

ST. JOSEPH NOTRE DAME HIGH SCHOOL 2011-2012 STUDENT-PARENT ACKNOWLEDGEMENT FORM

Student's Full Name: _____ Homeroom: _____

Please Print Last Name First Name

We have received and read the Handbook. We (student and parent/guardian) have read the handbook of St. Joseph Notre Dame High School and agree to comply with the policy as outlined therein including the completing of the required Christian Service hours within the designated time line.

Initial: _____
Student Parent

We support the school and agree to comply with the policies of SJND. We (student and parent/guardian) promise our support of the school by seeing that our son/daughter observes the policies and procedures as outlined herein, and cooperating with school officials toward that goal.

Initial: _____
Student Parent

We give permission to videotape/photograph/record. We (student and parent/guardian) hereby grant Saint Joseph Notre Dame High School and/or its agents, permission to videotape/photograph/record/interview my son or daughter at SJND for the purpose of obtaining live or still images or voice commentary for school publications and/or media productions.

The purpose of said efforts would be to demonstrate the qualities of Saint Joseph Notre Dame High School, its teachers, students, academic, religious and community service environment. Productions/ads/publications, etc. would be available to students, prospective students, parents and supporters and is not intended for commercial resale.

Initial: _____
Student Parent/Guardian

We understand and agree to the following Statement on Responsible Use of Technology. The Diocese of Oakland recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work towards becoming responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

- Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents.
- The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means.
- Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of the school.

The Diocese of Oakland discourages students from using technology in irresponsible ways at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action.

Initial: _____
Student Parent

We understand and agree to the school's Internet Acceptable Use Policy. We (student and parent/guardian) understand that access is designed for educational purposes only. However, we also recognize it is impossible for SJND to restrict access to all controversial materials and we will not hold the faculty responsible for materials acquired on the network, particularly in violation of the school's Internet Acceptable Use Policy. We (I) give permission for our (my) son/daughter to access the Internet under supervision while at SJND and that said access is for educational purposes only. We have read the school's Internet Acceptable Use Policy contained in this Handbook on page 29.

Initial: _____
Student Parent

Complete every item on both sides of this signature page. Return completed page to your Homeroom teacher on/before September 1, 2011.





SAINT JOSEPH NOTRE DAME HIGH SCHOOL

2011-2012

1011 Chestnut Street, Alameda, California 94501

Office Hours 7:45 a.m. - 4:00 p.m.

510.523.1526

510.523.2181 (fax)

www.sjnd.org

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

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ST. JOSEPH NOTRE DAME HIGH SCHOOL 2011-2012

BOARD OF TRUSTEES

Kevin Milroy, Chair	Jennifer Diaz
Richard Crevani, Vice Chair	Angela Ganci
Anne Washmera, Sec.	Martin Kunz
Simon Chiu, Principal, Ex officio	Michael Pola
Fr. Fred Riccio, Pastor, Ex officio	Thomas Riley
Carol Baskett	Irella Christina Blackwood

SCHOOL LEADERSHIP

Pastor	Fr. Fred Riccio
Principal.....	Simon Chiu
Assistant Principal of Academics.....	Kristopher White
Assistant Principal of Student Life.....	Jean Kuznik
Assistant Principal of Institutional Advancement.....	Rebecca Bischoff
Dean of Students.....	
Director of Admissions.....	Julianne Berry
Director of Finance.....	Alan DeVera
Director of Technology.....	Michael Loring
Athletic Director.....	Chris Pondok
Director of Guidance and Counseling.....	John Guntz

INSTITUTIONAL SUPPORT

Campus Minister.....	Jimmy Macalinao
Associate Campus Minister.....	Francesca Po
Assistant to the Principal.....	Tina O'Connor
Front Office.....	Verdell Alexander
Manager of Publications/Communications.....	Mary McInerney
Librarian.....	Jennifer Dlugosh

DEPARTMENT CHAIRS

English.....	Chris Micheli
Math.....	Gail Rodrigues
Modern Language.....	Betsy Norris
Physical Education.....	Dan Curry
Religious Studies.....	Doug Evans
Science.....	Kristina Stone
Social Studies.....	Andrew McKee
Visual and Performing Arts.....	Mark Ritter

CAMPUS LIFE TEAM EXECUTIVE BOARD

Freshman Moderator.....	Matt Mueller
Sophomore Moderator.....	Christina Cory
Junior Moderator.....	Jolie Johnson
Senior Moderator.....	Doug Evans

IMPORTANT TELEPHONE NUMBERS

Main Office	523-1526
Academics	995-9459
Admissions	995-9445
Athletics	995-9434
Attendance	523-1526
Band	995-9443
Business Center	995-9417
Campus Ministry	995-9444
Counseling.....	995-9458
Dean of Students.....	995-9461
Institutional Advancement.....	995-9454
Library.....	995-9441
Principal's Office	995-9512
Student Life	995-9442

ASSISTANCE DIRECTORY

Attendance/Tardies.....	Verdell Alexander
Activities/Clubs/Dances	Jean Kuznik
Athletics	Chris Pondok
Academic Eligibility.....	Kristopher White
Admissions	Julianne Berry
Automobile Registration/Parking	Dean
Career/College Information	Counseling
Change of address/telephone	Verdell Alexander
Class Schedules/Grades	Counseling
Discipline/Detention	Dean
Dress/Grooming	Dean
Emergency Preparedness	Dean
Graduation.....	Kristopher White
Guest Passes (Dance)	Jean Kuznik
Library.....	Jennifer Dlugosh
Lockers.....	Dean
Lost and Found.....	Dean
PowerSchool access	Director of Technology
Retreats/Liturgies	Jimmy Macaliniao
Scholarship Information.....	John Gunty
Transcripts	Verdell Alexander
Tuition Assistance.....	Business Center
Work Permit Application	Verdell Alexander

CHAPTER 1: ABOUT ST. JOSEPH NOTRE DAME HIGH SCHOOL

1.1 HISTORY OF ST. JOSEPH NOTRE DAME HIGH SCHOOL

St. Joseph Notre Dame High School is a consolidation of Notre Dame, founded 130 years ago by the Sisters of Notre Dame de Namur, and St. Joseph's, founded in 1935 by the parish of St. Joseph's and originally conducted by the Marianist Brothers.

In 1881, at the invitation of Father William Gleason, pastor of Brooklyn (East Oakland), five Sisters of Notre Dame de Namur came to open a school for girls in grades one to twelve, four years before St. Joseph Parish was established. The Sisters purchased the present site in Alameda, erected a convent and opened a school. When St. Joseph Grammar School was built in 1922, the original school buildings became the high school, Notre Dame Academy, a combined boarding and day school. Early in 1958, the newly appointed pastor of St. Joseph Parish, Rev. Alvin P. Wagner, suggested constructing a new high school on the site of the old. Thus a new parochial high school, St. Joseph's Notre Dame High School, opened in 1960.

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

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

Monsignor Alvin P. Wagner, Pastor for 25 years, retired in August 1983 and was replaced by Sacred Heart Father Patrick A. Goodwin. The Sacred Heart Fathers, founded during the French Revolution, is a teaching order of priests and brothers with their provincial house in southern California. Father Jeremiah Holland, SS.CC. succeeded Father Goodwin as pastor (1995-2001). Father Richard Danyluk, SS.CC., pastor from 2001-2007 left in July 2007 as did the Congregation of the Sacred Hearts. During the 2007-8 school year, Sr. Toni Longo and Fr. Ray Zielezinski served as administrators for the parish, each for six months. On August 1, 2008, Fr. Fred Riccio arrived to serve as our current pastor.

1.2 VISION STATEMENT

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

1.3 MISSION STATEMENT

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

1.4 STATEMENT OF PHILOSOPHY

We believe in the value of Catholic Education. In acknowledging parents as the primary educators of their children, St. Joseph Notre Dame High School builds upon Catholic values, provides quality instruction, fosters a feeling of security and acceptance, and offers opportunities to join a caring community of faith and service. We encourage an atmosphere of respect and understanding for the unique gifts of the whole individual where diversity is valued and each student is made to feel a part of our community. We recognize the faculty as facilitators of learning and as a faith and role models. We strive to educate students to meet the intellectual, social, physical and ethical challenges of living in a technological and global society.

1.5 GOALS

1. To provide a Catholic education that fosters the growth of the whole person.
2. To promote parent participation in the life of the school.
3. To teach values of the Faith as found in Sacred Scripture and the teachings of the Church, so that these values will permeate all instruction and be the foundation for the development of a Faith community.

4. To foster an atmosphere of cultural awareness where the diversity of the school community is recognized and valued and the unique gifts of the individual appreciated.
5. To recognize the faculty as facilitators of learning and as faith and role models.
6. To offer a curriculum which encourages academic excellence.
7. To instill in students the value of participation in communities of faith.

1.6 OBJECTIVES

1. To provide a quality Catholic college preparatory education that addresses the intellectual and creative potential of the student while promoting community activities that build a more just world.
2. To provide religious instruction in sound Catholic doctrine and heritage and to cultivate the desire to reflect Catholic social teachings in the lives of our students.
3. To provide parents opportunities to support their student's education and development.
4. To provide a program of athletics and extracurricular activities, which promote school spirit and community service.
5. To provide academic counseling, personal counseling, and spiritual direction.
6. To develop an awareness of and appreciation for cultural differences.
7. To develop in each student a strong sense of self-esteem and respect for others.
8. To support faculty by providing opportunities for academic and spiritual growth.

1.7 EXPECTED STUDENT LEARNING RESULTS (ESLR)

Having completed their high school education emphasizing academic achievement, moral values, and spiritual development within a Catholic Community of Faith, St. Joseph Notre Dame High School graduates are:

Inspired by Christ To:

- Demonstrate compassion, integrity, and justice through a personal relationship with God supported by Scripture, Catholic tradition, and the teachings of the Catholic Church.
- Respect the dignity of the individual and the sanctity of life.
- Affirm the family as the foundation of Faith.
- Live gospel values through active participation in liturgies, retreats, community service, and ministry to others.

Active Learners Who:

- Aspire to be lifelong learners.
- Think, read, and listen critically and creatively.
- Evaluate their own progress.
- Use a variety of technologies to access relevant information and resources.
- Use and apply knowledge in ways consistent with academic integrity.
- Integrate the pursuit of the arts with intellectual endeavors.
- Apply their learning to the world around them.

Healthy Individuals Who:

- Recognize and value their own gifts and share them with others.
- Respect their minds, bodies, and spirits.
- Develop and maintain their own spiritual, emotional, physical, and social well-being.
- Make decisions that will have a positive impact on their personal, family, and/or community lives.

Effective Communicators Who:

- Engage a variety of audiences effectively in spoken and written form.
- Listen thoughtfully and respond appropriately.
- Use appropriate methods to interact with individuals and groups.

Responsible Citizens Who:

- Recognize and understand their role in our global society.
- Accept the call to service and the responsibility to act ethically.
- Understand, appreciate, and accept their civic duties.
- Assume roles of leadership.

1.8 SCHOOL SEAL

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

The shield symbolizes Protection.

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

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

The three interlocking rings symbolize the Blessed Trinity.

The fleur-de-lis represents Leadership.

The winged foot represents the Pilots, the school symbol.

The motto of "Fides et Spes et Caritas" is the three theological virtues of Faith, Hope and Charity.

The school symbol "Pilots" reflects the history of Alameda as it was formerly known throughout the world for its former naval air station.

CHAPTER 2: PARENTS AND SCHOOL POLICIES

2.1 STUDENT DISMISSAL

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

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

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

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

2.2 PARENT SUPPORT OF SCHOOL MISSION

Parents are expected to uphold the mission, goals and policies of SJND. Nevertheless a situation could arise in which the uncooperative or disruptive attitude and/or the actions of parents might so diminish the effectiveness of the school that continuation of the student in SJND could be morally impossible in light of the school's mission and philosophy.

1. Any parent, or other person who upbraids, insults or abuses any teacher or administrator of SJND, in the presence or hearing of a student, is guilty of a misdemeanor.
2. Further, any parent, guardian or other person who insults or abuses any teacher in the presence of other SJND personnel or students and at a location which is on SJND premises or at some other location, if the teacher is required to be at some other place in connection with assigned SJND activities, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars nor exceeding five hundred dollars.

2.3 EIGHTEEN YEAR OLD STUDENTS

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

2.4 MILITARY RECRUITING OF STUDENTS

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

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

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

2.5 PREGNANCY POLICY

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

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

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

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

CHAPTER 3: ACADEMIC PROGRAMS AND POLICIES

3.1 ADMISSIONS

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

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

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

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

3.2 GRADUATION REQUIREMENTS

Credit requirements: To graduate from St. Joseph Notre Dame High School, a student must complete a program of 280 semester units, with no outstanding failing grades.

Course requirements: Each student will take seven courses per semester. Requirements in specific subject areas are indicated below, and these courses must be taken to graduate. Additional courses to complete a student's program are to be selected from available electives.

- Religion 40 units (4 years)
- English 40 units (4 years)
- Social Studies 30 units (3 years)
- Mathematics* 30 units (3 years)
- Modern Language 20 units (2 years)
- Science 30 units (3 years)
- Physical Education 15 units
- Visual and Performing Arts 15 units
- Christian Service 80 hours**

The remaining 70 units shall be selected from 50 elective courses in the following departments:

- | | |
|----------------------|------------------------------|
| • Computer Science | • Religion |
| • English | • Science |
| • Mathematics | • Social Studies |
| • Modern Language | • Visual and Performing Arts |
| • Physical Education | |

3.3 CHRISTIAN SERVICE PROGRAM

The Christian Service Program (CSP) is designed as an integral part of the moral and religious education that SJND teaches its students. The CSP has as its goal to instill in each student the Catholic Christian values of faith and service as exemplified in the life of Jesus Christ.

To this end, students participate in a non-paid project approved and monitored by the Campus Ministry office. In the spring of 2010, the Mission Effectiveness Committee of the Board of Trustees approved a two year phased integration of service experiences into academic classes through the educational strategy known as service learning. By integrating service in the academic curriculum, students will experience a holistic approach to Christian service tied to the curriculum and experienced in collaboration with classmates and teachers. Students in the class of 2012 will fulfill the current graduation requirement of 80 hours. These students must complete the twenty five hours required during their junior and senior years. During the 2011-2012 academic year, the class of 2012 will finish the 80 hours requirement with the remaining 25 hours completed. Students are required to complete at least 50% of their service hours by the end of the first semester. The remaining 50% of the service hours must be completed by the end of the third quarter. The classes of 2013, 2014, and 2015 will meet their service requirements in their academic subjects. These hours must be completed by the deadline stated in the student's Christian Service Program Handbook published on the school's web page at the beginning of the school year.

To stress the importance of this expectation, there are consequences for non-compliance. Students who do not hand in an acceptable and completed commitment form and/or who do not complete the required hours by the designated due date(s) will be placed on Special Administrative Probation. Consequently, they will be ineligible to participate in any school activities until compliance is confirmed by the Campus Minister or designate. These activities include but are not limited to athletics, dances, school productions, and privileges for seniors. If the student has not fulfilled this requirement after being on probation, s/he will not be permitted to return in the fall of the next year unless the work is completed in the summer. A senior who has not completed the CSP requirement and thus failed the graduation requirement will lose the privilege of participating in the Baccalaureate Mass and graduation ceremonies, will not receive a diploma, and will have his or her transcript withheld. Students transferring into SJND will be required to complete CSP hours only for the years that they attend SJND.

3.4 RETREAT PROGRAM

The retreat program is an integral part of the Christian formation of SJND; therefore, in each of his or her four years at St. Joseph Notre Dame High School, a student must participate in a retreat as designated by the Campus Minister. These retreats are part of the graduation requirement at SJND. Retreats typically extend beyond the school day. Upper division retreats run for more than one day and require overnight stays at the retreat center. As with the accountability for fulfilling the CSP requirement, the consequences for not fulfilling this requirement in each of the four years will result in freshmen, sophomores and juniors being placed on administrative probation and having report cards and transcripts withheld. Seniors who do not attend Kairos will have report cards, diplomas and transcripts withheld and will lose the privilege of participating in Baccalaureate Mass and Graduation. If unusual circumstances preclude attendance on the retreat, the student must meet the retreat requirement in consultation with and as determined by the Campus Minister.

3.5 GRADING AND REPORT CARDS

Semester Grades: The semester academic marks are the only grades that go on the permanent record of each student. The school year is divided into two semesters. Each semester consists of two grading periods of nine weeks each. A grade is given every nine weeks in each class. At the end of the semester, the two marks (each representing two-fifths of the semester average) along with the semester examination grade (representing one-fifth of the average) are averaged to determine the semester average grade. It is the semester grade in each subject that is evaluated for the purpose of college entrance. A student who fails, without a valid reason, to take a scheduled final examination will not be considered to have fulfilled the minimum requirements of the course and therefore may be failed for the semester.

Grades: Below is a brief explanation of the grades used at SJND:

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

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

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

D = (69-60) Below Average. This grade indicates that the student's work is below average; incomplete or missing assignments; much of his/her homework is unacceptable; gives evidence of poor study habits; concentration in class is poor; keeps a "D" average on tests and gradable assignments.

F = (59-0) Failure. This grade indicates that the student has failed the subject. Student has accomplished less than the fundamental minimum essentials for grade of "D"; keeps an "F" average on tests and gradable assignments.

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

In determining grade point averages, only semester grades are used, with the point value assigned to each letter grade above. (See honor roll for point value computation.)

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

Recommendation for College Entrance: One purpose of St. Joseph Notre Dame High School is to prepare its students for entrance into a regular four-year college or university. The school authorities consider school grades of A or B as college recommending grades. An evaluation of a student's work rather than mere enrollment in a course is what is necessary to satisfy any college requirement. Students interested in entering a given college should check with the SJND Counseling Office and with the college's Director of Admissions for admission requirements.

Special Failure Information

1. No student will be readmitted to SJND with an "F" for a semester grade in any subject unless special provisions are made with the Administration. All semester "F" grades must be made up by attendance at a regular recognized summer school, community college, or university extension. Work from private tutors is not acceptable, and the make-up work may not be postponed until a later time. Any such failing grade or grades must be cleared before a student will receive his or her schedule and be allowed to begin classes for the following year.
2. Any student who receives three (3) semester "F's (15 credits of scholastic work) must withdraw from SJND. It is to be noted that two semester "F" grades in the same subject count as two "F's.
3. In order to attend Community College to remove semester failures, approval from the Assistant Principal is required.
4. Applicable to seniors:
 - a. A senior receiving a semester "F" at the end of the first semester will be obligated to make-up the "F" by repeating the course (or the equivalent, or an approved alternative) at an accredited institution outside regular school hours during the second semester. Evidence of having passed the course must be presented to the assistant principal before a graduation diploma will be issued and before the student will be allowed to participate in the Baccalaureate Mass and graduation ceremony.
 - b. Any senior receiving two (2) semester failures for the first semester (no matter what course the failures are in) will be automatically dropped from the school unless deemed otherwise by special review.
 - c. No senior receiving one or more semester "F's" at the end of the second semester will be given a diploma until each of those "F's is made-up by repeating the course (or the equivalent or approved alternative) in summer school. In addition, the student will not be allowed to participate in the Baccalaureate Mass and the graduation ceremony. The diploma will be withheld until such time as all course work is completed and proof of the course work is submitted to the assistant principal.
 - d. Any senior who receives three (3) semester failures during the school year will not participate in Baccalaureate Mass and graduation ceremony and will not be issued a diploma from St. Joseph Notre Dame High School at any time regardless of circumstances.
 - e. A senior who has not completed the CSP requirement and/or not attended retreat (and thus failed the graduation requirement) will lose the privilege of participating in the Baccalaureate Mass and graduation ceremony, will not receive a diploma, and will have his/her final transcript withheld until such time that the requirement is completed.

Graduation Credits: Students must complete 280 credit units, with no semester failures, to graduate. All semester failures must be cleared in order to graduate from SJND. Students should be aware that a course can only be taken once for academic credit. If a class is repeated to improve a grade, for example repeating Algebra 1 to improve a "D" grade, the student will receive unit credit only once. Once a student falls below the required 280 units, the student will be required to attend summer school to make up the needed units toward graduation. Level 1 classes (e.g. Spanish 1, Algebra 1, etc.) are not to be taken in the upper division (junior or senior year) to make up for low grades in those classes.

Progress Reports: With the ability to view student grades online through PowerSchool, parents may review the progress of their son or daughter at anytime.

Report Cards: Report cards are finalized by computer once a teacher has submitted his/her grades. These are mailed home approximately one week after the completion of the quarter or semester examinations. Parents should review the grades and the accompanying comments very carefully, and wherever necessary should contact teachers for conferences. Numbered comments reflect a student's conduct in a class and his/her citizenship and general acceptance of school regulations. Report cards will be withheld and transcripts not released if tuition or any school fees are in arrears, CSP hours are incomplete, and school textbooks or overdue library books or school equipment have not been returned.

Grades: Grades earned by a student reflect the work and standards performed and demonstrated by that student in a grading period. The teacher's professional judgment consistent with the school's grading policies will be the determined grade of record. If a student believes that a mathematical mistake has been made calculating the grade, the student may bring this to the attention of the teacher within 10 days of receipt of the report card. If a mathematical error was made, the teacher will correct the grade and report that correction to the Assistant Principal of Academics/Director of Studies, who will then change the student's grade accordingly. However, in the absence of any mistake, or any claim of fraud or form of misrepresentation on the part of the teacher, the grade shall be considered final. Consistent with California State Education Code, only the teacher of record may change a student's grade.

If a teacher does not agree to a change of grade, the parent may appeal to the Assistant Principal of Academics within 10 days after the teacher's meeting. The parent must present evidence of fraud or some form of misrepresentation or bad faith on the part of the teacher in determining the final grade.

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

Student-Parent-Teacher Conferences: Parents are strongly advised to consult with teachers in whose subject the student may be having difficulties, especially following progress reports and a grading period. Appointments with these teachers may be made by contacting the teacher during the school day. After the first and third quarters, there will be report card conferences with parents and the student. At that time teachers can clarify what the difficulties of the students may be. Almost all student-teacher questions can be addressed by a conference with the classroom teacher. Whenever a parent has a concern regarding a classroom situation involving their son or daughter, the first contact must always be the classroom teacher. Resolving any concerns at this level is the best form of communication and cooperation in working together for the student best interest. If there is a need to address any concern in the classroom, the order of contact is:

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

Honor Roll: Honor Roll: All honors are based upon the student's GPA. A student must have at least a "B" average in academic subjects. A grade of "F" in any subject disqualifies a student from the honor roll for the grading period.

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

An Honor Roll is published after each nine-week grading period.

First Honors: GPA of 3.50 to 4.00 or higher

Second Honors: GPA 3.00 to 3.49

It is important to note that the University of California system, and most four-year colleges, will count only the four best grades in honors courses taken by a student during the last two years of high school, regardless of the total number of honors level course the student completed.

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

Field Trips: From time to time teachers may schedule field trips for their students. In all such instances parent permission is required. Students will be permitted to attend a field trip only if they meet satisfactory academic and acceptable behavior requirements and the school's Parent Permission Form is completed and returned no later than 24 hours before the field trip. A student who has not complied with this 24-hour rule will not be permitted to attend the field trip. A written note from home or a phone call will not be accepted as substitutes for the official form. In addition to the parent permission form, students may be required to obtain approval from each of his/her teachers before attending the field trip. Transportation will

be provided by public transportation, chartered bus or adult drivers (parents or faculty). Students are not permitted to drive either themselves or other students. Adult drivers must register with the School Office by providing a copy of their current driver's license and proof of insurance. Unless otherwise arranged, all students are to report to class before leaving for any field trip. Student retreats follow the same format of parent permission and transportation with the exception that all students are required to attend retreats.

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

Courses taken over summer may be granted credit for one semester only. No course may be taken for credit without the prior approval and permission of the school (summer school application or concurrent enrollment form). Students who may wish to take a course at a community college for the purpose of advancing to the next level of a course sequence, for example taking Trigonometry at a community college during the summer to advance into Pre-Calculus, must do three things:

1. consult with his/her counselor and receive approval;
2. complete the community college concurrent enrollment form;
3. pass the class in the community college with the same grade required by SJND to advance.

The only courses that may be taken online for SJND are those approved by the University of California. The counselors will have this list and can direct the student accordingly.

3.6 ACADEMIC INTEGRITY POLICY

As a Catholic school that seeks to reflect the values of the Gospel, St. Joseph Notre Dame High School demands academic integrity, ethical conduct and honesty in all areas of school life. Students are expected to exhibit honor and integrity in both the academic and personal aspects of school life. A student is expected to complete their assignments with honesty and integrity.

Academic dishonesty includes, but is not limited to, the following:

Plagiarism: Plagiarism is defined as the theft and use of another person's ideas or writings as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work and sources taken from other written or electronic media.

Cheating: Cheating is defined as using unauthorized notes, materials and/or resources of any type (electronic devices, looking at another paper, the help of another student, etc.) on any exam, quiz, paper or homework assignment. Allowing another student to cheat from one's own paper is also considered cheating. There is no distinction made between cheating on homework or exams and quizzes.

Consequences: To be determined by the Dean of Students, including, but not limited to, the following:

First offense: Zero on the assignment, Saturday detention, parent contact

Second offense: Zero on the assignment, suspension from school, Strict Disciplinary Probation, student removed from any and all elected or appointed leadership positions for the remainder of the year

Third offense: Dismissal from St. Joseph Notre Dame High School

All violations of this policy are cumulative for the duration of a student's time at St. Joseph Notre Dame High School. Violations will begin to count starting with the 2008-9 school year.

3.7 ACADEMIC PROBATION POLICIES

Any student whose GPA is below 2.0 in either the quarter or semester, who received any failing grade in either the quarter or semester, or who received three D's in either the quarter or semester will be placed on academic probation for one quarter grading period.

An elected student body officer must maintain a 2.50 grade-point-average to continue in office; failure to do so or being placed on academic probation means the student must forfeit official duties for one-quarter grading period.

Students who have been on academic probation for three consecutive quarters are reviewed by the Academic and Disciplinary Review Board, and may be asked to withdraw from SJND.

Activity Ineligibility: Any student placed on probation, whether academic or disciplinary, who participates in any school activity (such as but not limited to athletics, spirit squads, Campus Life Team, pep band, school plays and musicals) is ineligible to participate in that activity. If the probation is academic, the period of probation is for one quarter; if it is a disciplinary probation the period of probation may be for one full semester. Any student may request a review of his/her ineligibility within three (3) school days from the receipt of the report card if academically ineligible or within three (3) school days of notification of disciplinary probation. This must be done in writing and should state any special circumstances and explain why the condition(s) of probation should be reviewed. *Letters addressing academic ineligibility must be submitted to the Director of Studies, and those addressing disciplinary probation ineligibility must be submitted to the Dean of Students. If an appeal is granted, the student remains on probation for the specified period of time, but the conditions of the probation may be amended.*

Academic Review Board: Students whose academic standing is unsatisfactory will be reviewed quarterly by the Academic Review Board and will be notified in a timely fashion of their provisional standing. The review board is composed of the Assistant Principal of Academics, the Assistant Principal of Student Life, the Director of Studies, the Dean of Students and the Director of Guidance and Counseling. The Review Board will determine whether or not the student has made sufficient progress to be allowed to continue at SJND.

3.8 CLASS SCHEDULING

Classes are initially selected by the student in a prescribed program of studies and/or in consultation with the teachers and counselors so that the necessary requirements will be fulfilled. A course catalog is distributed in the second semester prior to the registration of new classes for the coming school year.

Once the student's class schedule has been made based upon his or her choices, changes should only take place for compelling reasons. Students should not change classes simply to change teachers. A student who wishes to change a class will have one week to request such a change. The request must take place either the first week of the new school year or the week prior to semester exams. Any change must:

- (1) First be discussed with the counselor who will then initiate the Schedule Change Request Form. All approvals must be obtained before the request will be considered. No change requests will be considered after the deadlines.
- (2) Requests are subject to approval pending room availability in the class being added and depending upon the reasons for the request. It should never be the case that any request to change a class is assumed to be granted. Normally a full semester must be taken unless extenuating circumstances arise.
- (3) The change request fee of \$20.00 must accompany all requests. The fee will be waived only if the change was prompted by administrative error.

3.9 TRANSCRIPTS

The school office should be informed in writing as soon as possible when a student's withdrawing from SJND is contemplated. The reason for withdrawal and future school of attendance should be indicated. A special withdrawal form must be completed by the student and all teachers and school personnel to ensure that the school financial accounts and other obligations are settled. Transferring from one school to another may affect student's athletic eligibility under North Coast Section, California Interscholastic Federation and/or State CIF rules for one calendar year. It is the student's responsibility to see the school principal for a copy of the rules. After the seventh semester or upon graduation, seniors are entitled to one transcript free of charge to be sent to a college or professional agency. After that a fee of \$2 is charged for each additional transcript requested. Please enclose the necessary amount for each transcript if the request is through the mail. No transcripts are automatically mailed unless a proper request is made. Check the office for transcript request forms. As above, no transcript of credits will be sent to another school, college or any other professional agency, without a complete settling of school financial accounts and other obligations.

3.10 STUDENT RECORDS

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

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

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

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

3.11 GRADUATION

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

3.12 GRADUATION SPEAKERS

The school selects two students each year to be graduation speakers. The Salutatorian is selected to deliver a speech of welcome to all those attending graduation. The Valedictorian, the highest academic honor a graduating student may earn, is selected to deliver the valedictory speech at graduation. The speakers will be recommended by a Graduation Committee made up of teachers and administrators for approval by the Principal. The speakers are selected through an application process as follows:

Salutatorian: Graduating seniors with a cumulative, weighted GPA through the first seven semesters of 3.83 or above may apply to be Salutatorian. The application process will involve a written application as well as delivering a sample speech in front of the Graduation Committee.

Valedictorian: Graduating seniors ranked in the top 10 of their class, as determined by their cumulative, weighted GPA through the first seven semesters may apply to be Valedictorian. The application process will involve a written application as well as delivering a sample speech in front of the Graduation Committee.

CHAPTER 4: DISCIPLINE

As responsible citizens disciplinary rules exist in order to create an atmosphere in which several hundred widely different personalities must live together harmoniously while working individually toward common goals, as outlined in the School's Philosophy.

The students of St. Joseph Notre Dame High School should conduct themselves as ethically conscious young men and women at all times. Moral behavior, courteous behavior, and respect for the property of others are expected in the classrooms, throughout the school, within the vicinity of the school, on public transportation and at all school functions whether conducted on or off campus. At these times especially the school is responsible for insisting on the practice of Christian morality. Because of this responsibility, any conduct whether on or off-campus, even if not associated with a school function, that adversely affects the good name and reputation of St. Joseph Notre Dame High School may be considered grounds for disciplinary action by the school. Likewise, the school reserves the right to expel from school any student whose behavior, either on or off-campus, results in any involvement with law enforcement agencies.

Immoral and illegal behavior, therefore, cannot be tolerated by school authorities; dishonesty, cheating, sexual harassment, vandalism, truancy, insubordination, disrespect, theft, gambling, vulgarity, obscenity, profanity, and other such offenses will be treated as very serious matters and could result in dismissal from school.

Violations of civil laws regarding the use of alcohol, narcotics and other drugs will not be tolerated among students at any time. Any such violation will be treated as an extremely serious disciplinary problem and could result in dismissal from school.

4.1 GENERAL RULES AND POLICIES

Accident Forms: A report must be completed and filed in the office for every accident that occurs on campus or during a school-sponsored event by the teacher-in-charge of the event or an administrator and by the injured student. Accident report forms are available in the office.

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

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

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

Damaging of School or Outside Property: Students are to respect the property of the school and others. Any SJND student who destroys or damages school property, student property or property of others outside the school will be subject to dismissal from SJND. A police report may be necessary. The student and/or parent will be responsible for the cost of repair or replacement.

Food and Drink: Notre Dame Hall is open for food and beverages at morning break and lunchtime. Vending machines are available dispensing milk, soft drinks, candy and pastry. Daily lunch is served at reasonable prices. Food and drink are to be confined to break and lunch time. **No beverages (including water bottles) or food are permitted in classrooms or buildings** unless permission is granted. Gum chewing is **NOT** allowed anywhere on school property or school events.

Inappropriate Affection: Relationships between students should be expressions of respect and dignity to which each is entitled. Inappropriate displays of affection between students are not permitted. Examples of inappropriate displays of affection between students include, but not limited to: extended or prolonged hugging, kissing or other inappropriate physical contact for an educational environment. Staff will correct students who make inappropriate displays of affection. Repeated excessive displays will be referred to counselors or Dean of Students.

Littering: Students are to keep Notre Dame Hall, classrooms, hallways, lavatory and grounds clean. Trash is to be placed in waste containers. Blue recycling containers located in classrooms (small size) and in main campus and Marianist Hall yard (large bins) are to be used for aluminum cans, bottles and papers. Common courtesy and respect dictates that students do their part to keep SJND and the surrounding residential and parish vicinities clean, neat and orderly. Littering can result in detention and/or trash clean-up assignment.

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

Lost and Found: The school is not responsible for lost or stolen items. Students should be extremely careful with backpacks, handbags, and wallets and not bring large amounts of money to school. Lost or found articles are to be reported to the school office as soon as possible. Articles, if found, may be recovered in the school office.

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

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

4.2 DETENTIONS

To underscore the importance of school rules and regulations and to assure their compliance, detention is held daily for 30 minutes, except Friday and early dismissal days, and is monitored by a Dean or designated faculty member. Detentions are usually assigned for the following reasons:

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

Students who have received a Detention Notice must report to the designated detention room five (5) minutes after school on the day indicated on the notice. Students are not automatically excused from detention for athletic games, matches, meets, practices or other extracurricular activities. *In the case of an early dismissal from school, it is the student's responsibility to make arrangements with the Dean of Students to serve the detention the next day that detention is held. Failure to report for detention will result in the student being assigned to a Saturday detention.*

Saturday Detention: Saturday detentions are assigned by the Dean of Students for infractions of school policy. They are scheduled once a month; this schedule is published in the school calendar. Saturday detention begins promptly at 8:00AM in Notre Dame Hall. Students need to dress in work clothes and may be assigned light cleaning tasks. Students needing a ride home are to be picked up at 11:00AM. Students may not be late to Saturday detention. If a student arrives late, he or she will not be admitted and an additional Saturday detention may be assigned in addition to serving the currently assigned detention the following month.

The following items are not allowed in Saturday detention:

- Reading material of any kind
- Writing utensils of any kind
- Electronic devices of any kind (including cell phones, laptops, games, devices to play music)
- Food, drinks, or gum

If you bring any of the above items, they will be confiscated, the student will be told to leave and will not be given credit for detention. An additional Saturday detention may be assigned in addition to serving the currently assigned detention the following month.

Saturday detentions may not be rescheduled. The calendar of Saturday detentions is not designed to be tailored for individual students. No allowances will be made for work schedules.

Failure to show up for and serve Saturday detention will result in the following:

- Parent contact
- Suspension from school for the next school day
- An additional Saturday detention may be assigned in addition to serving the currently assigned detention the following month
- Exclusion from the next school dance and/or all dances prior to the next Saturday detention date

Dismissal from Class: Any student, who is dismissed from class for behavioral reasons, must report directly to the Dean of Students in the main office. The student may not proceed to his/her next class without the permission of one of the Dean of Students. The student may not return to the class from which he/she was dismissed without a student-teacher-dean conference. In some cases it may be necessary to include the student's parents or guardians in the conference.

4.3 PROBATION

Regular Probation: Certain disciplinary violations, such as excessive tardies and absences, multiple detentions, or unsatisfactory conduct grades, will place a student on regular disciplinary probation for at least one quarter. The consequences of regular probation will include loss of participation in school activities, team sports, and Campus Life Team. If applicable, other conditions may be imposed as deemed appropriate by the Dean of Students.

Strict Disciplinary Probation: A student who commits a single serious offense (as listed below under suspension and expulsion) or who violates conditions of regular disciplinary probation will be placed on Strict Disciplinary Probation. The consequences of this probation will automatically include the student's loss of eligibility to participate in school activities, including but not limited to, athletics, Campus Life Team, all senior privileges (if the student is a senior), and on and off campus events for a least one semester. Certain serious infractions of school policy or violation of the terms of strict probation could lead to expulsion from SJND. Appeal procedures for the conditions of strict disciplinary probation are found under Activity Ineligibility.

4.4 SUSPENSION AND EXPULSION

Any of the offenses below committed by students under the jurisdiction of the school, while at school, while participating in a school-related activity, and while on the way to and from school are reasons for suspension and/or expulsion.

Suspension: Suspension is a temporary removal of a student from the student body and the loss of student body privileges including attending and/or participating in school activities, including athletics and Campus Life Team. In all cases of suspension, parents or guardians will be notified by phone and in writing. No student shall be suspended from school for more than five (5) school days at a time. Unless the severity of the offense precludes it, the student shall have the opportunity to make up work missed during the suspension. The parents or guardians must meet with school officials before the student can be reinstated to school.

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

Causes for Suspension and/or Expulsion:

1. The disciplinary causes leading to suspension and disciplinary probation are:
 - a. Truancy.
 - b. Unexcused absences (cutting) from class.
 - c. Continued and willful disobedience and/or disrespect.
 - d. Forging and/or using forged notes, passes, excuses or school documents.
 - e. Smoking or possessing tobacco or using smokeless tobacco.
 - f. Persistent violations of dress and grooming regulations.
 - g. Habitual profanity or vulgarity.
 - h. Violation of regular disciplinary probation.
 - i. Excessive absences and/or tardies to school or class.
 - j. Fighting.
 - k. Violation of Academic Integrity Policy
 - l. Unauthorized possession and use of electronic sending devices, etc.
 - m. Failure to comply with detention policy.
 - n. Harassment, including name-calling, use of slurs (racial, sexual, etc.) of other students, school employees or volunteers.
 - o. Disruption of educational process.
 - p. Violation of Internet Acceptable Use Policy.
 - q. Violation of driving and parking policy.
2. Disciplinary causes for expulsion
 - a. Immorality.
 - b. Hazing

- c. Use, sale, distribution or possession of any narcotics, dangerous drugs, drug paraphernalia, harmful substances or alcohol on the school campus, on the way to and from school, or, on the way to and from school sponsored events, or at school sponsored events. This includes being under the influence of narcotics, dangerous drugs, harmful substances or alcohol.
 - d. Willfully cutting, defacing or otherwise injuring in any way, any property, real or personal, belonging to the school or to other persons, (including school personnel, volunteers, and students).
 - e. Theft.
 - f. Use or possession of and/or assault with a deadly weapon and/or any object which can be used to cause harm to another.
 - g. Assault or battery, or any threat of force or violence directed toward anyone (including school personnel, volunteers, and students).
 - h. Open persistent defiance of the authority of a school employee.
 - i. Noncompliance with the conditions of disciplinary probation.
3. Some offenses, which may not be directly school-related, are reasons for suspension or expulsion.
 - a. Violations of the law whether as an individual or as a member of a group.
 - b. Actions or attitudes directly contrary to the mission of SJND.
 4. The non-disciplinary causes for suspension and/or expulsion:
 - a. Non-compliance with academic requirements as published by the school and implemented by the Assistant Principal of Academics.
 - b. Uncooperative or disruptive attitude of parents or guardians.
 - c. Failure to fulfill tuition and other financial obligations according to Contract of Financial Responsibility.
 - d. Failure to return complete/current emergency cards, health records or immunization records before opening of school.

Procedure for Disciplinary Dismissal: Student actions that are contrary to the rules of the school will always be followed by a thorough investigation of the incident by the Dean of Students. When it has been judged by the Dean of Students that a student has committed an action that may warrant expulsion, the student will immediately be suspended from school and a hearing before the Discipline Review Committee will be conducted.

The Discipline Review Committee is made up of a panel of faculty members appointed by the Principal. The student and the parents of the student must be present at this meeting together. Only immediate family members of the student will be allowed to attend this meeting; no proxies or other representatives will be allowed. The Committee will not meet with the student if the parents of the student are not in the room with the student. At this meeting, The Dean of Students will present the facts of the incident to the Committee. The Committee will then ask clarifying questions to the student. The student, if they wish, may ask a teacher currently employed at SJND to act as their advocate at this meeting. The role of the Faculty Advocate will be to speak to the student's general demeanor in class and at school. Then, both the student and the parent of the student will be asked to make a statement. At the end of the meeting, the Committee will make a recommendation regarding the enrollment status of the student and forward that to the Principal. The Principal will make the final decision in all cases.

Parents who wish to appeal the decision of the Principal may do so in writing within 24 hours of the initial decision. This letter must present new and compelling information that was not available to the Discipline Review Committee that might affect the decision. The Principal is the arbiter of any appeal. Beyond the Principal, an appeal may be made to the Pastor of St. Joseph Parish. A final appeal may be made to the Superintendent of Schools of the Diocese of Oakland.

Students who have been expelled from St. Joseph Notre Dame High School may not at any future time attend co-curricular or athletic events on school grounds or school-sponsored events, nor may they visit the school campus at any time.

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

- Student receives three or more semester F grades in one semester
- Placement on academic probation for three consecutive quarters

- Students whose cumulative GPA drops below 2.0 for more than two consecutive semesters

On a quarterly basis, the Academic Review Committee will meet to discuss the status of students on academic probation. The Committee is composed of the Assistant Principal of Academics, the Assistant Principal of Student Life, the Dean of Students and the Director of Guidance and Counseling. At the end of the meeting, the Committee will make a recommendation regarding the enrollment status of the students and forward that to the Principal. The Principal will make the final decision in all cases.

Parents who wish to appeal the decision of the Principal may do so in writing within 24 hours of the initial decision. This letter must present new and compelling information that was not available to the Academic Review Committee that might affect the decision. The Principal is the arbiter of any appeal. Beyond the Principal, an appeal may be made to the Pastor of St. Joseph Parish. A final appeal may be made to the Superintendent of Schools of the Diocese of Oakland.

4.5 HARASSMENT POLICY

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

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender or sexual orientation. Harassment can involve any student, any employee or any volunteer of SJND; it may be contact that involves student-to-student, employee/volunteer to student, or student to employee/volunteer incidents. It includes, but is not limited to, any of all of the following:

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

Examples of Sexual Harassment: Sexual harassment includes, but is not limited to, the following forms:

1. Verbal: Sexually demeaning comments, sexual statement, questions, slurs, jokes, anecdotes or epithets; a continuation of the expression of sexual interest after being informed that the interest is unwelcome;
2. Written: Suggestive or obscene letters, notes, or invitations.
3. Physical: Sexual assault, touching, impeding or blocking movements; making reprisals, or threats of reprisals following a negative response to sexual advances or following a sexual harassment complaint;
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.

Sexual Harassment is also indicated when any or all of the following is present:

- Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status or progress;
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile, or offensive learning or working environment.

It is never a defense of a claim of harassment that the alleged harasser did not intend to harass. A charge of harassment shall not in and of itself create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal if an employee or expulsion if a student. Complaints found to have been filed under either false or frivolous pretext will also be subject to disciplinary action, up to and including dismissal if any employee or expulsion if a student.

Retaliation against anyone who reports harassment of any form is forbidden and will be treated as an equally serious disciplinary matter, which includes expulsion.

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

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

1. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop.
2. If students do not feel comfortable confronting the person(s) or the situation is not resolved by the above action, they shall direct their complaint to a school counselor or directly to the Dean of Students. These persons are designated to assist in resolving any harassment complaints and are bound by confidentiality. If a complaint originates with a counselor, the student must then inform the Dean of Students so that a full and fair investigation may take place and proper disciplinary action taken. Every effort shall be made to respond promptly to any complaint.
3. The Dean of Students shall interview and obtain written statements from all parties involved in the complaint or named in the complaint as witnesses able to corroborate information. All parties shall be afforded a full and fair opportunity to present their side of the issue to the Dean of Students. Every effort shall be made to protect the privacy of parties involved in any complaint.
4. When a student files a complaint of harassment with the Dean of Students, the parents of both the complainant and the student against whom the complaint is being made shall be notified and apprised of the investigation and any pending actions.
5. After the Dean of Students determines that the conduct complained of rises to the level of harassment, the student(s) may be subject to disciplinary action, including but not limited to verbal reprimand, suspension, disciplinary probation, and/or expulsion. The Academic and Disciplinary Review Board may convene in cases that involve persistent and offensive conduct, which may result in expulsion. The Dean of Students and/or the Academic and Disciplinary Review Board shall render a final decision that may include the findings and deposition of the complaint, the rationale for the decision and a recommended course of action, if any. Resolution of complaints shall be handled in a timely manner.
6. Both parties have the right to appeal the decision of the Academic and Disciplinary Review Board to the Principal within a specified period of time. The principal will review the facts and circumstances of the case and make a determination based on his findings or reinstate the recommendation of the Review Board.

4.6 SUBSTANCE ABUSE POLICY

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

California laws concerning adolescent and adult responsibility in relationship to the use of drugs and alcohol by minors are very specific with serious consequences.

SJND students and parents alike must be aware that any of the following offenses and or actions contrary to the standards of the SJND community committed by students under the jurisdiction of the school, while participating at a school-related activity, and while on the way to and from school and/or the school-related activity, are reasons for suspension or expulsion.

- Automatic expulsion will be the consequence of any student selling, distributing or exchanging narcotics, dangerous drugs, drug paraphernalia, alcohol or harmful substances.
- Possession or use of narcotics, dangerous drugs, drug paraphernalia, alcohol or other harmful substances by a student will result in a minimum three-day suspension. The student will be required to submit to assessment by a school-approved agency. School officials who will determine the response of the school will review the results of the assessment. Possible consequences to the assessment may include, but are not limited to, expulsion, probation, periodic testing and assessment, education counseling, inpatient or outpatient treatment, and exclusion from school activities such as clubs, athletics, social events, or graduation exercises. A repeat offense will result in expulsion.
- Failure to comply with the assessed consequences may result in expulsion or further disciplinary action. Failure of parents to cooperate and support the conditions for their student is continuing at

school may result in the school's request that the parents withdraw their student or a decision not to accept continued enrollment of the student.

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

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

4.7 SEARCH AND SEIZURE POLICY

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

4.8 DRESS AND GROOMING POLICY

(Check with the SJND website for updates: www.sjnd.org)

St Joseph Notre Dame High School takes pride in its tradition of excellence. High expectations include the observance of dress and grooming standards as we strive to become responsible, healthy and productive citizens of the world. Therefore, certain basic regulations in matters of dress and grooming exist at SJND. These regulations are maintained in the interest of overall good order and discipline to create an atmosphere conducive to instruction and learning. SJND expects that all students will demonstrate personal pride, modesty, and good taste in their appearance.

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

Consequences for any student who violates the dress and grooming policy at any time during the school day (8:00 a.m. to 3:15 p.m.) are the following:

- All dress and grooming violations will carry an automatic detention on the first infraction, and an automatic Saturday detention for the second infraction. A third or subsequent infraction will mean an appropriate detention and regular or strict disciplinary probation, except where otherwise noted.
- Student will not be allowed to attend classes until the situation is rectified – even if this means the student has to return home to correct the problem or have a parent/guardian deliver the proper clothing to school. Students sent home will make up the time missed with an equal amount of time in detention.
- In addition, at the discretion of the Dean of Students, continued violations may be referred at any stage to the Disciplinary Review Board.

BASIC WARDROBE REGULATIONS FOR SJND STUDENTS

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

Slacks/Shorts: Dennis Uniform, Dockers, or Dickie's slacks and shorts in navy blue or khaki are the only acceptable pants; plain or pleated front only, with standard pockets. Pants cannot have pockets below the hips. Uniform pants must be worn at the waist (not at the hips), and must be properly fitted and clean. Pants cannot be frayed, torn, unhemmed or patched. Pants or shorts that fit tightly (i.e., that cling to any part of the leg) are not allowed. "Shorts" that reach the knee or below are not allowed. Capri-style shorts or shorts that are too short are not allowed. **Acceptable length is no shorter than 3 inches above the knee.**

Skirts: Dennis Uniform, Dickie's, or Dockers skirts in navy blue or gray are the only acceptable uniform skirts for women. The uniform skirt must be of medium length (no shorter than 3 inches above the knee).

Shorts worn under the skirt, including cycling shorts, must be a solid school color and may not be visible below the hemline.

Shirts: Only the school-authorized McU Sports standard polo shirt (short or long sleeve) with an SJND logo can be worn. (Dennis Uniform polos with the Pilot logo remain acceptable.) The polo must be of a size appropriate to the wearer. The shirt may be worn untucked **only** if the bottom hem is ABOVE the wrist when the student stands. Longer shirts must be tucked in. SJND polo shirts issued by athletic teams, honor societies, and school-approved clubs may be worn by current participants and members in place of the regular SJND logo polo shirt.

Undershirts: Plain undershirts in school colors are allowed for both boys and girls. Undershirts should not extend below the school polo shirt.

Socks and Tights: Socks, up to knee high in length, in a solid school color may be worn. Solid blue or black tights are permitted. Leggings, leg warmers, thermals, thigh-high stockings are not allowed.

Shoes: Shoes cannot compromise student safety in an emergency. Shoes must be closed toed and closed heeled, and go no higher than the ankle. Athletic shoes or plain dress shoes are acceptable as footwear. Slippers, clogs, boots of any kind, high/spike heels, and sandals of any kind are not allowed at any time. For safety reasons high heels must not be worn. The Dean of Students shall have the final decision on the safety and appropriateness of shoes.

Other: Hats, headscarves, headwear, or ear warmers may not be worn on campus between 8:00 a.m. and 3:15 p.m. As the weather dictates, woolen scarves, gloves and mittens may be worn outdoors. The hoods of hooded sweatshirts may not be worn indoors. Dark glasses may be worn only outdoors; they may not be worn indoors on any part of the head or neck. Belts with studs, rivets, inappropriate designs or buckles may not be worn. Leather or cotton belts in dark, solid colors are permitted.

OUTERWEAR

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

Sweatshirts: Sweatshirts should be in **solid school colors**. Preferred sweatshirts are the SJND logo sweatshirts purchased at McU Sports, Dennis Uniform sweatshirts with an SJND or Pilots logo, sweatshirts acquired through membership in an SJND team, club, or honor society. "Sweatshirts" means any clothing made of heavy sweatshirt-type material in any style – such as hooded or crewneck; long or short-sleeved; pullover, buttoned or zippered. Sweatshirts may not have any logos or wording that advertises or promotes inappropriate or illegal behavior. Camouflage or military-design is not allowed. Only seniors may wear sweatshirts with the names and logos of colleges and universities.

Sweaters: Sweaters in v-neck, crew neck, or cardigan design in solid school colors are allowed.

Coats and Jackets: Jackets, coats, fleece-wear, rainwear, and SJND varsity jackets are permitted year-round. All outerwear must be a **solid** color. Jackets must be at least waist-length. Jackets may not have any logos, designs, or wording that advertises or promotes inappropriate or illegal behavior. Camouflage or military designs are not allowed.

VARIATIONS OF DRESS CODE

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

Liturgic Dress: Attendance at school liturgies is a dress up event for all students and staff. It signifies the importance and reverence required by students at our school liturgies. Unless otherwise indicated, students are expected to be in liturgy dress for the entire school day.

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

Ladies must wear modest, tasteful skirts or dress, or dress slacks and tops. Sleeveless shirts, sweaters or dresses may be worn. Skirts or dresses must be of medium length i.e. no shorter than 3 inches from the

knee. Skirts or dress cannot be too tight-fitting. Tops must be modest (cleavage cannot be showing). Dress slacks are defined as *pants without patch, back pockets and made of an appropriate fabric*. Shoes with open toes may be worn; however backless shoes or shoes with heels higher than 2" are not acceptable.

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

Casual Dress: Students may be permitted to dress more casually than the standard dress policy for retreats and on certain student activity days as approved by the Administration. Acceptable dress includes appropriately sized slacks, casual pants, athletic warm-up suits, walking shorts, and blue jeans. Pants or shorts are to be worn at the waist and should be neat and free from patches or designs. Tee shirts that do not display inappropriate words, slogans or decorations, may be worn.

Unacceptable clothing during casual dress days include: cut-off/tight fitting short shorts, pajama pants, flannel loungewear, sweats, camouflage or other military type apparel, ragged or torn clothing. Tank tops, crop tops (bare midriffs), halter tops or dresses, strapless tops or dresses, sheer or revealing attire may not be worn. School shoe policy remains in effect. Sandals with a back heel strap are acceptable for casual dress days. Details and guidelines will be announced in advance of the activity. School uniform is always acceptable attire on these days.

GROOMING POLICY

For All Students

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

Hair: Hair must be neatly groomed at all times. Extreme hairstyles, including haircuts, hair designs and hair color must be cleared with the Dean of Students before hair is so styled. The length of the hair worn by gentlemen must not touch a conventional style collar. Males cannot avoid the hair length regulation by resorting to a pony-tail or other similar styles or arrangements. Any student with an extreme cut (including eyebrows) or coloring will be placed on Strict Disciplinary Probation until the offending design has grown out or been removed.

Jewelry/Accessories: Elaborate or excessive jewelry and/or accessories and exceptionally large or dangling earrings (which reach the collar of the uniform polo) are not permitted. Accessories including but not limited to chains from the waist or pocket and suspenders are not permitted. Long chains or necklaces, pendants, studded bracelets ("cuffs"), wrist bands, or sweatbands may not be worn. All jewelry/accessories must be simple and non-distracting. Visible tattoos are not permitted.

WOMEN

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

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

GENTLEMEN

Shaving: Students are to be neatly groomed at all times. Sideburns must end above the earlobe.

Jewelry/Accessories: Pierced jewelry is allowed only in ears. Gentlemen may only wear a single post ("stud") earring in the ear lobe. Students will be asked to remove any stud earring that is deemed excessive. Students with pierced jewelry that is visible elsewhere will be required to remove it. Students unable to remove any non-approved piercing will be required to offer proof from a medical professional and will be placed on Strict Disciplinary Probation until the offending piercing has been removed.

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

CHAPTER 5: ATTENDANCE

Attendance: Regular daily attendance is expected of students who attend SJND. A student is **absent if he/she is not in the classroom after 15 minutes of the period have passed, unless a student enters with an approved pass.** In accordance with Center for Disease Control policy any student who is ill with a fever *must remain at home for an additional 24 hours after the fever returns to normal.* Students who return to school before the 24 hours has passed will be required to return home by the parent/guardian.

Absence: If a student is to be absent for any reason, a parent should telephone the school (523-1526) before 9:00 a.m. on each morning of the absence. All absences, including late morning tardies and any early dismissals, are subject to verification contact with a parent or guardian.

Admit After Absence: When a student returns to school, a readmit slip will be issued if the school has verified the absence by parent/guardian contact or if a parent has previously contacted the school office to verify the absence. A note from the parent or guardian must be presented at the office **before** reporting to first class if an absence has not been verified by the office. The note **must be** signed by the parent or guardian, must indicate the reason for and date(s) of absence, and must be dated. The student will be issued a readmit slip, which must be presented to each teacher for a signature. The student must submit the readmit slip either to his/her last period teacher or to the detention room proctor, if detention has been indicated on the blue slip.

Excused Absence: An absence is considered excused only for the following reasons: illness of the student, serious illness or death in the family, medical or dental appointments (verification note by doctor required), court appearance, extraordinary circumstance that school administration would deem adequate. It is the responsibility of the student to make up all work missed.

Unexcused Absence: Absences which have the consent of a parent but are not one of the listed reasons for an excused absence are considered unexcused.

Excessive Absence: Students who miss school for reasons such as, but not limited to, family vacation, frequent early dismissals, or frequent excused absences hamper their education. (See excused and unexcused absences noted above.) **The school reserves the right to deny credit for any class in which a student has accumulated more than five (5) unexcused absences in any quarter.** Consequences for excessive absences from school may include not only denial of credit but also placement on disciplinary probation. **Note the school's policy refers to classes rather than days.**

Early Dismissal: A student must bring a note signed by a parent or guardian stating the reasons and the time he/she is to leave school. This note should be presented to the office before his/her homeroom, and an Early Dismissal slip will be issued. This slip should be presented to the teacher whose class the student will be leaving. Appointments with doctors, dentists, etc. should be made for times outside of school hours if at all possible. A student who receives an early dismissal must obtain a readmit notice the day of his/her return from the office before returning to classes.

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

Absences and Athletic/Extracurricular Activities: Students are to be in attendance at school **all day** of any day or evening extracurricular or athletic event if they plan to attend or participate (as a team member) or the day before if the event or game falls on a holiday or weekend.

Medical Excuse for PE: A student who is unable to fully participate in PE class must bring a note from a physician to the Dean of Students, who will determine whether the student may safely participate in an adaptive PE program. A student who does not complete the specified activities and who has missed more than nine days in a quarter may be denied credit for that quarter.

Off-Campus Permit: Since the school is legally responsible for students, only the principal or a delegate can approve a student's leaving the school during regular school hours with the prior knowledge of the student's parents or guardian. No teacher or other school employee may give a student permission to leave the school premises. Leaving school grounds without an off-campus permit will result in a detention being issued. Seniors may be granted off-campus as a lunchtime privilege.

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

Tardy: Students are expected to be on time for the start of school, homeroom, and for all classes during the school day. A student is tardy if he/she is not in the classroom when the bell rings, unless

the student enters with an approved pass. All tardies are recorded and become part of the student's permanent record. All tardies to school are unexcused unless the tardy is due to illness of the student, serious illness or death in the family, medical or dental appointments (verified by a note from a doctor), court appearance, or extraordinary circumstance deemed by school administration as adequate. These excused tardies require a note.

1. Students who are more than five (5) minutes late to school must report to the office and obtain a readmit slip. Detention may be imposed for students tardy to school. Detention may include lunchtime clean up or other duties assigned by the Dean of Students.
2. Three (3) unexcused tardies to school will result in an after school detention assigned by the Dean of Students. (Refer to detention policy for more details.) A fourth tardy to school will result in the student and his/her parent or guardian being notified by the Dean of Students. A fifth tardy to school will result in a Saturday detention assigned by the Dean of Students.
3. Students who are tardy to school six (6) times in a quarter will be placed on regular disciplinary probation. Continued tardies to school may result in the student being placed on Strict Disciplinary Probation, which includes the loss of privileges to attend or participate in school sponsored social or athletic events.
4. Students who miss 15 minutes or more of a class through tardiness or through a failure to make prior arrangements with the classroom teacher for special circumstances (counseling, testing, and/or student activity) should realize that this missing of class is an unexcused absence and a class cut, which may have academic and/or disciplinary consequences, including Saturday detention.
5. Teachers may assign after school detention to a student who is tardy to class. If a student is tardy to class three or more times OR fails to serve any teacher's detention, he/she will then be referred to the Dean of Students who will assign an after school detention.

Immunization: No student may be admitted to SJND unless he or she has been immunized according to California immunization requirements. Completed California Immunization Forms are required for attendance.

Physical Examination: Entering freshman and new students must file a report of physical examination dated after July 1 with the school office. Students who play sports or enroll in Physical Education classes must file a report of a current physical examination each year with the Athletic Director to be eligible to participate.

CHAPTER 6: TECHNOLOGY

6.1 TECHNOLOGY BELIEF STATEMENT

Technology offers valuable, diverse, and unique resources to the SJND community. Our goal in providing this service is to promote educational excellence and innovation.

With access to unlimited information and communication also comes the availability of material that may not be considered to be of educational value in the context of the school setting. SJND has taken precautions to control access to controversial materials by instructing students in the proper use of technology and the installation of user restrictions and internet filtering software.

We firmly believe, however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure materials that are not consistent with the educational goals of the school. Training students in the wise use of technology speaks directly to our ESLR's as we inspire them to be Active Learners, Healthy Individuals, Effective Communicators and Responsible Citizens who make decisions that are Inspired by Christ.

Availability of technology to students rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of those responsibilities. Any student who violates any of these provisions may be denied future access to technology at SJND. Depending upon the violation, other disciplinary action may be taken at the discretion of the school.

6.2 ACCEPTABLE USE POLICY

The use of technology must be in support of the Expected School-wide Learning Results and consistent with the educational objectives of SJND.

Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material. Misuse is considered any message(s) sent or received that indicates or suggests racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site or resource

deemed inappropriate by the school. Use of technology, the Internet and electronic communication will be in support of educational research and /or knowledge as defined by the teacher in charge.

Any off-campus Internet use (including a student's personal website, social network or electronic publication, including video) that causes or creates risk of on-campus disruption is prohibited, and violators will face disciplinary action, including suspension or expulsion.

All email communication between students and the SJND community must be through SJND assigned email accounts.

Access to campus network shall be by administrative permission only.

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

A. Network Etiquette

Students are expected to abide by the following rules of network etiquette at all times:

BE POLITE - never send/post, or encourage others to send/post, abusive, harassing or inappropriate text and multimedia.

USE APPROPRIATE LANGUAGE - Never use vulgar, suggestive, inappropriate or offensive language. Nothing on the Internet is considered private and can be seen and saved by anyone.

PROMOTE A POSITIVE IMAGE OF YOURSELF AND THE SCHOOL - Speak well of yourself and the SJND community. Remember that school policies apply whenever and wherever you communicate electronically.

B. Bullying

Any bullying, insulting, threatening or defaming of another student, staff or faculty member in the SJND community is grounds for suspension and possible expulsion. Trying to cover threats, bullying or insults under the guise of "joking" will still be considered grounds for suspension and expulsion. This includes the use of personal email, social networking sites, texting on cell phones, or use of any other electronic means of communication.

C. Copyright

Students are expected to abide by all copyright laws at all times. To copy any other person's work and call it your own is a violation of copyright law. This pertains to text, graphics, images, video and sound. When using other people's work, permission must be requested when possible and credit given to the author or source accordingly.

D. Security

Security on our network is very important. Students may not use or try to use another individual's computer or internet account or password at any time. Students understand that to do so is a violation of Internet or network privileges and can result in cancellation of said privileges.

At no time is any name, home address or personal phone number of any member of our school to be given to anyone on the Internet at any time.

Any student identified as a security risk will be denied access to the network. If a security problem is suspected, the student must notify the teacher in charge immediately.

Students may not attempt to circumvent security measures on school networks and computers (including proxies, virtual private networks, or any related technology to alter security settings.)

E. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing materials without permission. Vandalism will result in disciplinary consequences.

F. Personal Electronics

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

Students may use personal electronics in class when authorized by the teacher for instructional activities directly related to the attainment of state standards. If a student plans on using a cell phone or other note-taking electronic device in class, the student must check in with each teacher for permission,

guidelines and expected appropriate use prior to using the device. Such devices may be used in silent mode by students for taking notes in class, noting their homework assignments, calendaring and other school related applications. Teachers may monitor student use of these devices.

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

Personal electronic listening devices such as mp3 players, iPods and other handheld music devices cannot be used during instructional time, unless it is specifically related to an educational objective and permission is granted by the teacher. Students may use electronic listening devices before and after school, and only in the library during the lunch period at the discretion of the librarian. The volume may not be audible to anyone other than the individual user.

The school is not responsible for any lost or stolen electronic devices either at school or at school sponsored events.

All electronic signaling devices are regulated as mandated by state law (Ed. Code 48901.5)

6.3 CONSEQUENCES FOR MISUSE

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

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

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

CHAPTER 7: ATHLETICS

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

7.1 SCHOOL AFFILIATIONS

SJND is a member of the Bay Shore Athletic League (BSAL) and must abide by its as well as the North Coast Section (NCS) of the California Interscholastic Federation (CIF) rules and regulations. SJND participates in baseball, basketball, cross-country, golf, soccer, softball, swimming, tennis, track and field, and volleyball.

BSAL High Schools: Albany, Holy Names, J.F. Kennedy, John Swett, Piedmont, St. Joseph Notre Dame, St. Mary's, St. Patrick-St. Vincent and Salesian.

What follows are several but not all interscholastic rules that affect the athletic participation and eligibility of SJND students:

1. A student who first enters the ninth grade of any school following his/her completing of the eighth grade in any school may be eligible for athletic competition during a maximum period of time that is not to exceed eight semesters. This eligibility must be used during the first eight semesters of attendance at that school or any school. Enrollment and/or attendance for six (6) days or more, or participation in one or more inter-school contests count as one of the eight semesters.
2. Any student transferring under the provisions of an open enrollment board policy, public or private, should consult with the new school if such provisions are in effect at the new school and the conditions thereof.

3. A student who transfers from one school to another during the school year, without a change of address on the part of the parents or legal guardians, shall be ineligible for one calendar year. This rule also applies to students 18 years of age or older, though they are legally adults. It does not apply to students who have been promoted from elementary or junior high schools at the end of the preceding semester. CIF, NCS, and the BSAL do, however, provide a means for appealing for waivers of eligibility rules. Questions regarding this should be referred to the Athletic Director's office.
4. A GPA of 2.00 with no F's and no more than two D's is required for full athletic eligibility. Grading periods for determining eligibility are end of the first quarter, end of second quarter, end of the third quarter, and end of the fourth quarter. A student remains ineligible for one full grading period. Appeals for review of athletic ineligibility may be made to the Assistant Principal.
5. Fall sports eligibility is based on the previous year's fourth quarter.
6. Initial ninth grade academic eligibility is based on the second semester of eighth grade.
7. A student must be an amateur, that is, one who has not:
 - (a) coached or taught athletics for pay (recreational, playground, or camp employment of a public or semi-public nature or caddying for pay are not construed as violations of this rule);
 - (b) competed in any game where any member, or members, of his/her team received compensation, including tryouts for professional or service teams, during the school year;
 - (c) competed for cash, merchandise, or for any compensation; and
 - (d) competed under an assumed name. To be eligible, a student must not compete on any outside team in the same sport during the school season of that sport.
8. Each student who participates in any sport must provide evidence of a physical examination by a medical practitioner in order to satisfy CIF, NCS, and SJND athletic regulations. Physical examinations are valid for one calendar year. Such evidence is to be turned in to the Athletic Director prior to the beginning of practice for the athlete's sport.
9. Each student participating in any sport (athlete, statistician, manager, etc.) must submit a completed sport packet (informed consent form, NCS ejection policy form, and emergency card) signed by parents/guardians and student.
10. Each student and parent/guardian will be expected to understand and abide by general and team requirements, consistent with school and athletic policies. An athletic department handbook will be distributed to students and parents/guardians. Students and parents/guardians will sign a form to acknowledge they both understand and accept these policies.

7.2 BSAL SPORTSMANSHIP STATEMENT

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

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

Athletics promote the well being of the participants; a good sport takes defeat without complaint, victory, without gloating and treats opponents with fairness, courtesy and respect.

Athletic contests are just games.

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

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles; trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership including coaches, athletic administrators, program directors and game official to promote

sportsmanship and foster good character by teaching, enforcing, advocating and modeling these “six pillars of character.”

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

CHAPTER 8: STUDENT ACTIVITIES AND SERVICES

8.1 DANCES

It is important for students to understand and support the expectations of all school activities. Students are expected to be courteous and respectful to all in attendance at the dances. The purpose of dances is to provide a fun, safe and comfortable experience for all students in attendance. Dances are held in accordance with the expectations and guidelines developed by the divisions and approved by the moderators and Assistant Principal of Student Life. Expectations include: courtesy and respect at all times, no offensive language, no offensive gestures or offensive dancing; no dances that simulate sexual acts or are sexually explicit and no dancing that endangers the physical safety of others. School administrators and teachers supervise all dances; it is their decision that will determine if any student behavior or dancing is inappropriate. *Consequences for failing to comply will result in notification of the parents and the inability of the student to attend the next school dance.*

Unless specifically announced, only SJND students and their guests may attend dances sponsored by the school or school organization. Guest passes for non-SJND students are required and may be obtained from the Assistant Principal of Student Life. This pass and the signature of the guest's Dean must be returned to the office to be approved by the Dean, three days prior to the dance. Student body cards are required of all guests. All guest high school student body cards will be held upon entry to the dance and returned only at the end of the dance. Any guest without ID will not be permitted to attend the dance. Any student who becomes a problem at the dance will not have the ID returned that evening; the ID will be returned only to the Dean of the high school attended by the student.

Dances are from 7:00 p.m. to 10:00 p.m., although the time of the dance is subject to change. No admission will be allowed after 8:00 p.m. unless previously arranged with the Dean. Students may not leave the dance before 9:30 p.m. Students are encouraged to participate in car pools. Parking is to be on-site (two parking lots) and perimeter of parish property. There is to be no parking in the neighborhood. Drop-off and pick-up are to be in parking lots and not by double-parking. Arrangements should be made to pick-up students as soon as the dance ends. No student should remain longer than 30 minutes after the end of the dance. Failure to secure transportation from a dance may result in the student not being allowed to attend the next social event.

The school's casual dress policy is in effect for all school dances unless the theme or type of dance dictates otherwise. All SJND regulations apply to guests as well as SJND students at all dances. These regulations include but are not limited to the use of alcoholic beverages, smoking, use of narcotics or drugs of any kind and sexual harassment. In addition to faculty supervisors and an administrator, security guards will also be on duty at all dances. When dances are held in the gym, athletic shoes are required. No backpacks may be brought to a dance. Students should refrain from bringing valuables to dances, especially large sums of money and cameras. SJND cannot assume responsibility for lost or stolen articles.

8.2 CAMPUS MINISTRY

The Campus Ministry office designs activities to help students to grow in appreciation and understanding of the Gospel message, to meet their pastoral needs, to deepen their prayer life and personal commitment to Christ, and to prepare them to accept responsibility in the Church. Activities like the community service programs, liturgies, and retreats are planned to provide the student with the full experience of living in a religious as well as an educational community. All students are required to attend liturgies, prayer services, and retreats and to give service to the community as expressions of SJND's mission as a Catholic high school.

8.3 COUNSELING DEPARTMENT

Counseling services are available to all students in the areas of academic, personal, college and career. Students are assigned a counselor for the freshman and sophomore years. They are then reassigned to a junior/senior counselor for their last two years of high school. Students are seen by their counselor at least twice during the school year, once for an introductory session and again in the spring regarding course selection. In addition, students experiencing academic difficulty are seen by their counselor. Personal, college and career counseling occur individually and in small groups. Students are encouraged to request a meeting with their counselor for any of the previously mentioned concerns. Counseling appointments may be set up by going directly to the counselor's office, located in San Jose Hall, or by phoning the counselor from the main office. Parents are also encouraged to contact counselors for assistance as necessary. Spiritual counseling is available through the Campus Ministry Office or the Counseling Department.

8.4 LIBRARY

The Miller Library is located in the main administrative wing adjacent to the main office lobby and accessible from the school quad. The main library is reserved for silent, individual studying, while the Study Center is intended for a more active learning environment. Students may also use the library conference room for group projects and collaboration.

Materials may be checked out by students for up to three weeks and may be renewed by permission of the librarian. Materials on reserve, reference, and current magazines may not be taken from the library except by teacher request or librarian approval. All materials must be returned to the library one week before semester exams. Students are responsible for all materials checked out from the library and for the replacement of any lost or damaged materials. Students who do not return library materials or pay lost charges by the end of the school year will have their diplomas, transcripts, or yearbooks withheld until their accounts are cleared.

The library is open Monday - Friday from 7:30 am to 4:00 pm, with exceptions of school holidays, staff meetings, special activities or other scheduled adjustments.

The rules of the library are to be abided by at all times:

- Be respectful to others; Keep talking to a minimum.
- No food, drinks or gum;
- All work must be school related;
- Aisles must be remain clear,
- All students must be seated in a chair. No leaning back in the chairs; no gathering around the computers.
- Only one copy should be printed. Additional copies must be photocopied.
- Students are responsible for cleaning up when leaving the library-push chairs in; recycle papers and return borrowed equipment.

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

8.5 CAMPUS LIFE TEAM

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

Student government is conducted by the Campus Life Team (CLT). The Campus Life Team is comprised of all elected student officers (ASB officers, campus ministers and division officers). The Campus Life Team coordinates all school activities and works to develop responsible leadership, initiative, high standards of behavior, and a spirit of service among the students.

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

- the club must be recognized by the Principal
- membership must be open to all students, with the exception of the honor societies which have specific academic requirements
- the club or activity must have an administration-approved faculty member as moderator who attends and supervises meetings and functions
- the club or activity must follow financial procedures as established by the CLT in collaboration with the Community Business Center
- the club or activity may use the school's name for public, social, or commercial activities only with the permission of the Principal
- all activities must be approved by the Assistant Principal of Student Life
- all activities must be supervised.

8.6 STUDENT BODY CARDS

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

Student Life. When a student withdraws from SJND, the student must surrender his/her student body card to the Dean of Students.

8.7 PUBLIC TRANSPORTATION

AC Transit buses serve St. Joseph Notre Dame High School. Bus stops are located within blocks the campus, as determined by AC Transit. Youth pass and BART tickets are available for purchase in the Main Office. It is expected that all students who ride public transportation behave in a courteous manner at all times. If a student is asked for his/her student body card by the driver, (s)he is to surrender it. Students who refuse to do this, and those who cause disturbances on buses, will be subject to suspension or dismissal from SJND.

CHAPTER 9: STUDENT SAFETY

TRAFFIC AND PARKING: GOOD NEIGHBOR POLICY

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

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

Guidelines

- Given limited on-street parking, it is strongly advised to ride-share, ride a bus, bike or walk to school and to school-sponsored events. To help you plan for ride sharing, SJND participates in the secure website matching carpooling needs among families. (www.erideshare.com)
- Only the white loading zones on Chestnut and Lafayette streets are to be used for dropping off and picking up students. (See Map) Hours for loading zones are 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m. (1:30 p.m. to 3:30 p.m. on early dismissal days). Chestnut Street between San Antonio and San Jose Avenues will be closed to through traffic on school days between 8:15 a.m. and 2:45 p.m.
- Do not double park (parallel to parked vehicles) or stop or park in crosswalks or street corners to drop-off or pick-up students. Do NOT block intersections. (CVC)
- Parking spaces on both sides of Chestnut Street between San Antonio and San Jose avenues are reserved for faculty. A limited number of student cars may be parked in front of the gym.
- All who drive to and from school, including students, are to exercise extreme caution and are not to cruise (drive) around the parish complex. Complete your business and leave.
- Students who are licensed to drive must be registered with the school through the office of the Dean of Students. White tags will be issued upon verification of license, insurance, and permission by parents to drive. These tags must be visibly displayed in the cars at all times when students park around the perimeter of the parish/school complex and/or in the neighborhood. Students who have permission to drive and are registered should park in available spaces around the perimeter of the parish complex. (See Map)

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

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

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

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

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

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

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

Entrances to School: Students are to enter and leave the main campus through the gates on Chestnut Street. Foot traffic between the main campus and Marianist Hall is on the sidewalk on Chestnut Street. Enter Marianist Hall through the 'Gathering Space' (between the Rectory and the Basilica), and leave Marianist Hall through the doors to the elementary school yard (staying close to the Basilica all the way to Chestnut Street). Enter and exit the Aiello Science Center and Gym only through the doors on the Chestnut Street side of the building. For San Jose Hall, students may only use the Chestnut Street door near San Jose Avenue to enter and leave. Other entrances and exits are not used by students, except in an emergency as directed by the staff accompanying students, including: the Lafayette Street doors to Marianist Hall; the Lafayette Street side gate and doors to the main campus and Notre Dame Hall; and the elementary school yard.

Students Walking Home from School: Supervision of students transfers over from the school to the parent/guardian upon dismissal from school.

CHAPTER 10: AUXILIARY ORGANIZATIONS

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

Parent Volunteer Opportunities: Parent support is a vital component of the success of SJND. In the fall, parents are asked commit to any number of volunteer needs. Volunteering may include field trip driving, telephoning or event supervision as requested by faculty and staff. These activities are a great way to meet other parents, participate in the SJND community and contribute to the quality of student education.

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



PERMISSION TO DRIVE

Please **attach a photocopy** of the following before you submit this form to the Main Office:

- Current driver's license,
- proof of current insurance coverage.

I/We, _____ give
Parent(s)/Guardian(s)

Our son/daughter, _____, permission to drive to school, understanding and supporting the school policy regarding student driving as described in the Student Parent Handbook and Calendar

Date: _____

I, _____, understand
Student

and will comply with the school policy regarding driving as outlined in the Student/Parent Handbook and thereby register my ____ Auto ____ Bike in accordance with said policy.

Date: _____

CAR REGISTRATION

Student: _____

Homeroom: _____

Address: _____

Phone: _____

Driver's License Number: _____

Vehicle License: _____

Model: _____

Year: _____

Color: _____

SJND Registration Tag #: _____

Parent/Guardian Signature Date

Parent/Guardian Signature Date



IMPORTANT DATES {United States}

	2011	2012	2013
<i>New Year's Day*</i>	Sat., Jan. 1	Sun., Jan. 1	Tues., Jan. 1
<i>Martin Luther King, Jr. Day *</i>	Mon., Jan. 17	Mon., Jan. 16	Mon., Jan. 21
<i>Groundhog Day</i>	Wed., Feb. 2	Thurs., Feb. 2	Sat., Feb. 2
<i>Chinese New Year</i>	Thurs., Feb. 3	Mon., Jan. 23	Sun., Feb. 10
<i>Lincoln's Birthday</i>	Sat., Feb. 12	Sun., Feb. 12	Tues., Feb. 12
<i>Valentine's Day</i>	Mon., Feb. 14	Tues., Feb. 14	Thurs., Feb. 14
<i>Presidents' Day *</i>	Mon., Feb. 21	Mon., Feb. 20	Mon., Feb. 18
<i>Washington's Birthday</i>	Tues., Feb. 22	Wed., Feb. 22	Fri., Feb. 22
<i>Ash Wednesday</i>	Wed., Mar. 9	Wed., Feb. 22	Wed., Feb. 13
<i>Daylight-Saving Time begins</i>	Sun., Mar. 13	Sun., Mar. 11	Sun., Mar. 10
<i>St. Patrick's Day</i>	Thurs., Mar. 17	Sat., Mar. 17	Sun., Mar. 17
<i>First Day of Spring</i>	Sun., Mar. 20	Tues., Mar. 20	Wed., Mar. 20
<i>April Fools' Day</i>	Fri., Apr. 1	Sun., Apr. 1	Mon., Apr. 1
<i>Palm Sunday</i>	Sun., Apr. 17	Sun., Apr. 1	Sun., Mar. 24
<i>Passover begins at sundown</i>	Mon., Apr. 18	Fri., Apr. 6	Mon., Mar. 25
<i>Good Friday</i>	Fri., Apr. 22	Fri., Apr. 6	Fri., Mar. 29
<i>Easter</i>	Sun., Apr. 24	Sun., Apr. 8	Sun., Mar. 31
<i>Earth Day</i>	Fri., Apr. 22	Sun., Apr. 22	Mon., Apr. 22
<i>Cinco de Mayo</i>	Thurs., May 5	Sat., May 5	Sun., May 5
<i>National Teacher Day</i>	Tues., May 3	Tues., May 8	Tues., May 7
<i>Mother's Day</i>	Sun., May 8	Sun., May 13	Sun., May 12
<i>Memorial Day (Observed) *</i>	Mon., May 30	Mon., May 28	Mon., May 27
<i>Flag Day</i>	Tues., June 14	Thurs., June 14	Fri., June 14
<i>Father's Day</i>	Sun., June 19	Sun., June 17	Sun., June 16
<i>First Day of Summer</i>	Tues., June 21	Wed., June 20	Fri., June 21
<i>Independence Day *</i>	Mon., July 4	Wed., July 4	Thurs., July 4
<i>Friendship Day</i>	Sun., Aug. 7	Sun., Aug. 5	Sun., Aug. 4
<i>Labor Day *</i>	Mon., Sept. 5	Mon., Sept. 3	Mon., Sept. 2
<i>Grandparents Day</i>	Sun., Sept. 11	Sun., Sept. 9	Sun., Sept. 8
<i>Citizenship Day and Constitution Day</i>	Fri., Sept. 16	Mon., Sept. 17	Tues., Sept. 17
<i>Rosh Hashanah begins at sundown</i>	Wed., Sept. 28	Sun., Sept. 16	Wed., Sept. 4
<i>First Day of Autumn</i>	Fri., Sept. 23	Sat., Sept. 22	Sun., Sept. 22
<i>Yom Kippur begins at sundown</i>	Fri., Oct. 7	Tues., Sept. 25	Fri., Sept. 13
<i>Columbus Day (Observed) *</i>	Mon., Oct. 10	Mon., Oct. 8	Mon., Oct. 14
<i>Halloween</i>	Mon., Oct. 31	Wed., Oct. 31	Thurs., Oct. 31
<i>Standard Time returns</i>	Sun., Nov. 6	Sun., Nov. 4	Sun., Nov. 3
<i>Election Day</i>	Tues., Nov. 8	Tues., Nov. 6	Tues., Nov. 5
<i>Veterans Day*</i>	Fri., Nov. 11	Sun., Nov. 11	Mon., Nov. 11
<i>Thanksgiving *</i>	Thurs., Nov. 24	Thurs., Nov. 22	Thurs., Nov. 28
<i>Hanukkah begins at sundown</i>	Tues., Dec. 20	Sat., Dec. 8	Wed., Nov. 27
<i>First Day of Winter</i>	Thurs., Dec. 22	Fri., Dec. 21	Sat., Dec. 21
<i>Christmas*</i>	Sun., Dec. 25	Tues., Dec. 25	Wed., Dec. 25
<i>Kwanzaa begins</i>	Mon., Dec. 26	Wed., Dec. 26	Thurs., Dec. 26
<i>New Year's Eve</i>	Sat., Dec. 31	Mon., Dec. 31	Tues., Dec. 31

* Federal Holiday in the United States