is served unless they are accompanied by their parents/guardians, or have the written permission of their parents/guardians and the written approval of the administration “ and since your student has been asked to participate in an on campus event where alcohol will be served, you are asked to provide your permission for them to participate in this event.

Event

Sponsor

Location

Date

Time

Name of Student

Approval of Parent/Guardian

APPROVAL OF ADMINISTRATION

Name of Administrator

Date

APPENDIX B

AB 500 — SCHOOL POLICIES THAT RELATE TO EMPLOYEE INTERACTIONS WITH STUDENTS

Assembly Bill 500 (AB500), which went into effect in 2018, adds Section 44050 to the California Education Code and requires schools to provide on the website sections of their employee handbook that relate to interactions between employees and students. The following sections are excerpted from the Notre Dame Belmont Employment Handbook (rev. 2022):

GUIDELINES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

All those employed at Notre Dame High School should recognize that while on campus or at any school-related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus. Violations of any guideline listed below may result in disciplinary action, including termination of employment.

- Faculty use of social media with students is governed by the “Faculty/Staff Social Media Policy,” as outlined in the Faculty/Staff Social Media Policy section of the Handbook.
- A faculty or staff member may not associate or be present with students or be party to activities where civil law and/or school rules are violated.
- Students must be viewed as “restricted individuals,” i.e., they are not independent adults. Wherever they are and whatever they do should be with the explicit knowledge of their parents or guardians. All involvement/interactions with students should be approached from this premise.
- Caution and professional attitudes are to be observed in all interactions with students.
- The professional use of the honorific title (Dr, Mrs. Ms., Mr., etc.) should be modeled for students and be used when addressing colleagues in the presence of students. Students should not be on a first name basis with faculty/staff,
- Students should also be respectfully referred to and addressed by their names, or as “students,” and not as “kids,” or “kiddos,” etc.
- Students are never allowed to go to a faculty/staff member’s home unless it is a school sponsored activity. Such activities would require the written permission of the parents or guardians, the presence of other adult chaperones, and the express and detailed knowledge/permission of the school administration. The following exceptions are made to this rule: 1) It is acceptable for staff members to hire babysitters who are students to care for their children in the staff member’s home. 2) It is acceptable for faculty/staff who have children that attend Notre Dame to have their own child and their friends/classmates in their home.
- Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental/guardian permission slips that indicate that the transportation is by the faculty/staff member’s personal vehicle. The school administration must approve any use of personal vehicles to transport students and if approval is otherwise granted, the faculty/staff must have sufficient insurance on the vehicle and provide a copy of the driver/owner’s current auto insurance declaration page.
- Student trips must follow the field trip/travel policies located on the dashboard.

- Games or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.
- A faculty or staff member may not date a student. A breach of this code will result in immediate dismissal and possible criminal prosecution.
- Faculty and staff members must avoid assuming the role of a “parental figure,” because this may create an unwarranted emotional attachment for all parties.
- Faculty and staff must never exploit their authority in their dealings with students.
- While in a room with a single student the door is to remain open, or there must be clear visibility through door windows.
- Discussions of a sexual nature must always take place in an appropriate educational context.
- Sexual jokes, slang or innuendo must be avoided when interacting with students.
- Topics or vocabulary, which could not comfortably be used in the presence of parents or the Administration, may not be employed with students.
- Alcohol may not be consumed in the presence of students, unless the Administration has authorized its use at a school-sponsored event, nor should it be used irresponsibly prior to attending school events.
- Faculty/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor are they to be touched in any way that could be construed as inappropriately affectionate.

Professional Relationships with Students – Outside Activities

Notre Dame High School recognizes that there are situations where employees may interact with students outside of campus or school-related activities. For example, employees and students may be involved in club sports, community programs or activities, or other similar activities. Employees and students may also run into each other while in public. Accordingly, all those employed at Notre Dame High School are expected to follow the above Guidelines for Professional Relationships with Students regardless of whether they are engaging in activities on campus, at school-related events, or at non-school-related events. At all times, employees of Notre Dame High School will be held to the highest level of professionalism, are considered role models, and must treat each student with respect and care. Professional relationships in accordance with the above Guidelines should be maintained and respected at all times. Violations of any Guideline may result in disciplinary action, including termination of employment.

APPENDIX C

STUDENT LAPTOP AND TECHNOLOGY ACCEPTABLE USE POLICY

Introduction and Expectations of Technology/Digital Footprint at Notre Dame Belmont: Each student bears responsibility for a personal laptop. The use of a personal device can create a learning environment unlike any other, allowing students to reach all corners of the globe while providing the ultimate personalized learning experience.

Recognizing the significance of digital safety and a “digital footprint” becomes paramount when using a personal electronic device. Each action performed on a device can be traced back.

The purpose of this policy is to provide rules, guidelines and codes of conduct to all technology uses within the school campus, networks, and communication tools. This policy applies to all School-owned equipment and information resources as well as to student-owned personal devices and hardware accessing the School's network and information resources. This policy applies to and is expected to be adhered to by all of Notre Dame Belmont's students, parents, guardians, faculty, staff, and School-wide community. The following terms and conditions are meant to provide students and their families with examples of prohibited conduct, but are not intended to serve as an exhaustive list. Students may be disciplined for engaging in other conduct deemed, at the sole discretion of the School, as detrimental to the School, its mission, a violation of School policies and/or harmful to other students. This policy applies whether the student's use of the School's technological resources is on-campus or off-campus. If a student opens any Internet Account under a teacher's name or another student's name, she will be subject to serious discipline up to and including immediate expulsion.

Technology Use Guidelines

Notre Dame Belmont strives to provide a safe learning environment with technology resources. Technology resources include, but are not limited to the Internet, e-mail, computers/laptops, telecommunication devices, video and audio equipment, wireless networks, data systems, computer systems, servers, networks, software, and other equipment that supports the School's electronic communications services. With this privilege comes the expectation and obligation that students use these correctly and responsibly, that they respect the name and intellectual property of others, and that they follow the policies outlined below.

Acceptable Use

Students will use the School's technology resources on the School campus solely for communication, collaboration, and for educational and instructional purposes that enhance student learning.

Student's use of the school's technology resources shall not conflict with school policies, laws, or regulations. During class time, computers, personal laptops and other School technology resources are to be used for academic purposes only. The School also reserves the right to specify how its technology resources are to be used.

The following are examples of appropriate usage of the School's technology resources:

- Completing research for assigned projects from scholarly sources
- Accessing web-based features to complete homework
- Accessing School curriculum related software, websites and digital resources
- Writing assignments through Google Drive applications or Microsoft Office Suite
- Checking NDB email and accessing Schoology, PowerSchool, Naviance, and other School-based sites
- Using any teacher-issued applications or collaborative tools within academic confines (such as using Google Hangouts to discuss a project)

Unacceptable Use

Students must not access entertainment sites, gaming sites, proxy sites or social networking sites. This includes online shopping, food ordering, etc.. Express permission to use the internet and hardware/software in any area of the School must always be obtained from the School's Technology department.

Examples of inappropriate usage of the School's computers, networks, and communication tools include but are not limited to:

- Surfing the internet for topics unrelated to School or deemed inappropriate within the Student Handbook (e.g.: social networking, shopping, accessing dark web sites, etc.)
- Installing and using "peer-to-peer" file sharing software or services
- Downloading unauthorized copyrighted material
- Streaming, watching, and/or playing videos, media or games during class unless instructed by a teacher
- Attempting to modify the School's computer and network security settings
- Posting negative/derogatory comments which constitute or promote cyberbullying
- Attempting to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password
- Interfering with or disrupting other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses and/or using the network to make unauthorized entry into any other resource accessible via the network.
- Attempting to disable, bypass, or otherwise circumvent the School's content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
- Seeking to gain unauthorized access to information resources, obtain copies of, or modify files or other data, or gain and communicate passwords belonging to other users.
- Using or knowingly allowing another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
- Destroying, altering, dismantling, disfiguring, and/or preventing rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
- Violating license agreements or copying protected media. Users must not use technology for any illegal activity.
- Using the internet for commercial, political activity, personal or private gain.
- Installing unauthorized software or material for use on School's computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
- Knowingly or recklessly submitting, publishing, or displaying any defamatory or inaccurate information about a person or organization.
- Using profanity, obscenity, threatening language, racist terms, or other language that may be offensive to another.

- Engaging in personal attacks on other students or on School employees, including bullying of individuals, or personal attacks based on race, gender, religion, disability, sexual orientation, national origin, or other characteristics in a way that demonstrates bigotry or prejudice. This conduct is in violation of the School's policy against bullying, and policy on prevention of harassment, discrimination, and retaliation.
- Using the School's systems for illegal activities, harassment, or vandalism is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Definitions of harassment and vandalism have been laid out elsewhere in the Student/Parent Handbook.

If a student mistakenly accesses inappropriate information, the student or their parent(s)/guardian(s) should immediately tell a School teacher or administrator. Additionally, to the extent parents/guardians inform the student that there is additional material that they think would be inappropriate for the student to access, the School expects that the student will follow his or her parent's/guardian's instructions in this matter.

Notre Dame High School Systems may not be used to transmit, retrieve, or store any type of communication, messages, image, or material:

- That is discriminatory, defamatory, or harassing, or violates any NDB policy.
- That contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or any other condition or status protected by Federal, State, or local law;
- That is obscene or X-rated;
- That contains abusive, profane, or offensive language;
- That involves "spam" or other means or forms of communication which abuse the privilege of communications or use the system irresponsibly;
- Giving your passwords to anybody other than your parents/guardians/Tech department.

Communication is Not Private

Each student's online communication is a reflection of the School. Email to and from the School is like a postcard—it is not private and may be monitored as needed. Therefore, students have no right to privacy in email or other School technology resources. Notre Dame Belmont has the right to monitor all communications on its server and electronic equipment.

Copyright/Intellectual Property

Students are responsible for producing their own work in completing assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author. All sources used for teacher and student work should be properly cited. All users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material without expressed permission of the owner is a violation of Federal Law.

Communication/Social Networks

Social Networking is a wonderful tool, and like all tools when used responsibly, it can lead to very positive experiences. At Notre Dame Belmont, we require that students and parents/guardians not “friend” faculty or any other employee of Notre Dame Belmont while they are students at the School. Once students graduate, they or their parents/guardians may “friend” or follow their teachers or other mentors, if they choose to do so and are over eighteen (18) years of age. While attending Notre Dame Belmont, students and parents should only communicate with faculty and staff through approved channels. Faculty and staff are not permitted to communicate with current students and parents/guardians through outside social networking sites which include but are not limited to Facebook, Instagram, Twitter, Pinterest or any other social media site or app not controlled by Notre Dame or established as a class/School page.

Etiquette/Courtesy

The use of technology for communication must always be respectful of others. The transmission of obscene material and inappropriate language is prohibited. Sending or receiving offensive messages or pictures from any source including but not limited to emails, texts, and social media is prohibited.

Pictures/Video

The use of video or still cameras, including camera phones, iPads, or any other recording device, is only allowed with teacher or staff approval and while under teacher supervision. Students may not record or post photos or videos of students, faculty, or staff taken during School time or at any School event on their personal social media websites or networks unless permission is given by the Director of Student Life and Leadership. Failure to comply may result in confiscation of the personal equipment and/or disciplinary action.

Other Electronic Devices

Users must adhere to this policy regarding the use of additional electronic devices including but not limited to calculators, gaming devices, cellular phones and tablets. The administrator of the School will determine access. The School’s technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

Reporting

Users are required to immediately report misuse/abuse of the School’s computer network, or other technology equipment to School administration and/or a member of the School’s Technology Department. Students are encouraged to promptly disclose to their teacher or other administrator any message they receive that is inappropriate or makes them feel uncomfortable.

Administrative Rights

The Head of School or School administration at any time may add additional rules and regulations to this policy. The School has the right to monitor both student and employee use of School computers and electronic devices at all times and students (and employees) have no expectation of privacy in their use of School computers, other School electronic

devices, or content located on the School's computer or transmitted on the School's internet system.

Violations or allegations of violations of the above rules will be dealt with by the administration of the School, in its sole discretion, which may include, but is not limited to, the following:

- Loss of use of the School network, computers, and software, including Internet access. The student will be expected to complete work on a non-networked, standalone computer system.
- Issuance of detentions or suspension, if applicable.

Disciplinary action may also involve expulsion and/or legal action by the School, civil authorities, or other involved parties.

APPENDIX D

CELL PHONE USE POLICY

Cell Phones are expected to be turned off and stowed in a backpack or locker during the school day. A teacher may, at their discretion, suggest the use of a cell phone for academic purposes. The cell phone in the classroom is a tool. Following such use, the cell phone is to be turned off and put away.

- Students who need to use their cell phone for an emergency or personal reason **must** come to the Student Services office and ask for permission to use their cell phone.
 - Students are never to be released from campus without the parent/guardian contacting the front office first. All students must be checked out by a member of Notre Dame Belmont's personnel. Text messages between student and parent/guardian are not sufficient for release from campus.
- Any parent/guardian who needs to contact his/her student during the School hours should call Student Services, Ext 201.
- If a student is using a cell phone during the School day without permission:
 - The phone will be taken and placed in Student Services.
 - The student must see the Associate Head of School for Student Services prior to reclaiming the cell phone.
 - The incident log will track cell phone misuse.
 - After 2 incidents, the student's parent/guardian will be notified and a meeting will be scheduled.
- No cell phones may be used for picture taking without consent of the subject.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may be used in accordance with the Technology Use Policy. See Appendix C.
- Students may not make purchases of any kind during School hours.

The School may bypass or modify any or all of the above guidelines, in its discretion, and implement other disciplinary consequences as determined by the School.

APPENDIX E

STUDENT EMAIL COMMUNICATIONS POLICY

Electronic communication among students, faculty, staff, and administration at NDB is essential. Email is considered an official means for communication within NDB. All email messages inbound from the Internet and addressed to the official email address are scanned for viruses and other forms of malicious content.

Scope of Policy

This student email policy is not inclusive of all aspects of email. It provides guidelines regarding email as an official means of communication:

- NDB use of email.
- Assignment of student email addresses.
- Student use of and responsibilities associated with assigned email addresses.
- Expectations of email communication between faculty and student, and staff and student.
- Email is an official means of communication within NDB. Therefore, the School has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.
- Assignment of student email addresses The Technology Department will assign all students an official NDB email address. It is to this official address that the School will send email communications. NDB will not communicate with students via an alternate personal email.
- Expectations regarding student use of email Students are expected to check their official email address on a frequent and consistent basis in order to stay current with NDB communications.
- Appropriate use of student email In general, email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.
- All use of email, including use for sensitive or confidential information, will be consistent with Appendix C.
- Inappropriate use of student email Students will not use their NDB access to transmit threatening, obscene or harassing materials, including chain letters, solicitations, inappropriate photos, or broadcast messages via our network or email system. Students should not email, post to websites or blogs, images, photos or videos of employees of NDB. This includes the creation of fan pages or groups on social networking sites.

APPENDIX F

STUDENT SOCIAL MEDIA POLICY

This policy applies to all students of the School in their use of the Internet, social media, and electronic communications, regardless of whether that use is through devices and resources of the School or any other devices or resources. Students are always encouraged to exercise the utmost caution when participating in any form of social media or online communications, both within the NDB community and beyond.

Adhere to School Policies and Regulations

To the extent a student's Internet, social media, and electronic communications use affects other School students or employees, School families, or their participation in the School community through work, education, or otherwise, students are required to follow School rules, including but not limited to the provisions of this Policy, the School's Honor Code, the School's Harassment/Discrimination/Retaliation policy, and the School's Policy Against Bullying.

If a student engages in any use of the internet, social media, or electronic communications that creates a substantial disruption at School or materially interferes with School activities, that reasonably leads the School to foresee such disruption or interference, or which interferes with the rights of students, employees or School families, the School may take steps to address the disruption, including disciplinary action against the student. This includes, but is not limited to, any statements, comments, photographs, images, videos, or audio recordings that are posted online or distributed via social media.

Distribution or posting of potentially embarrassing or mean-spirited electronic communications can cause the target or subject severe emotional and psychological harm and damages the sense of community that the School strives to maintain.

Other Prohibited Behavior

- Do Not Engage in Unlawful Conduct, Including Threats: Students cannot post statements, photographs, video, or audio that reasonably could be viewed as violating the law, such as unlawful threatening conduct.
- Do Not Engage in Bullying of Fellow Students: Students are prohibited from engaging in conduct that violates the School's Policy Against Bullying, which also includes a detailed definition of "cyber-bullying."
- Do Not Make Inaccurate or Defamatory Statements: Never communicate any information or rumors that you know to be false about fellow students, faculty, or employees of the School, or anyone.
- Do Not Infringe Others' Rights or Privacy: Do not disclose information that may violate student, School family, or employee rights.

It is recommended that, in order to keep a student's personal life separate from their school life, the student should use privacy settings to restrict personal information on public sites. Also, students should consider whom they invite or accept to join their social networks, as those individuals will have access to personal profiles, photographs, etc. Students should understand that even if they have privacy settings, those whom they invite into their network

can easily print, save, cut, paste, modify or publish anything they post. Also, as a general matter, students should consider that their online reputation may follow them into their future academic, personal, and professional life, including the college admissions process. Material can be archived on the Internet even after it is removed, and search engines can turn up posts many years after they are created. For all these reasons, it is best for students to use discretion and judgment in on-line posting and activity.

APPENDIX G

The San Mateo County Protocols for Schools is presented in this section. Please note that students will engage in practice of these safety response actions. We perform faculty/staff training on these safety processes.

THE BIG FIVE - SCHOOL EMERGENCY IMMEDIATE ACTION, RESPONSE, AND HAZARDS

When calling 911 be prepared to remain on the phone and answer specific questions. In order to complete an accurate assessment of the situation, the 911 Dispatcher must obtain as much information as possible to best inform emergency responders and engage the appropriate level of medical response.

When Reporting an Emergency

- Remain calm and speak slowly and clearly.
- Be prepared to provide the name, location of the incident, and caller's location, if different from the scene of the emergency.
- Although caller ID information may transfer immediately to the 911 Dispatcher, it is not available in all locations. The 911 Dispatcher will confirm and verify the phone number and address for EVERY call received.
- Answer all questions asked by the 911 Dispatcher, even those that seem repetitious.
- Do not hang up until the Dispatcher says to do so.
- 911 calls from cell phones may need to be transferred to another agency because cell phone calls are often sent to a 911 answering point based on cell radio coverage. Cell coverage areas don't always match political boundaries.
- Know your cell phone number and be prepared to give the dispatcher an exact address.

Immediate Action Response: The Big Five

An Immediate Action Response is a protocol that can be implemented in a variety of different emergency situations. When an emergency occurs, it is critical that staff members take immediate steps to protect themselves, their students, and other people on campus. With an Immediate Action Response, staff can follow specific directions without having to learn extensive protocols for each of several dozen different emergency situations. Staff members must become familiar with each Immediate Action Response and be prepared to perform assigned responsibilities. All students must be taught what to do in the event that any of these response actions is implemented.

IMMEDIATE ACTION RESPONSE: THE BIG FIVE

BIG FIVE ACTION	WHEN	WHAT
SHELTER IN PLACE	Environmental hazards, dangerous air quality due to smoke or other contaminants, fire off-site, dangerous wildlife in the area, or severe weather.	Isolate students and staff from the outdoor environment. Go inside. If hazard is airborne, close doors, windows, and air vents. Shut down air conditioning/heating units.
DROP, COVER AND HOLD ON	Earthquake, explosion, or falling debris.	Protect students and staff from falling debris, drop to the floor, take cover under heavy furniture and hold on.
SECURE CAMPUS	Potential threat of violence in the surrounding community and/or police activity off-campus but nearby.	Get all staff/students inside. Close and lock all classrooms/office doors. Continue instruction as planned. Remain inside until otherwise directed.
LOCKDOWN/BARRICADE	Violent intruder on campus.	Go inside, lock and barricade all doors. Cover windows and turn off lights. Remain quiet and alert. No one is allowed to enter or exit for any reason unless directed by law enforcement.
EVACUATION	Bomb threat, chemical/gas leak, fire inside the building or nearby premises, severe weather alert, after an earthquake or explosion, or when implementing Student Release/Reunification.	Lead students and school staff from school buildings to a predetermined location.

1. **SHELTER IN PLACE:** Implement to isolate students and staff from the outdoor environment and provide greater protection from external airborne contaminants or wildlife. Close windows and air vents and shut down air conditioning/heating units
2. **DROP, COVER AND HOLD ON:** Implement during an earthquake or explosion to protect building occupants from flying and falling debris.
3. **SECURE CAMPUS:** Initiate for a potential threat of danger in the surrounding community. All classroom/office doors are closed and locked and all students and staff remain inside until otherwise directed. Instruction continues as planned.
4. **LOCKDOWN/BARRICADE:** Initiate for an immediate threat of danger to occupants of a campus or School building and when any movement will put students and staff in jeopardy. Once implemented, no one is allowed to enter or exit rooms for any reason unless directed by law enforcement.
5. **EVACUATION:** safer than inside or on-site. Requires moving or directing students and staff to move from School buildings to a predetermined safe location.

APPENDIX H

BELL AND MEETING SCHEDULE OPTIONS

Time	A Day	B Day
8:30 – 9:45 am	1st Block	5th Block
9:45 – 9:55 am	Passing Break	Passing Break
9:55 – 10:00 am	Prayer	Prayer
10:00 – 11:15 am	2nd Block	6th Block
11:15 am – 12:10 pm	Lunch	Lunch
12:15 – 1:30 pm	3rd Block	7th Block
1:30 – 1:40 pm	Passing Break	Passing Break
1:40 – 2:55 pm	4th Block	Homeroom (1:40-1:50 pm) & Collaboration See also special Collaboration schedules below.

COLLABORATION SCHEDULE OPTIONS

Collaboration Schedule 1: <i>Collaboration as usual (see above B Day)</i>	Collaboration Schedule 2: <i>Special programs</i>	Collaboration Schedule 3A: <i>Early dismissal for students</i>	Collaboration Schedule 4: <i>Late start</i>
<ul style="list-style-type: none"> Block 5 (8:30-9:45) Announcements in Block 6 (9:55-10:00) Block 6 (10:00-11:15) Lunch (11:15-12:10) Block 7 (12:15-1:30) Homeroom (1:40-1:50) Collaboration (1:50-2:55) 	<ul style="list-style-type: none"> Block 5 (8:30-9:45) Homeroom (9:55 - 10:05) Special Program (10:05-11:15) Lunch (11:15-12:10) Block 6 (12:15-1:30) Block 7 (1:40-2:55) 	<ul style="list-style-type: none"> Block 5 (8:30-9:45) Announcements in Block 6 (9:55-10:00) Block 6 (10:00-11:15) Lunch (11:15-12:10) Block 7 (12:15-1:30) Early dismissal for students at 1:30 pm. <p>* An alternate Early Dismissal variation (3B) has a shortened Collaboration (30 minutes) after Homeroom modified to 2:25 pm dismissal</p>	<ul style="list-style-type: none"> Late start at 10:00 am - Students arrive on campus at 9:45 am and follow this schedule: Announcements in Block 5 (9:55-10:00) Block 5 (10:00-11:15) Lunch (11:15-12:10) Block 6 (12:15-1:30) Block 7 (1:40-2:55)

APPENDIX I

TRAVEL POLICIES FOR STUDENTS, PARENTS, AND GUARDIANS

Notre Dame recognizes that experiences beyond the classroom may provide meaningful enrichment for student learning. Notre Dame only sponsors travel that has been approved by the Administration, has an educational component and has a clear connection with the related curricular, co-curricular, or extra-curricular program. Throughout the academic year, Notre Dame sponsors both Overnight Trips and Field Trips.

Overnight Trip means either an overnight domestic trip or overnight international trip. Overnight domestic trips are School-sponsored academic or extracurricular trips which require a student to stay overnight within the United States. Overnight international trips are School-sponsored academic or extracurricular trips which require a student to stay overnight in a foreign country. Current School-sponsored overnight trips include, but are not limited to:

- KAIROS
- Close-Up
- Immersion Trips
- Church Sponsored Trips
- Leadership Conferences
- Spiritual Life Trips
- Mission Trips
- Class Retreats
- College Visits and/or Interviews

All overnight trips must have a specific educational purpose.

Field Trips are School-sponsored academic or extracurricular trips which do not require a student to stay away from home overnight. Field Trips are organized as part of the class curriculum which occurs during the daytime. Although full class participation is encouraged, the School will provide instructional experience during the School day at School for students unable to attend any Field Trip.

Non-School Sponsored Travel/Activities are considered private trips. These trips include, but are not limited to “senior trips,” “graduation trips,” “club sports,” “teacher coordinated trips.” These trips are private and/or commercial ventures and are not organized and/or sponsored by Notre Dame High School, Belmont (“Notre Dame”). Notre Dame will not sponsor and does not approve of or endorse any travel arrangements made independently by a parent/guardian, faculty or staff employee under any circumstance.

Student Participation

All School-sponsored trips are optional educational opportunities, and non-participation shall not affect students' grades or educational standing. Participation on a School-sponsored trip will be classified as an educational absence, and will not count toward class total absences.

An educational absence is one in which the student is excused from her regular class to participate in a School-sponsored activity such as School-sponsored and approved trips, KAIROS, Immersion Trips, etc. (see *Attendance Policies and Procedures* section in Parent-Student Handbook for additional information regarding absences).

All School-sponsored trips are privileges afforded to students and are not absolute rights. Students may not attend School-sponsored trips if they do not meet the academic or behavior requirements.

Student Requirements

Students participating in School-sponsored trips are subject to Notre Dame's rules and regulations. Students shall behave in a suitable manner in line with the hallmarks and mission of Notre Dame. Inappropriate student behavior is not acceptable and will not be tolerated. Students are expected to display respect for others, self-restraint, and good manners on all School-sponsored trips just as they are in a classroom at Notre Dame. Behavior that violates Notre Dame's rules or jeopardizes the safety of others will be documented and reported to the appropriate administrator and consequences will be determined per the *Discipline Policies and Procedures* section of this Parent-Student Handbook.

Disrespectful, insubordinate, or unsafe behavior on a School-sponsored trip is unacceptable and may result in exclusion from activities in addition to disciplinary action. If the faculty or staff employee in charge determines that the student participant's behavior is cause for removal from the trip, parents and/or guardians will be contacted and will be responsible to pick up the student from the location at their own cost.

Parents and guardians must discuss with their students the necessity to act responsibly, obey School rules and follow supervisor's instructions.

Must Be In Good Academic and Behavioral Standing. The School reserves the right to withhold permission for a student to attend any trip if the student is having either academic, attendance or behavioral problems in class.

Dress Code for School-Sponsored Trips. As representatives of Notre Dame, it is important that students dress appropriately while they are on a School-sponsored trip keeping in mind that they represent their Schools and families at all times.

Athletes. Athletes must obtain permission from the Athletic Director prior to going on any overnight trips or field trips extending past 3pm, if their sport is currently in season.

Parent/Guardian Requirements

Prior to any School-sponsored overnight trip, parents/guardians and student participants will receive information regarding the trip from the faculty or Administration. This information may include but is not limited to: date, itinerary, means of transportation, costs, purpose, disciplinary expectations, permission slip, waiver and release agreements, emergency

contact information, and other pertinent information. Parents/Guardians must review this information and return executed documents where required in order for the student to participate.

For overnight international trips, Parents/Guardians should review the Centers for Disease Control (CDC) website and State Department website regarding travel to the destination, including information regarding recommended vaccines. These websites are updated by federal and state authorities and provide current information, safety warnings and travel advisories. Parents/Guardians should review these websites well in advance and on the days leading up to the trip. Notre Dame will not be responsible for any illness or disease contracted by your student during the trip. Please inform yourself and your student about potential risks and take appropriate precautions.

Field Trips & Overnight Trips: Must Sign Permission Slip, Waivers & Release.

Parents/Guardians and student participants must review and sign a "Permission Slip, Waiver & Release Agreement" which is to be submitted to the Faculty Organizer or the Administration prior to being allowed to participate on the School-sponsored trip.

Overnight Trips: Must Attend Trip Orientation. Prior to the Overnight Trip, Parents and student participants must attend a mandatory trip orientation, to meet with the Faculty Organizer and chaperones. The purpose of this orientation is to inform everyone about the overnight trip, its objectives, and trip logistics. Student participants and parents/guardians are required to provide information regarding medications or other medical information necessary for the student's participation on the trip.

Chaperone Requirements

Parents interested in becoming chaperones are not guaranteed an opportunity to volunteer. The School reserves its rights to deny such requests. Chaperone applicants must meet the following requirements prior to becoming selected to participate on a School-sponsored trip:

- Must be at least 25 years of age. If a sufficient number of adults 25 and over are not available, then adults 21-24 may be eligible;
- Must not be an older sibling of the student participant;
- No record of felony conviction or requirement to register as a sex offender;
- The ability to work cooperatively and the willingness to participate regularly;
- Completed an interview with a member of the Administrative Team or Designee;
- Completed and cleared the following:
 - Live Scan fingerprint clearance. All chaperone applicants must submit their fingerprints for a Department of Justice (DOJ) background check prior to being permitted to volunteer on any School-sponsored trip.
 - Tuberculosis clearance. All chaperones must submit to a tuberculosis risk assessment. If tuberculosis risk factors are identified, the individual is required to undergo a tuberculosis examination. If there are no tuberculosis risk factors identified, an examination is not required. Chaperone applicants must provide proof of clearance.
 - Emergency information. Chaperone applicants must attend a mandatory orientation and training meeting prior to any Overnight Trip or Field Trip.

These meetings are specifically designed to provide information regarding the unique risks relating to the trip, chaperone obligations and expectations, activity descriptions, emergency protocol, and handling of medical issues.

- Chaperones will be asked to sign a “Voluntary Participation, Waiver and Release Agreement (For Chaperones)” and abide by the Chaperone Policies and Guidelines for School-Sponsored Travel.

APPENDIX J

Sample permission form (updated version for the current year distributed in Spring)

Senior Privileges (Early Dismissal)

Notre Dame is a closed campus without on/off privileges for all students.

Early Dismissal Permission Slip Parental Consent, Assumption of Risk, Release and Indemnity Agreement for Students Off-Campus Senior Privileges: In consideration of Notre Dame Belmont (“School”) permitting the below named senior student (“Student”) the privilege of leaving the School’s campus after Homeroom for the Collaboration Period (“Off-Campus Senior Privileges”) as described below for the current School year, I/we, the undersigned parent(s)/legal guardian(s) of Students (“Parents”), agree to the terms and conditions of this Consent, Assumption of Risk, Release and Indemnity Agreement (“Agreement”) as set forth below (Parents/Guardians, School, and Student are collectively referred to herein as “Parties”):

Senior students at the School may be granted the privilege of leaving campus during the School day at the conclusion of the Homeroom for the Collaboration Period with prior parental/legal guardian(s) consent (“Off-Campus Senior Privileges”). Student’s parents/guardians are not required to consent to their Student leaving campus and such consent is completely voluntary. By signing below, parents/guardians expressly permit Student to leave campus at the conclusion of Homeroom for the Collaboration Period, without being released to a legal guardian or previously approved adult. Students are required to sign out with their Homeroom teacher. Parents/Guardians who wish to authorize Student to check themselves out and leave campus after the Collaboration Period unaccompanied by an adult must complete and sign this Agreement and return it to the Office of the Director of Student Life and Leadership (Room #106). No student will be permitted to check herself out and leave campus unaccompanied by an adult after School unless this Agreement has been completed and signed by the Student’s parent(s)/guardian(s).

To maintain Off-Campus Senior Privileges, Student must adhere to the following rules:

- **Good Standing:** Students must maintain good standing in terms of **academics, discipline and attendance** as set forth in the Parent-Student Handbook. Good attendance standing means that a student is attending all classes and arriving on time.
- **Grades:** Students must maintain a grade “C” or above in each subject. (current grade in progress) a student with a C- or below in any course remains on campus to utilize the Collaboration Period

- **Prior Obligations and Graduation Requirements:** Any prior obligations, such as appointments with teachers, or schoolwide program events, must be honored before leaving for Collaboration. All Graduation Requirements must be complete before leaving for Collaboration.
- **Mandatory Homeroom Attendance:** Students must attend Homeroom before signing out to leave Notre Dame High School's campus.
- **Sign-Out:** After attending Homeroom and meeting the obligations of the day, students will sign-out in their Homeroom before leaving Notre Dame High School's campus for Collaboration.
- **Prohibited From Leaving Campus With Non-Privileged Students:** Students are prohibited from leaving campus with a student who does not have Off-Campus Senior Privileges.
- **Students on the "No Leave" List** (students not in good standing, who have not completed their graduation requirements, or without this permission form): Students are prohibited from leaving campus with a student who is on the "No Leave" List. Students on the "No Leave" List are prohibited from leaving for Collaboration.

Acknowledgement of No Supervision: I/We understand that if eligible and approved, Student will not be supervised by any employee or volunteer of the School after leaving campus. I/We understand and accept the risks involved with my/our Student remaining unsupervised by School staff and leaving campus.

Acknowledgement of Risks: I/We agree and understand that there are many inherent risks of injury involved in allowing my Student to leave campus. I/We agree and understand that the Student leaving campus will be unsupervised and may be involved in activities including, but not limited to: travel and transportation to and from the School's campus; operating or riding as a passenger in an automobile; walking, biking, or scootering on streets and roadways; traveling to/from the School's campus while not being accompanied by an employee, volunteer, or representative of School or Parent(s)/Guardian(s); being in a place open to the public while not being accompanied by an employee, volunteer, or representative of School or Parent(s)/Guardian(s). I/We understand and accept the risks that my Student or others may engage or becomes involved in activities that include, without limitation, impulsive behavior, poor decision making, and inattention; unsafe, criminal, and other harmful conduct; interaction with the general public; car/traffic accidents and collisions; inclement weather and natural disasters; abduction; and slips and falls. I/We understand and accept the risks to my Student of accidental injuries; scratches, cuts, wounds, scrapes, abrasions, bruises, and contusions; dehydration; sprains, trauma to joints, and torn muscles and ligaments; fractured and broken bones; eye damage and loss of sight; oxygen shortage; head, neck, back, and spine injuries; allergic reactions, anaphylaxis, choking, and shock; internal bleeding, internal bruising, blood clots, and damage to internal organs; concussions, traumatic brain injury, and other brain and neurological injuries; amputation, dismemberment, and decapitation; paralysis; physical, psychological, and emotional injury; worsening of an existing medical, psychological, or emotional condition; death; and damage to or loss of personal property.

Transportation: I/We understand that Students will not be transported by a School operated vehicle or by transportation provided or arranged by School when Student leaves campus.

I/We understand that motor vehicle transportation has its inherent risks, including but not limited to vehicle accidents, physical injury, or death. I/We agree that I/we will also assume these risks and any other potential risks arising out of, or relating to, Students leaving campus, including his/her mode of and transportation.

Assumption of Risk: I/We understand and acknowledge that certain risks are inherent in allowing my Student to leave campus that cannot be eliminated regardless of care taken to avoid injury, accidents, or illness, as outlined in Paragraphs 3 and 4 of this Agreement, whether or not described in this Agreement, known or unknown, or inherent or otherwise, and that unanticipated risks of leaving campus may result in injury, illness, or death. I/We hereby expressly acknowledge and assume, on behalf of Student, responsibility for all risks and dangers associated with Student leaving campus.

Informed and Voluntary Consent of Parent(s)/Legal Guardian(s) and Student: I/We understand I/we am/are not required to consent but I/We hereby give my/our full, informed, and voluntary consent, authorization and permission for a Student leaving campus early.

Voluntary Release of All Claims: I/We, Student's parent(s)/guardian(s), for myself/ourselves and on behalf of Student, members of my/our family, heirs, assigns, personal representatives, and next of kin, voluntarily release, discharge, waive, and relinquish all claims and liabilities against School, its officers, trustees, directors, employees, agents, volunteers, and representatives ("Released Parties") that are in any way related to or arising from Student leaving campus during the School day including, but not limited to, claims for any and all bodily or mental injury, personal injury, emotional distress, disability, death, or loss or damage to person or property, except for claims arising out of School's gross negligence or willful misconduct.

Indemnification/Hold Harmless: I/We understand that I/we, as the parent(s) or legal guardian(s) of Student, may be held liable and responsible for any injury or death to another person or injury to property of another caused by Student while Student is off campus during the School day. To the fullest extent permitted by law, I/We hereby agree to indemnify (meaning to defend, and to satisfy by payment or reimbursement, including costs and attorneys' fees) and hold harmless Released Parties, with respect to any claims of injury, death, or other loss or damage to person or property suffered by any person arising in whole or in part from the conduct of Student while off campus during the School day.

Choice of Law: This Agreement shall be governed by the laws of the State of California.

Severability: The undersigned further expressly agrees that the foregoing Parental Consent and Release of School Liability for Permitting Student to be dismissed early is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Revocation of Privileges by School: I/We understand that School reserves the right to revoke Student's Off-Campus Senior Privileges at any time in its discretion. I/We understand that

Student's failure to maintain the minimum grade requirements, failure to attend Homeroom prior to signing out, failure to sign out as required, or other mandatory activities from Off-Campus Privileges, as well as other impermissible actions or failure to follow rules, is grounds for revocation.

Acknowledgment of Understanding: I/We have read this Agreement, fully understand its terms, and understand that I am giving up substantial rights, including my/our right to sue. I/We acknowledge that I/we am/are signing the Agreement freely and voluntarily, and intend by my/our signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

I/We expressly permit, _____ (Student Name), a student enrolled at School for the 20__-20__ School year, to leave School premises during the School day for Off-Campus Senior Privileges. Parent(s)/legal guardian(s) and Student affirm they have been afforded the opportunity to read and seek clarification from School regarding this Agreement.

MY SIGNATURE BELOW INDICATES I HAVE READ AND ACCEPTED ALL TERMS OUTLINED IN THIS AGREEMENT AND EXPRESSLY PERMIT STUDENT TO BE DISMISSED EARLY.

_____ Parent's/Legal Guardian's Signature	_____ Printed Name	_____ Date
_____ Parent's/Legal Guardian's Signature	_____ Printed Name	_____ Date

Student Acceptance of Off-Campus Senior Privilege Consent, Assumption of Risk, Release, and Indemnity Agreement

I have read and understand the above Agreement and agree to assume any and all risks of loss or damage to personal property, physical or emotional injury, and any consequences of such loss, damages, and/or injuries. I further agree to abide by the terms and conditions of this Agreement and acknowledge that at any point, School can suspend or revoke my privilege to be dismissed early from the remainder of the School day.

I affirm that I have received the opportunity to read and seek clarification from the School regarding this Agreement.

MY SIGNATURE BELOW INDICATES THAT I HAVE ACCEPTED ALL TERMS OUTLINED IN THIS AGREEMENT.

_____ Student's/Signature	_____ Printed Name	_____ Date
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Students who turn eighteen (18) before graduation are still bound by the same rules and regulations as outlined in this handbook.

APPENDIX K

AUTHORIZATION FOR EXCHANGE OF STUDENT INFORMATION

Student's Name

____/____/____
Date of Birth

I am a student at least eighteen (18) years of age or, the parent(s) or legal guardian(s) of the above-named student ("Student") who is currently enrolled at Notre Dame High School ("School"). I/We hereby permit, authorize, consent and agree as follows ("Authorization"):

Authorization and Consent: I/We, the undersigned Student, parent(s) or legal guardian(s) ("Parents/Guardians") of Student, hereby give permission and authorization for School's counselor(s) to share, exchange, and release records and/or narrative information of Student obtained in the course of the counseling process as described below, with School, the Associate Head of School for Curriculum and Instruction, School's administrators, faculty and/or School nurse ("School's Representatives").

I/We acknowledge and understand that the disclosure, exchange and release of Student's information between School's counselor(s) and School's Representatives, or other counselors may assist School's Representatives to plan and respond to Student's academic, social, and behavioral needs, including but not limited to modifying or assessing Student's academic program; assessing any appropriate interventions and accommodations; or to allow School's counselor(s) to consult with other professionals about the Student's support.

I/We acknowledge and understand that School's counselor will not disclose information to non-listed School personnel or non-School agencies/personnel by the counselors without the express written consent of the Student or parent(s)/legal guardian(s), or unless compelled by law.

I/We understand and agree that this Authorization includes, but is not limited to, the exchange of Student information identified in subparagraphs (a) and (b) below ("Student Information"):

- I/We understand and agree that this Authorization permits School's counselor(s) and School's Representatives to share and exchange all types of Student information regarding Student's education which includes, but is not limited to: enrollment and admissions documents, contracts, and records; dates of attendance and attendance records; report cards, grades, grade reports, transcripts, test scores, standardized test scores, and similar information; coursework, assignments, and projects; notes, emails, text messages, and social media posts; interpersonal, peer, and other School-related relationships; disciplinary records and incidents; School counseling notes, medical and psychological notes, records, evaluations, tests, and assessments; information of a personal nature, including concerns, perceptions, impressions, and recommendations of School and School's representatives related to Student; narrative information about

Student's health, behavior and/or academic performance at School, and any other communication prepared, compiled, or maintained by School and School's representatives in the course of Student's enrollment and attendance at School. I/We understand and agree that this Authorization extends to School's Representatives disclosing Student's pupil records between one another in order to respond to Student's academic, social, and behavioral needs.

- I/We understand and agree that this Authorization permits School's counselor(s) and School's Representatives to share and exchange all types of Student Information regarding Student's counseling sessions including, but not limited to: notes, records, diagnosis, prognosis, and condition; case histories; progress notes and entries; prescriptions or other medications; consultation, session, and treatment notes; evaluations and assessments of Student's mental health and emotional, physical, and psychological wellbeing; concerns, perceptions, observations, impressions, and recommendations related to Student; signs of child abuse or neglect; information that presents a clear and present danger to the health, safety, or welfare of Student or other persons in the School community; information indicating that a crime, involving the likelihood of personal injury or significant or substantial property losses, will be or has been committed; and any other communication prepared, compiled, or maintained by School's counselor(s) in the course of such counseling sessions.

Term: This Authorization shall become effective immediately and shall remain in effect until Student is no longer a student at School, at which time it shall terminate without express revocation.

Revocation: I/We understand that I/we may revoke this Authorization at any time by sending written notice of revocation to School. The revocation is effective upon confirmed receipt by the School's Associate Head of School. I/We understand and agree that the revocation will not affect actions that have already been taken in reliance on this Authorization prior to School's receipt of my/our revocation.

A photocopy of this document shall be deemed valid as the original and it may be signed in counterparts.

Waiver and Release: I/We hereby irrevocably and unconditionally release, discharge, and hold harmless School and its Head of School, employees, officers, trustees, directors, volunteers, insurers, agents, attorneys, and/or other representatives ("Released Parties") both individually and collectively, from any and all claims, demands, causes of action, obligations, damages, and liabilities of any nature whatsoever, including but not limited to any claims for defamation, libel, slander, invasion of privacy or other privacy rights, or any other contract, tort, or state or federal statutory claim, which may at any time result to the undersigned, Student, Student's family and their heirs, because of or related to this Authorization, Student Information exchanged between School, School's Representatives, and School's counselor pursuant to this Authorization, or any attempt to comply with this Authorization. Specifically, the Released Parties will not be subject to any civil liability for any cause of action, claim, complaint, or other type of legal challenge, by virtue of any communications authorized by

this Authorization. The undersigned also releases the Released Parties from any claim for attorneys' fees.

I/We have read this Authorization and fully understand its terms. I/We also understand that signing this Authorization is voluntary and that the undersigned have been given the opportunity to seek legal counsel and to question School before signing this Authorization. The undersigned understand that their signature(s) below authorizes School's counselor, School, and School's Representatives to exchange Student Information as authorized by this Authorization.

Unless one parent/guardian has had his/her parental rights terminated by court order, both living parents/guardians must sign this Agreement. For any questions or concerns regarding this requirement, please contact the Associate Head of School for Curriculum and Instruction.

Parent's/Legal Guardian's Signature

Printed Name

Date

Parent's/Legal Guardian's Signature

Printed Name

Date