



MORELAND
NOTRE DAME
Educating students for life

MORELAND NOTRE DAME SCHOOL

2019-2020 Student-Parent Handbook

Updated 9-9-19

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STATEMENT OF MISSION

"How good the good God Is. Why can't we proclaim it to the whole world?"

St. Julie Billiart

Moreland Notre Dame School is a TK through 8th grade Catholic school founded and sponsored by the Sisters of Notre Dame de Namur.

We are a school rooted in the *Hallmarks of a Notre Dame de Namur Learning Community* and are committed to providing quality academic preparedness while educating our students for life.

Values:

MND seeks to express the goodness of God by fostering:

1. A sense of family
2. A safe environment where:
 - each child is treated as sacred
 - justice and service to others is expected
 - diversity is welcomed and celebrated

MOTTO: "Moreland Notre Dame- educating students for life."

The Sisters of Notre Dame de Namur and St. Julie Billiart

Marie Rose Julie Billiart, the foundress of the Sisters of Notre Dame de Namur, was born to a French peasant family on July 12, 1751. From an early age, Julie showed great love and devotion to God, who she began to speak of as her good God. She found joy in teaching the other children of her village about God's goodness. Julie became ill and eventually was unable to walk, but her faith continued to deepen. On February 2, 1804, she and Françoise Blin de Bourdon, co-foundress, dedicated themselves to God as Sisters of Notre Dame. A few months later, Julie was healed of her paralysis. Soon their religious congregation flourished and Julie's dream of sending her Sisters throughout the world became a reality. In 1840, the Sisters of Notre Dame arrived in the United States – and by 1851 they had established a school in San Jose, California – as well as other missions and schools in Europe, Asia, Africa and Latin America.

Today, many women worldwide continue Julie's work, serving God's people on five continents, with special dedication to those in "the most abandoned places." The California Province of the Sisters of Notre Dame founded Moreland Notre Dame School, and in 2014 merged with other provinces to become the U.S. East West Province. At Moreland Notre Dame we are proud of our Notre Dame history and tradition. With St. Julie Billiart and the Sisters of Notre Dame de Namur, we continue to proclaim God's greatness to whomever we meet.

For more information about the Sisters of Notre Dame de Namur, you can visit their website <http://www.sndden.org/>

History of School

Moreland Notre Dame School opened in December 1899 and was dedicated in 1900. The school owes its existence to the generosity of Mrs. Margaret Moreland and her confidence in the Sisters of Notre Dame de Namur. Mrs. Moreland's only child, Josephine, died at age 18, while attending the College of Notre Dame in San Jose. Her grieving mother devoted her daughter's inheritance to establishing a Catholic school in Watsonville.

The Academy served the spiritual and academic needs of young girls from elementary level through high school. Initially, boys were admitted in the primary grades, and after 1920 in grades one through eight. The school served an average of 150 pupils per year. In 1942 the elementary school was expanded with the construction of new classrooms, and in 1957 the high school closed. A gym was added in 1980 in collaboration with St. Patrick's Parish, and in 2004 a junior high building, playfield, and parking lot were constructed to better serve our students and families.

In 2013, the Sisters of Notre Dame asked the school to take over the utilization and maintenance of the former convent building, which we have renamed the St. Julie Center.

The school is fully accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association. Under the continuing sponsorship of the Sisters of Notre Dame, the school provides the opportunity for spiritual and academic growth for the students of our community.

School Philosophy

Statement of Principles

Moreland Notre Dame School, in partnership with parents, seeks to create an environment where students grow in their understanding of themselves as children of God and important members of ever-widening communities of faith family, classroom, school, local and global communities, and Church. As members of this school community we desire that our actions demonstrate the goodness of God.

We aspire to be a Catholic school in the tradition of the Sisters of Notre Dame, in which student can learn to grow in a safe and nurturing environment in the company of teachers, staff and classmates. In the words of St. Julie Billiart, we work to teach our students "whatever is necessary to equip them for life."

We envision our students as Catholic adults of the 21st century who possess the maturity, knowledge, skills, self-discipline and sense of justice to be of service to the world in which they live. We acknowledge that the world in which our students will live and serve may require knowledge and skills we cannot always anticipate; therefore, their ability and willingness to be life-long learners is essential.

Governance of Moreland Notre Dame

Moreland Notre Dame School is owned and sponsored by the Sisters of Notre Dame de Namur, United States East-West Province, and governed in accordance with the Bylaws of the Moreland Notre Dame School Corporation. Since 1999, the Moreland Notre Dame Board of Directors has participated in the governance of the school. The Board of Directors is responsible for the formation and evaluation of policy; long range and strategic planning, management reporting; and the development program for the school. The Leadership Team of the Sisters of Notre Dame U.S. East West Province appoints members of the Board. The day-to-day operation and administration of the school rests with the principal.

Accreditation

Moreland Notre Dame School is accredited by the Western Association of Schools and Colleges, the Western Catholic Education Association, and is a member of the National Catholic Education Association.

Moreland Notre Dame School Student Learning Expectations

Moreland Notre Dame Students have HEART.

Honor God and others

- Show gratitude & care for the environment and all of creation.
- Understand & practice the teachings of Christ & Church
- Participate in the liturgical and Sacramental life of the Church
- Demonstrate through their actions an understanding that God is good.

Engage in learning

- Are competent readers, writers, and communicators
- Apply mathematical, scientific, and technological skills using critical thinking and problem solving.
- Critically consider choices and apply prior knowledge to make effective and moral decisions.
- Actively participate, question, and reflect on learning in class.

Accept differences among us

- Have respect and reverence for diversity in our community and an appreciation of world cultures.
- Demonstrate self-respect and respect for others

Rally for justice and peace

- Participate in outreach efforts in our school, local, and global communities
- Dedicate time to service

Together create community

- Understand their roles as citizens of Church, family, community, country, and world.
- Seek solutions by listening to others and working, both independently and collaboratively.

Hallmarks of a Notre Dame Learning Community

The Sisters of Notre Dame de Namur have adopted seven “Hallmarks” that reflect the essential characteristics, values, and actions of the schools they founded and sponsor. These Hallmarks are

- ✓ We proclaim by our lives even more than by our words that God is good.
- ✓ We honor the dignity and sacredness of each person.
- ✓ We educate for and act on behalf of justice and peace in the world.
- ✓ We commit ourselves to community service.
- ✓ We embrace the gift of diversity.
- ✓ We create community among those with whom we work and with those we serve.
- ✓ We develop holistic learning communities which educate for life.

Staff and Administration Contact Information

Staff and Administration Email Directory

Main Office 831-728-205	Grade 2: Mrs. Hamilton and Mrs. Novak chamilton@mndschoo.org cnovak@mndschoo.org
Admin Assistant: Mrs. Nunez jnunez@mndschoo.org	Grade 3: Mr. File mr.file@mndschoo.org
Principal: Mrs. Mottau cmottau@mndschoo.org	Grade 4 Mrs. Hulme mhulme@mndschoo.org
Transitional Kindergarten: Mrs. Gabel tgabel@mndschoo.org	Grade 5: Ms. Julia Lucas jlucas@mndschoo.org
Kindergarten: Mrs. Staka sstaka@mndschoo.org	Grade 6: Mr. Smith dsmith@mndschoo.org
Grade 1: Mrs. Aragon caragon@mndschoo.org	

Grade 7: Mrs. LaGrange jlagrange@mndschoool.org	P.E. Mrs. Burkett kburkett@mndschoool.org
Grade 8: Mrs. Paz jpaz@mndschoool.org	Student Support Services: Mrs. Honey choney@mndschoool.org
Spanish: Senora Lopez alopez@mndschoool.org	Athletic Director: Ms. Haneta thaneta@mndschoool.org
Junior High ELA: Mr. Edwards nedwards@mndschoool.org	SEP Director: Ms. St. Ours lstours@mndschoool.org
Computer Lab/Student Council: Mrs. Wilcox kwilcox@mndschoool.org	Office Manager: Mrs. Hilario jhilario@mndschoool.org
Library: Mrs. Salady http://cmsalady@mndschoool.org	Office Clerk: Mrs. Solorio office2@mndschoool.org
Cafeteria: Mrs. Mejia lmejia@mndschoool.org	

School Website www.mndschoool.org

School Policies

Agreement and Amendments

This Student-Family Handbook serves as a contract between the student, the student’s family, and the school with specific references to school life, school policy, and routine procedures.

The School reserves the right to amend this handbook, as needed, throughout the year with regards to school policies. The School also reserves the right to apply and interpret the items in this handbook.

Policy items articulated herein are reviewed and approved by action of the Board of Directors.

Admission Policy

Assuming academic readiness for the grade and available space, the criteria used in acceptance of new students is:

- Siblings who currently attend the school.
- Transfer students from Catholic schools.
- Parental cooperation, support and assistance.
- Judgment of school administration.

Health Information

Medication

By state law, no child is allowed to have any oral medication during the school day without the written consent of the parent or guardian. Notifications from the doctor must be recorded in the school office. A form for that purpose is available at the school office.

School officials are permitted to administer only minimal first aid.

Necessary Documents for Admission

The following documents (per state requirement) **must be on file** no later than August 30, or at the time of registration. Failure to assume this responsibility will result in the expulsion of your child, in accordance with the Santa Cruz County Health Services Agency, 1060 Emeline Avenue, Santa Cruz, CA 95061.

1. Physician Form
2. Immunization Record
3. Certificate of birth or Baptismal Certificate
4. Emergency Card

Emergency Cards

Each family must have an emergency card on file. Please indicate someone who does not work and can be reached easily if you cannot be reached. These cards must be kept current. Please notify the office of any change in telephone numbers, etc., immediately. Be sure the persons to be notified know they are to be contacted in case of emergency. It is the responsibility of parents to notify the school when there is a change in guardianship or custody for a child.

Policy of Non-Discrimination

Moreland Notre Dame School, mindful of its mission to be a witness to the love of Christ for all, admits students of any race, color, gender and national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at Moreland Notre Dame School. Moreland Notre Dame School does not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, gender or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Communication

The school communicates with parents through notices and newsletters that will usually be sent electronically on Wednesdays. If a family prefers a hard copy of the weekly communication, they may request that in the office. It is the responsibility of parents to read all information. The

policies outlined in this handbook may be amended or changed by school administration or the MND Board of Directors, in which case parents will be notified via the weekly packet.

Parents are encouraged to discuss the programs of their children with both teacher and principal. However, parents may not confer with teachers during school hours nor disturb the classes for any reason. Parents who need to deliver items such as lunches or schoolwork to their children should bring them to the school office, not directly to the classroom. Before school in the morning is not an appropriate time for conferences because the teachers are making preparations for the school day. We ask that you please telephone the office, email the teacher, or send a note requesting an appointment.

Parent-School Partnership

Importance

Students with parents who are involved in their school tend to have fewer behavioral problems and better academic performance, and are more likely to complete high school than students whose parents are not involved in their school. Positive effects of parental involvement have been demonstrated at both the elementary and secondary levels across several studies, with the largest effects often occurring at the elementary level.

A recent meta-analysis showed that parental involvement in school life was more strongly associated with high academic performance for middle schoolers than helping with homework. Involvement allows parents to monitor school and classroom activities, and to coordinate their efforts with teachers to encourage acceptable classroom behavior and ensure that the child completes schoolwork. Teachers of students with highly involved parents are more likely to identify at earlier stages problems that might inhibit student learning.

Parental involvement in school, and positive parent-teacher interactions, have also been found to positively affect teachers' self-perception and job satisfaction. Research shows that students perform better in school if their fathers as well as their mothers are involved, regardless of whether the father lives with the student or not.

Parent-Teacher Conferences

Formal conferences are scheduled to give parents an opportunity to become better acquainted with their child's teacher, the curriculum, and the objectives set forth for the school year. Attendance is required.

Participation in Parent Club

Participation in the Parent's Club is mandatory for parents. Tuition alone is not sufficient to meet the budgetary needs of the school. Parents are required to pay membership fees, attend meetings and social gatherings, support fundraising efforts, and assist with school improvement projects. These organizations make a vital contribution to the education of our students.

Parent Service Hours

Each family must complete 30 hours annually in service to the school. Adjustments in the number of hours are made for single parent families and families with service hour obligations at other Catholic schools (20 hours). For every hour not completed parents will be billed \$20 per hour.

Classroom Birthday Treats

All class treats must be arranged with the class teacher in order to be sure students with allergies are kept safe. No balloons or flowers may be delivered to the school.

Home Parties

Invitations for parties may not be given out at school unless the entire class is invited (or all the boys/all the girls). Please be respectful of all children's feelings. We do not want any student to feel left out.

Closed Campus and Safe Environment

Moreland Notre Dame School is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless picked up from the school office by a parent or person approved by a parent. Students remain on the school premises for their lunch period. All visitors to the school, including parents, must sign in at the office. Parents and others who serve as volunteers on a regular basis must undergo a fingerprinting process administered by the Department of Justice and Diocese of Monterey. The school adheres to policy governing "Safe environment" in the Diocese of Monterey. A copy of the policy is available upon request. Volunteers are also asked to take the online course, *Virtus*.

Safety Procedures

Insurance Claims

If a child is injured during school hours or on the way to or from school or at any school-sponsored activity, the school office should be notified immediately with the details of the injury given (date, time, place, incident). School sponsored student insurance is secondary coverage only.

Permission to leave campus

If a student must leave school during school hours, a parent or guardian must sign him or her out at the front office. If a student has parent permission to walk, ride a bike, or skateboard home a note must be presented to the office stating parent permission.

Bicycles and Skateboards

Students are required to WALK their bikes on school premises. Bicycles brought to school are done so at the pupil's own risk and must be placed in the bike rack. Police regulations require that bikes have licenses and locks. California law and school policy requires that all students

who ride bicycles to school must wear helmets. Skateboards must be left in the office for the school day.

School Volunteers

Teachers or other school personnel may invite the participation of parent or other volunteers to assist in the classroom or with a specific activity. Some volunteer tasks can be completed at home. School volunteers who work at school with children must sign in at the office and wear a volunteer badge. All volunteers, including coaches, field trip chaperones, and drivers for sports teams must be fingerprinted according to State law and Diocesan policy. Classroom volunteers must follow the direction of teachers, maintain proper decorum, and observe school policies.

Emergency and Safety

Moreland Notre Dame has as its primary concern the welfare and safety of its students. Fire, earthquake, and other emergency drills are held regularly. Procedures for emergencies will be posted in each classroom and office of the school and reviewed regularly. Students must cooperate completely with such procedures. In order to facilitate emergency procedures, families must file accurate student emergency information and instructions with the school.

In the event of an emergency during regular school hours a message will be sent out via our urgent response system. A text, phone call (925-609-4989) , and/or email will be sent with information regarding the type of emergency and any other pertinent information. Unless there is a compelling reason given by public safety officials, students will be released to parents or allowed to leave campus in their normal fashion at the end of the school day. Should an emergency require that students remain on campus after the end of the school day, they will be released in keeping with directions from a properly authorized parent or guardian or by appropriate public safety professionals. In order to ensure order in such situations, students must be signed out at a single location.

Public news media will be informed to broadcast specific instructions. Any student truancy or misconduct during an emergency could be grounds for serious disciplinary action by the school.

If it becomes necessary to cancel the next day's classes (during the night or before 7 a.m.), the administration will contact local media and a mass emailing will be distributed to school families.

A weapon of any type (including, but not limited to, the following gun, knife, bomb, pepper spray, Taser) will not be allowed on campus or at school events (excluding possession by public safety officers). Simulated weapons or objects that may be judged to be weapons are also prohibited. The school will use various means, including locker, backpack, and/or individual searches (with just cause), to ensure that the campus is safe.

Emergency Procedures

1. If safe, students and staff will assembly in the Main st. parking lot.
2. If no one is present on Moreland Notre Dame School grounds, evacuation sites include

Callaghan Park, Chase Bank, or St. Patrick's Church or parking lot.

3. Release will occur after a designated adult signs out with the principal or designated personnel and next with the student's teacher.

4. DO NOT CALL THE SCHOOL. Tune into KSCO radio, 1080 AM for news about Moreland Notre Dame School.

5. All teachers will remain with students until you or an adult designated by parents on the Emergency Release form picks up your child (ren). The Principal will remain, as will certain others, until all students are dismissed, for the full duration of the emergency and until authorized adults have picked up all children.

6. Be assured that your children will be as safe as we are able to make them.

Child Abuse

School faculty or staff members are obligated by law to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, and/or exploitation of any minor. In such cases, the parents/guardians will not be notified in advance, pursuant to California Penal Code, Sec. 11166.

Harassment

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, national origin, physical disability, gender, or sexual orientation.

Moreland Notre Dame means to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, employee, staff member or volunteer is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. 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.

Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

This policy is in effect at all times. It includes, but is not limited to, any or all of the following

- **Verbal Harassment** Derogatory comments and jokes; threatening words spoken to another person.
- **Physical Harassment** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual Harassment** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, etc.

- **Sexual Harassment** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs 1) submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; 2) submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual; and/or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Specific examples of sexual harassment include, but are not limited to, the following 1) making unsolicited sexual advances and propositions; 2) using sexually degrading words to describe an individual or an individual's body; 3) displaying sexually suggestive objects or pictures; 4) telling inappropriate or sexually related jokes; and/or 5) making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

It is the student's responsibility to do the following

- Conduct himself or herself in a manner which contributes to a positive school environment;
- Avoid any activity that may be considered discriminatory, intimidating, or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;
- Report all incidents of discrimination or harassment to the principal;
- Discontinue discriminatory, intimidating, harassing or unwelcome conduct, if he or she is informed of such behavior.

Complaint Filing and Investigation

The following procedures must be followed for filing and investigating a harassment claim

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to any staff member or the Principal, or to the Superintendent of Catholic Schools for the Diocese of Monterey if the Principal is the subject of the allegation. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another administrator of the same sex if he/she prefers.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal (or the Superintendent in cases involving the Principal) will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and

can include all disciplinary actions up to and including immediate termination and/or expulsion.

If the complaint is against a non-employee or non-student, such as a parent, guardian, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Bullying/Relationally Aggressive Behaviors

The school will not tolerate any behaviors designed to intimidate, threaten, or otherwise influence others through threat of violence, of physical or emotional harm, or of exclusion. Such behaviors include actions done in person or through contemporary social interaction means (e.g., texting, Internet, or other social media platforms. Depending on severity, degree, and frequency of such behaviors, a student who undertakes such acts faces disciplinary action including referral and the potential for suspension and/or expulsion.

Bullying and acts of relational aggression are prohibited. Bullying can be defined as follows punching, shoving, or other physical acts of aggression; or threats of such relational aggression can be defined as follows exclusion, spreading rumors, verbal insults, teasing, intimidation, taunting, and manipulative affection. Depending on severity, degree, and frequency of such acts, a student who undertakes such acts faces disciplinary action including the potential for suspension and/or expulsion.

Victims of any of the behaviors outlined above should immediately notify any staff member. Students or parents aware of the victimization of others by any of the behaviors outlined above should immediately contact any staff member. The staff member will then contact the Principal.



Moreland Notre Dame Computer, Internet, Social Media, and Chromebook Acceptable Use Agreement

The Moreland Notre Dame Student and Family handbook outlines the school's mission, identity, and vision. In line with these stated values, this Computer, Internet and Social Media use policy affirms that all members of our school community use computers, the Internet, and social media appropriately. This policy and the documents associated with it define this appropriate use; a personal promise to follow the guidelines and use the equipment and the Internet appropriately is also included.

Computers and the Internet form a vast, global, electronics communication network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as a through electronic mail. In addition, many articles are available for downloading from the Internet, many of which are of educational value. Because of its enormous size, the Internet has great potential.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials on this global network, and an industrious user may discover controversial information. Moreland Notre Dame firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational and religious goals of our community.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the users, who must adhere to strict guidelines. It is the purpose of these guidelines, as well as the Technology Use Promise, to help all who use the system in an appropriate manner. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Director of IT reserves the right to examine the data on the system at any time.

The most important prerequisite for anyone to use the school's computer/Internet system is that he or she takes full responsibility for his or her own actions. Moreland Notre Dame and the sponsors of the campus Internet connection will not be liable for the actions of anyone connecting to the Internet through the system. All users and the parents of student users shall assume full liability, legal, financial, or otherwise, for their actions.

Computer and Internet Use Policy

Computer System: Terms and Conditions of Use

1. Individual users are responsible for any activity on their files and for any material stored on

their files. Files are to be used exclusively for academic work.

2. Computer resources are to be used only by those whom the privileges have been granted. Users cannot grant to any one else the use of their privileges. Individual users are expected to maintain adequate security, including the frequent changing of personal passwords.

3. Individuals may access only those resources for which they have specific authorization. Searching through directories or folders without the expressed permission of the owner is prohibited.

4. Computer resources of Moreland Notre Dame may not be used for any commercial activity.

5. All computers and peripheral equipment that are part of the school's technological resources are to be treated with respect. Only the authorized personnel of the school may alter any equipment or equipment configurations at Moreland Notre Dame. **Students and their families are responsible for any damage done to a Chromebook and/or computers in the computer lab.**

6. All activity over the network or using district technologies may be monitored and retained.

7. Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).

8. We will make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies.

9. Users of the network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Internet: Terms and Conditions of Use

1. Acceptable Use: The primary purpose of the Internet connection is to support education by providing access to unique resources and the opportunity for collaborative work. The school's Internet access must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited.

This includes, but is not limited to: copyrighted material, threatening or obscene material, material protected by trade secret. (Be aware that pirating or transfer of certain kinds of materials are illegal and punishable by fine or jail sentence).

2. Technologies Covered: Moreland Notre Dame may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, Moreland Notre Dame will attempt to provide access to them. The policies outlined in this document are intended to cover all available technologies, not just those specifically listed.

3. Privileges: The use of the Internet is a privilege, not a right, and inappropriate use may result in a suspension or cancellation of that privilege. The Director of IT will deem what is inappropriate. The administration, faculty, and staff of the school may request that the Director of IT deny, revoke, or suspend specific user access privileges.

4. Network Etiquette: Users are expected to abide by the generally accepted rules of network etiquette and those established by Moreland Notre Dame school which include (but are not limited to) the following:

- Users may not post any personal contact information about themselves or other people.
- (Personal contact information includes name, home address, telephone number, school address, identification number, or e-mail address.)
- Users must be polite and use appropriate language. They may not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users must promptly report any messages received that are inappropriate or make them feel uncomfortable to the Director of IT.
- Users must not agree to meet with someone they have met online.
- Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. All incoming e-mail will be managed through a school account and may be read by the Director of IT.
- Illegal activities are strictly forbidden. Users may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocated violence or discrimination towards other persons.
- Messages that relate to or are in support of illegal activities, that is profane or obscene, or that advocates violence must be reported to the Director of IT. If a system user mistakenly accesses inappropriate information, he or she must immediately inform the Director of IT. This will protect users against a claim that they have intentionally violated this policy. Inappropriate information may not be shown to any other user.
- Users may not download any software without the prior consent of the Director of IT.
- Users may not use the network in such a way that would disrupt the use of the network by other users.
- Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Users must assume that all communication and information accessible via the network are private property.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

5. Warranties: Moreland Notre Dame makes no warranties of any kind, whether expressed or implied, for the Internet services provided. Moreland Notre Dame will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any

information obtained via the Internet is at the users own risk. Moreland Notre Dame specifically denies any responsibility for the accuracy, quality, or timeliness of information obtained through its services.

6. Web Access: Moreland Notre Dame provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web with services such as VPN. If a site is blocked and a user believes it shouldn't be, the user should follow protocol to alert an IT staff member or submit the site for review.

7. Security: Security on any computer system is a high priority, especially when the system has many users. If users feel they can identify a security problem on the system, they must notify the front office. Users may not demonstrate the problem to other users. Attempts to perform system administrative functions may result in the suspension or cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the school's system. Unauthorized access will be treated as theft.

8. Vandalism: Vandalism may result in cancellation of privileges and other school sanctions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other agency or networks connected to the Internet. This includes, but is not to, the uploading or creation of computer viruses. Vandalism also includes damage to computer or other parts of the system, or other students' devices/iPads.

9. Plagiarism: Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

10. Cyber-bullying: Cyber-bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking are all examples of cyber-bullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying can be a crime. Remember that your activities are monitored and retained.

11. Social/Web 2.0/Collaborative Content: Recognizing that collaboration is essential to education, Moreland Notre Dame may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally identifying information online.

12. Email: Moreland Notre Dame provides users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

13. Personal Safety: If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent if you are using the device at home) immediately. Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

14. Limitation of Liability: Moreland Notre Dame will not be responsible for damage or harm to persons, files, data, or hardware. While Moreland Notre Dame employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Moreland Notre Dame will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Examples of Acceptable Use

I will:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- **Be sure that any and all school property in my possession is cared for carefully.**
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of others and myself.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful to others or myself.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school’s safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally identifying information, about others or myself.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn’t intended for my use.
- **Toss, throw, or show a general disregard for any school equipment in my possession.**

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Social Media Use Policy

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We’ve created these social networking/media guidelines for you to follow when representing the school in the virtual world.

Please do the following:

Use good judgment

We expect you to use good judgment in all situations.

You must know and follow the school’s Student and Family handbook.

Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

Always treat others in a respectful, positive and considerate manner.

Be responsible and ethical

Even though you are approved to represent the school, unless you are specifically authorized to speak on behalf of the school as a spokesperson, you should state that the views expressed in your postings, etc. are your own. Stick with discussing school-related matters that are within your area of responsibility.

Be open about your affiliation with the school and the role/position you hold.

Be a good listener

Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and to share feedback.

Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback, etc.

Always do at least as much listening and responding as you do “talking.”

Don't share the following:

Confidential information

Do not publish, post or release information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birthdate, address, and cell phone number on any public website.

Private and personal information

To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations. NEVER give out or transmit personal information of students, parents, or co-workers. Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct. Always respect the privacy of the school community members.

Please be cautious with respect to:

Images

Respect brand, trademark, copyright information and/or images of the school (if applicable). You may use photos and video (products, etc.) that are available on the school's website.

It is generally not acceptable to post pictures of students without the expressed written consent of their parents. Do not post pictures of others (co-workers, etc.) without their permission.

Other sites

A significant part of the interaction on blogs, Twitter, Facebook and other social networks involves passing on interesting content or linking to helpful resources. However, the school is ultimately responsible for any content that is shared. Don't blindly repost a link without looking at the content first. Pay attention to the security warnings that pop up on your computer before clicking on unfamiliar links. They actually serve a purpose and protect you and the school. When using Twitter, Facebook and other tools, be sure to follow their printed terms and conditions.

And if you don't get it right...

Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it. Apologize for the mistake if the situation warrants it. If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

We reserve the right to change these terms and conditions at any time.

The **COMPUTER, INTERNET, AND SOCIAL MEDIA USE POLICY** is made available to each family. If a student intentionally deviates from this policy, disciplinary action including suspension may be administered at the discretion of the principal or designee, and his or her access may be terminated and future access could be denied. The school principal and Director of IT reserve the right to examine any student data at any time. The Director of IT and teachers; responsibilities are included in the school's staff handbook.

School Schedule

Morning Bell Schedule

8:05 first bell-enter classroom

8:10 second bell-anyone entering class after this time is tardy

Regular School Day

For grades 1-8 school begins at 8:10 a.m. and ends at 3 p.m.

TK and Kindergarten begin at 8:10 a.m. and end at 2:00 p.m.

Minimum School Day

For all students, the minimum day begins at 8:10 a.m. and ends at 12:00 p.m. or 2:00 p.m.,

check school calendar for details.

Morning Assembly

A general assembly is usually held on Wednesdays at 8:10 a.m. in the gym. Parents are welcome to attend.

Lunch Period

Grades 5-8 12:00 p.m. to 12:40 p.m.

Grades 1-4 12:25 p.m. to 1:05 p.m.

Lunch at School

Daily cafeteria service is available on all days except when there is a 12:30 p.m. dismissal. Lunches may be purchased online at www.myschoolaccount.com Students who do not purchase a cafeteria lunch must bring a nutritious lunch from home. **Parents are strongly discouraged from delivering “fast food” to school. Any lunch delivered after school begins must be left in the school office.**

Dismissal

Students should leave the school grounds or be picked up immediately after dismissal unless they are attending the School Extension Program (SEP). School personnel will supervise the Brennan Street and Main Street Parking Lot areas until 3:15, or 12:15 on minimum days. After that all remaining students will be sent to SEP, and parents will be responsible for picking them up there and paying for the service. It is helpful if parents send a note or call the office on days they wish to utilize the SEP program, unless their child (ren) is regularly enrolled.

The white zone on Brennan Street is a pause and pick-up area only. It is not for parking. There is a red zone next to the playfield in the Main Street Parking Lot for the same purpose. Do not park and leave your car in that area. Please do not drive into the St. Julie Center parking area or the school yard for drop off or pick up.

Attendance Procedures and Tardiness Policy

Regular and punctual attendance is VERY IMPORTANT to success in school. Students who are tardy must be accompanied to the office by a parent or other adult, receive a tardy slip, and proceed to class. On the fourth unexcused tardy in a trimester, a student will receive a detention. Students who are tardy not only miss out on assembly or the beginning of the classroom day, but also disrupt that experience for others. A note from the doctor or dentist is required if a student is late due to an appointment.

Unexcused Absence for Family Vacations

The school calendar was framed to assist families in scheduling holidays. We ask that your

vacation be planned around these dates; however, should parents take their child(ren) out of school for several days, the effect of this unexcused absence is the responsibility of the parents. Unexcused absences are strongly discouraged. Students will not be given schoolwork in advance of a trip. Please bear in mind that the experience of classroom presentation can never be made up, in spite of any fulfilled assignments.

Any such plans must be discussed with the teacher prior to the absence. Excessive absences or tardiness, even if necessary and excused, may be grounds for decreased credit or disciplinary action. **After a student misses ten (10) days of school during any trimester a meeting between parents and the school will be necessary, additionally the student may be subject to possible retention due truancy.**

Excused Absence

It is required that a written excuse (**paper or via email**) stating the reason for absence and dates of the absence be presented to the school office by the student on his/her return to school. **THIS IS A STATE LAW.**

In case of serious illness, injury, or contagious disease, a release from the physician should be presented upon return. If a child cannot participate in P.E. class because of illness or injury, a note from home or a doctor's excuse is required.

Field Trips

Such activities are viewed as an extension of the learning experience. The classroom teacher arranges them for their cultural or educational value. The classroom teacher based on Diocesan Safe Environment guidelines determines adequate chaperones. Permission slips and consent for treatment forms are required of all students participating in an out of school activity. The student will not be permitted to accompany the class if the permission slip has not been signed and returned. If a student will be absent or tardy, parents must call the school office prior to the scheduled departure.

Regulations Regarding Transportation to and from School Outings

All owners of vehicles utilized for transporting students on sponsored field trips must show evidence of liability insurance and medical payment coverage. **This coverage would be primary in the event of accident or injury arising out of the use of these vehicles.**

- **Parents agree to abide by the chaperone guidelines presented before the field trip.**
- Drivers must also show evidence of a clean driving record from the Department of Motor Vehicles, supply a copy of the driver's license, be fingerprinted and completed Shield the Vulnerable.
- Vehicles must be in good mechanical condition.

- Drivers may transport only the number of passengers the vehicle is designed to carry.
- The seat belts are to be used at all times. Per California state law, parents are required to provide a booster seat for any student who meets the legal requirements.
- The driver of the vehicle must be at least 25 years old and have a valid California driver's license. [CHP Child Safety Seat Laws](#)
- Any driver who has a bad driving record will not be allowed to transport students.
- Children under the age of 8 must be secured in a car seat or booster seat in the backseat. Children who are 8 years of age OR have reached 4'9" in height must be secured by a safety belt.

<https://www.cdph.ca.gov/HealthInfo/injviosaf/Documents/ParentBrochure-English.pdf>

Academic Policies

Curriculum

Moreland Notre Dame School offers students an environment in which they are challenged to develop their academic potential and in which individual needs are recognized. The desire to teach our students “whatever is necessary to equip them for life” challenges faculty members to remain aware of progress and change in preparing our students to live in an ever-changing world.

In fulfillment of our mission as a Catholic school, religion is part of each student’s daily curriculum. Each student is afforded the opportunity to grow in the knowledge of Christ and the teachings of the Church through formal academic study, study of Scripture and participation in the liturgy. Prayer and service are integral to school life, leading students to an understanding that the study of our faith is a way of life, not just an exercise in learning. The charism of the Sisters of Notre Dame de Namur and their foundress St. Julie Billiart also inform the curriculum and school life.

The following subjects are included in the school curriculum

Religion

Music and Art

Mathematics

Language Arts

- *Reading*

- *Spelling*
- *Writing*
- *Grammar*

- *World History*
- *California State History*
- *Geography*

Family Life

Computer Education

Social Sciences

Science and Health

- *United States History*
- *Civics/Citizenship*

Physical Education

Report Cards

1. Report cards are given out the end of each trimester.
2. Prior to the end of each report card period, progress reports will be sent home for students in grades 3-8.

Grading Scale for Grades 3-8

A 97-100

C- 70-73

A- 94-96

D+ 68-69

B+ 90-93

D 65-67

B 86-89

D- 63-64

B- 83-85

F 0-62

C+ 79-82

NG = no grade

C 74-78

(A) Outstanding achievement/exceedingly high quality

(B) Above average/very good progress

(C) Average achievement/quality of work usual for grade

(D) Below average/great need for effort to meet grade requirement satisfactorily

(F) Unsatisfactory/failure to produce acceptable quality of work

(I) Incomplete

A circled grade denotes achievement below grade level

Non-Academic Marking Code

1 = Exceeds Expectations

2 = Satisfactory

3 = Improvement Needed

4=Unsatisfactory

Grades 1 and 2

1 = Consistently applies skills

2 = Developing skills

3 = Skills not yet developed / Not evaluated at this time

“+” or “-“ may be used

I = Improvement needed

Transitional-Kindergarten and Kindergarten

TK and Kindergarteners will receive a report card beginning second trimester.

Academic Honors

First Honors

For students in grades 5-8, the highest academic honor is First Honors. To be eligible a student must achieve a GPA of 3.67 to 4.0 in all academic subjects. In conduct and effort, the average must be **higher than** 1.33. No grade on the report card may be lower than a B- or 2.

Second Honors

For students in grades 5-8, the next honor is Second Honors. To be eligible, a student must earn an average of 3.0 to 3.66. The average in conduct and effort must be a 2 or higher.

Achievement Award

Students in Grades 5-8 may earn an Achievement Award, which is an affirmation that their grades have improved substantially since the last grading period. Criteria for Achievement Award honors is as follows:

- A student's grades must exceed the grades of the preceding trimester in at least two subjects;
- The student cannot go down in any subject;
- The student may have no grades of F on the report card.

Hallmark Awards

The faculty and staff encourage students to know and embody the values expressed in the *Hallmarks of a Notre Dame de Namur Learning Community*. Hallmark Awards recognize those attitudes and actions in students' day-to-day lives.

Promotion Policy

Promotion of students to succeeding grade levels will be based upon the following criteria: •The student will have satisfied the grade's work and be correspondingly mature enough to be promoted to the next grade. (Diocesan Handbook 6470.5) •Students in eighth grade are required to achieve a satisfactory cumulative grade point average of 1.66 (C-) in order to graduate. Students unable to meet criteria, will receive a Certificate of Attendance.

Graduation Celebrations

School graduation celebrations are a privilege reserved for eighth grade students in good standing. Students on either academic or disciplinary probation may not be allowed to participate in celebrations.

Academic Integrity

Students are expected to do their own work. Plagiarism is the use of materials from any source, print or electronic, without proper MLA citation. (<http://mla.org>).

Notre Dame students will not:

- ❖ Submit another person's assignment/work or a portion of an assignment/work as their own work

- ❖ Cut, paste or download information from the Internet (or other source) and submit it as their own work
- ❖ Rephrase sentences from the Internet (or other source) without proper citation
- ❖ Present the work of tutors, parents, siblings or friends as their own work
- ❖ Submit purchased papers as their own work
- ❖ Submit papers or portions of papers from the Internet (written by someone else) as their own work
- ❖ Support plagiarism by providing their work to others, regardless of whether the student believes it will be copied or not

Cheating is using unauthorized aid on any test or assignment.

Notre Dame students will not:

- ❖ Use or have available notes or unauthorized resources in any form on a closed book/closed note test
- ❖ Write out responses in advance and submit them as work done in class
- ❖ Talk to another student during a test
- ❖ Look at another student's paper during a test
- ❖ Allow other students to copy a test for makeup work
- ❖ Give or receive information regarding a test or quiz
- ❖ Provide materials (tests, quizzes, projects or papers) to another student from a current or previously taken class, regardless of whether the student believes it will be copied or not
- ❖ Purposefully distribute work/answers via printed, electronic, or verbal format to other students when such work will be considered for grading purpose, regardless of whether the student believes it will be copied or not
- ❖ Allow another person to copy a homework assignment
- ❖ Use any electronic device inappropriately
- ❖ Steal copies of a test
- ❖ Change answers during assignment corrections
- ❖ Misrepresent information on any official document presented to the school, i.e. parent/guardian signature on permission slip

The burden of proof that the student has written an original work lies with the student. The student may be requested to provide their teacher with a rough draft, a works cited page, a bibliography, copies of their sources, and will have to demonstrate through discussion their knowledge of content.

Plagiarism/Cheating consequences:

- 1) Meeting with the teacher, a warning, review of plagiarized work and zero for that assignment
- 2) Meeting with the principal, the teacher and parents, review of plagiarized work, and zero for that assignment
- 3) In house suspension (IHS) and all of the above
- 4) Possible expulsion and all of the above

Homework

Home assignments reinforce work begun in school and foster habits of independent study. Weekend homework is not given as a general rule; however, it may be given on occasion for enrichment purposes, long-range research, and for the purpose of making up work missed through absence, tardiness, or poor effort. All assignments should be completed neatly and on time. It is our intention to assign homework that is meaningful, has been explained in class, and is tied to the curriculum. Please communicate with your child's teacher if homework becomes a "battleground" in your home.

Suggested Time Allotment for Homework

TK/Kindergarten	15 to 20 minutes
Grades 1 and 2	20 to 30 minutes
Grades 3 and 4	30 to 40 minutes
Grades 5 and 6	40 to 50 minutes
Grades 7 and 8	50 to 90 minutes

Participation in Extracurricular Activities

For participation in most extra-curricular activities, academic subjects must average 2.0 or above. A GPA of 1.88 to 1.99 will be probationary, with the exception of sports. The Coast County Athletic League does not allow a probationary status if there is a grade of F on the last report card. Academic subjects for the purpose of extra-curricular activities are religion; mathematics; reading/literature; language arts; spelling; social studies; and science.

For the complete text of the eligibility criteria for sports, please see the Moreland Notre Dame Sports Handbook.

In accordance with Moreland Notre Dame's philosophy, the grades given in effort, conduct and home study are extremely important. These grades must average 2.33 or better. An average of 2.34 to 3.0 will be probationary. A student on probation will be allowed to participate until the next progress report period. At that time, a minimum 1.88 academic average and 2.33 in effort and conduct must be achieved or the student will be disqualified from participation.

For participation in Student Council, students must achieve an average of 2.67 or better in academic work. The average for conduct, effort and home study must be 2.0 or above with no

grade below 2.0. Student Council leaders are important members of our community and serve as role models. By necessity they will miss a certain amount of instructional time in fulfillment of their duties. Student Council members may be removed from leadership positions for misbehavior or failure to set an appropriate example. For academic or behavioral reasons, they may also be placed on probation for a period of time to be determined by the principal and student council moderators. Transportation and other plans for after school activities must be made before the student comes to school.

Student Government

Student government at Notre Dame School serves many purposes. It provides the students in all grades with a sense of involvement in their school and provides a model for good citizenship and the democratic process. Student involvement engenders a sense of school pride and spirit, as well as opportunities for learning and leadership and performing service.

The student council consists of eight officers, elected in May, by students in grades 3-7 to serve the following school year. The officers are president, vice president, and commissioners of finance, publicity, religion, **health and safety**, ecology, and school **activities**. Specific rules concerning elections are contained in the Student Council Constitution, as well as the rules governing that body.

In addition, there are ten class representatives. In grades four through eight, the class chooses a classmate to represent them on the student council. TK through third grade representatives are seventh or eighth graders, who consult with and report to the class they represent.

Serving on the council is considered a privilege and only students who meet the requirements for participation in student council (see policy for Participation in Extracurricular Activities, #3) may run for office. Further, students running for student council office must have consent of their homeroom teacher, principal, and parents. Student leaders are expected to adhere to high standards of conduct.

Extra Curricular Sports

The extracurricular sports program is open to junior high students who meet the policy outlined above. 6th graders participate in Cross Country and Track and Field. In rare cases, where there are too few students to form a team at the 7th grade level, 6th grade students may be included.

It may also be necessary, when too great a number of students are qualified, to choose students from among those who wish to play. The guidelines for the sports program are outlined in the MND Sports Handbook and have been developed in conjunction with the Bylaws of the Coast County Athletic League.

The goals of the extra-curricular sports program reflect the school's philosophy. "Moreland Notre Dame School promotes an appreciation of physical fitness and the gift of health. Physical education offers opportunities to develop motor skills, grace and coordination, as well as opportunities to experience the challenge of competition that is gracious and respectful; to know the value of teamwork and cooperation and the fun of play."

General School Rules

The student will be respectful, courteous, and cooperative:

- ❖ Accept the leadership and authority of teachers, principal and other staff members.
- ❖ Cooperate with teachers and other students.
- ❖ Be honest, courteous, and moral, treating all others with proper respect.
- ❖ Use only acceptable language; no profanity or obscenity will be tolerated.
- ❖ Walk quietly in the breezeway and not play near the bathrooms, so as not to disturb classes.
- ❖ Refrain from damaging, defacing or destroying school and personal property.
- ❖ Not have gum or sunflower seeds at school.
- ❖ Assist in keeping the grounds and facilities free of paper and other litter.
- ❖ Follow all classroom rules
- ❖ Not use a school phone without permission.

The student will do everything possible to remain safe and care for the safety of others:

- ❖ Bullying (cyber and physical)
- ❖ Inappropriate use of the Internet
- ❖ Using a cell phone on campus
- ❖ Not have toys, objects, or supplies at school that could be injurious, frightening, threatening, dangerous or toxic.
- ❖ Avoid playing between buildings.
- ❖ Remain on school grounds until dismissed or given permission to leave.
- ❖ Not throw any object that may injure another.
- ❖ Wear a bicycle helmet when riding to school and lock bike securely.
- ❖ Not ride bicycles, or use skateboards on school grounds at any time.
- ❖ Use drinking fountains, play equipment and lavatories with safety and cleanliness in mind.
- ❖ Obey the safety patrol; never enter the street until both stop sign carriers are in position and the captain gives the signal to walk. Cross streets only at proper intersections.
- ❖ Not push, fight or wrestle students at school or on the way to and from school.
- ❖ Not accept rides from anyone but parents or guardians.
- ❖ Not engage in acts which tend to injure, degrade, disgrace or threaten the safety, privacy and respect of other students, teachers, parents or staff members or their property

The student will take responsibility for the tasks of learning and will encourage others to learn

- ❖ Be responsible and do his or her best to learn
- ❖ Complete all assigned work on time.
- ❖ Pay strict attention to the teacher and follow directions.

- ❖ Do work consistent with his or her own ability.
- ❖ Learn and practice habits that demonstrate academic integrity
- ❖ Refrain from plagiarism, cheating, lying
- ❖ Be regular and punctual in attendance.
- ❖ Observe the rules of the classroom.
- ❖ Be in complete uniform at all times

Cell phones and personal music/video players

Cell phones and personal music or video players are to be turned off and put away at the start of the school day. Cell phones are not to be used on campus. Students may use the phone in the office, or the phone at SEP, during the hours of 7:45 a.m. and 5:45 p.m.

Displays of Affection

Because physical displays of affection are exclusive behavior, they can detract from the community spirit. Therefore, it is inappropriate for students to engage in public, physical displays of affection on school grounds or at Moreland Notre Dame events. This includes, but is not limited to: holding hands; prolonged or clearly romantic hugging; kissing; caressing; sitting on laps; holding hands.

A brief hug is the only acceptable expression of affection between students permitted during the school day or at any school activity.

Personal Property

Each student is expected to take responsibility for the care and protection for his or her own property (this includes books, notebooks, workbooks, and writing materials). Ownership information should be included in personal materials, especially books. The school does not assume any responsibility for the loss of clothing, jewelry, books, or personal items brought to school. Items not needed for the academic goals of the school should not be brought to school.

Students are not allowed to bring their own iPads or laptops. Students are not allowed to bring radios, personal listening or viewing devices, electronic games, beepers, or other like items to class unless instructed to do so by the teacher. Electronic calculators may be used in class with the permission of the teacher. Calculator/game player combination devices are not allowed. The items above may be confiscated and will only be returned to the parent/guardian by the Principal. The school assumes no responsibility for lost, confiscated, or stolen personal items.

Violation of these rules, and any other violation of good order and discipline which, in the evaluation of the school staff, results in misconduct, can result in detention, but if made a habit, may lead to suspension and/or expulsion.

Classroom Conduct and Discipline

We firmly believe that the school environment is a Catholic faith community, in the Notre Dame de Namur tradition. As such we expect all members of the community to show respect for one another, which is the foundation of student conduct and discipline. Our school philosophy calls for discipline that is respectful and encouraging. Students are informed of rules and the consequences for not keeping them, including a program of detention. The classroom teacher handles classroom infractions, with support from the principal when needed. More serious disciplinary actions will involve the parents of the child as well. Parents with concerns are asked to communicate with the teacher or principal as needed.

Discipline Plan for Detention

A discipline referral slip may be issued for misconduct and /or not following school or classroom rules.

- First offense: **The slip will contain information regarding the action taken.**
- Second offense: The student will have lunch detention for 1 day.
- Third offense: The student will receive another detention and the parents will be contacted.

Upon receipt of a third slip within a single month, the parents/guardian will be notified that if the student's behavior does not improve and an additional slip is issued, the following consequences may result:

- ❖ The student will receive an in-school suspension
- ❖ The student will be suspended from school
- ❖ The student will be placed on conduct probation

Suspension

School suspension may be given at the discretion of the Principal at any time. Grounds for suspension from school may include but are not limited to fighting, vandalism, blatant disrespect, possession of dangerous objects, cheating, lying, biting, repeated infraction referrals, malicious behavior, physical or verbal abuse toward another person and sexual harassment. Students will be assigned a task in accordance with the offense and, at the discretion of the Principal or Vice Principal, may be assigned additional tasks during the suspension period.

“In-house” suspensions are suspensions served on the grounds of the school. A student will receive an “in-house” suspension after three detentions in one trimester, or for continual misbehavior. Students must complete all assignments and tests during the days of suspension. It is the student's responsibility to be sure he/she received all of the assignments.

“At-home” suspensions are served at home. A student may be suspended for multiple “in-house” suspensions or for involvement in very serious or chronic misbehavior as determined by the principal. While serving an “at home” suspension, students may not participate in any school activities or sports. Students must complete all assignments and tests during the days of suspension. It is the student's responsibility to be sure he/she received all of the assignments.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal without suspension, **or for repetition of conduct for which the student has been suspended two or more times.** Expulsion, the permanent termination of a student's enrollment, is a last resort sanction for a clear and serious cause. It must be documented by written communication between the school and the student's parents/guardian, and occurs after consultation with all parties concerned: Principal, teacher, parents, and student.

The decision to expel a student rests with the Principal.

Among the grounds for expulsion are the following:

- ❖ Actions gravely detrimental to the moral and spiritual welfare of other students.
- ❖ Continuous incorrigible or disruptive behavior that impedes the progress of the rest of the class.
- ❖ Assault, battery or any threat of force or violence directed toward any school personnel, students or other persons on school property or during school related activities.
- ❖ Habitual or persistent violation of school regulations.
- ❖ Use, sale, distribution or possession of narcotics or alcoholic beverages.
- ❖ Malicious damage or destruction of real or personal property at school.
- ❖ Theft, extortion, or arson.
- ❖ Habitual truancy.
- ❖ Possession of dangerous objects including but not limited to guns, knives, and firecrackers
- ❖ Situations where the student poses a threat to themselves or others

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Probation is a formal notice to the student's parents that the student is misbehaving or performing below acceptable academic standards and that he/she must improve within a set probationary time. When a student is placed on probation the parent/guardian shall be informed in writing of the reason for the probation, the length and condition of the probation. Probation may limit a student's participation in extracurricular activities. A written record of probations shall be kept for reference should more serious actions become necessary.

Uniforms & Grooming Policy

All families are expected to read the rules and assist their children in following our uniform and grooming rules. It is our intention to consistently and fairly enforce the school's uniform policy for the reasons stated below. Parents of students in violation in grades 3-8 will not be called to bring proper attire; the student will receive a dress code violation. After three violations at

student will receive a detention. Students in grades TK-2 will receive the uniform violation slip to inform parents of the violation. We are grateful for your cooperation.

The school uniform serves many purposes. Traditionally, Catholic schools have adopted uniforms so that children from many backgrounds can study and play together on equal footing, without regard for status. School uniforms help us remain exempt from current fashion trends that may be counter to our values and standards, cause distraction to students, or make families feel pressured to buy certain brands or styles of clothing or shoes for their children.

Finally, there is compelling educational research that proves that uniforms enhance academic achievement. However, the administration reserves the right to interpret and make changes to the uniform and grooming policies during the school year. An effort will be made to inform parents and students of impending changes; it is the responsibility of parents to read the information sent home in our weekly envelope so that all will be informed of new school policies and rules. Each student is required to be in complete uniform and neatly groomed during school hours. Any student not in complete uniform is required to bring a note of explanation to the principal.

Rules for girls

TK-5

- ❖ Plaid jumper.
- ❖ White uniform blouse with Peter Pan collar and short sleeves or white polo shirt. In cold weather a long-sleeved polo and turtlenecks are allowed. **Gray shirts are not to be worn with jumpers.**
- ❖ Navy Merry Mart uniform cardigan sweater with logo.

6-8

- ❖ Plaid skirt.
- ❖ White uniform blouse with short or long sleeves or white polo shirt. In cold weather a long-sleeved polo and turtlenecks are allowed. **Gray shirts are not to be worn with skirts.**
- ❖ Navy twill uniform walk shorts or slacks; no cargo style pants or shorts are allowed.
- ❖ Navy Merry Mart V-neck vest or long sleeve sweater with logo with skirts only.

All Grades

- ❖ Only plain white undershirts without logos are allowed.
- ❖ White or navy socks; white or navy tights all without designs or logos.
- ❖ Merry Mart ND pullover or zipper sweatshirt, ND jacket or ND fleece pullover. **Athletic ND pullover (Grades 6-8) is acceptable only if a student has participated in a sport or Student Council.**
- ❖ The skirt should be not more than **3 inches** above the middle of the knee. Parents must monitor the length of skirts and accommodation for a child's growth must be made when need be.
- ❖ Girls must wear shorts under the uniform at all times. The shorts must not extend below the hem of the skirt and should be blue, black, or white in color. **No tights are to be worn under shorts.**
- ❖ A dark belt (navy, black or brown) is required in grades 3-8 with pants or shorts.

- ❖ Girls may wear the gray polo, with a logo, along with pants or shorts.
- ❖ Merry Mart leggings in navy only can be worn under girls jumper or skirt.

Rules for boys grades TK-8

- ❖ Navy blue cords, navy twill pants, navy walking shorts; no cargo style pants or shorts are allowed.
- ❖ White polo shirts, or gray polo shirts with a logo, may be worn with shorts or pants. In cold weather a long-sleeved polo or turtleneck is allowed. Only solid white undershirts without designs or logos are allowed.
- ❖ Navy Merry Mart cardigan sweater with logo, Merry Mart ND pullover or zipper sweatshirt, ND jacket or ND fleece pullover. ND athletic pullover (Grades 6-8) is acceptable only if a student has participated in a sport or Student Council. (Shirts or sweatshirts with other Notre Dame/Irish logos designed for the sports program may only be worn on free dress days.)
- ❖ A dark belt (navy, black or brown) is required in grades 3-8.
- ❖ Black, white or navy socks without logos.

Jackets for all students

Jackets may be worn to and from school and during recess and lunch, but are not to be worn in the classroom. Outerwear may not have offensive language or images. ND sweatshirts, fleece pullover or uniform sweaters may be worn in the classroom, but no other type.

For All Students Uniform and Non-uniform (Free Dress) Days

Shoes

The uniform shoe is one that promotes the physical development and safety of the student. Shoes worn to school must also be safe to wear to P.E. classes. For physical and developmental growth and safety, shoes must tie and be tied securely to prevent injury. Velcro fasteners instead of ties are acceptable if the fit is good.

- ❖ Black, blue, brown, gray or white athletic shoes with appropriate heel and ankle support are required. We understand that there may be some additional colored ornamentation.
- ❖ Hiking boot type tread, lug soles, platform shoes, or shoes with flat bottoms are not acceptable due to the risk of injury to the ankle.
- ❖ Shoes with wheels (Heelys), zippers, or lights are not permitted.
- ❖ Slip-ons, flip flops, sandals, slippers, backless shoes, or skateboarding and other shoes without appropriate foot, heel and ankle support may not be worn for safety reasons.
- ❖ Shoes with multiple logos such as Coach, Guess, etc. are not allowed.
- ❖ Shoelaces must be black, blue or white ONLY.
- ❖ Socks without logos must be worn at all times and must be visible above the top of the

shoe. No colored trims on the top of the socks.

Shirts

Shirts must be neatly tucked in while students are in class and Mass.

Pants (Uniform/Non-Uniform Days)

Boys pants may not be overly baggy or droop below the waist or otherwise mimic clothing worn by gangs, nor are they allowed to be extremely tight. Girls may not wear yoga pants, skinny jeans or tight jeggings. No holes in pants or leggings are allowed. **Any clothing deemed inappropriate by administration will result in a uniform violation slip.**

Non-Uniform Standards

Clothing with objectionable wording or symbols that convey vulgar, violent, ambiguous, or inappropriate messages are not permitted. The judgment of the school administration is final.

Hallmark Dress

Hallmark shirt, ND sweatshirt and uniform school shoes are to be worn. Pants, shorts, skirts, and socks of your choice that follow the free dress rules are allowed.

Special Days and Birthday Free Dress

Students may attend school out of uniform on special days, designated by the school, or in honor of their birthday. If the birthday falls on a weekend, a holiday, or during vacation, an alternate date may be chosen. Follow the free dress guidelines.

Non-Uniform Attire

Any article of clothing which is in poor taste or offensive in design will be considered a violation of the dress code. Mini-skirts, tank tops, crop tops, spaghetti strap tops or overly-tight clothes are not considered appropriate. If shorts are worn they must be "walk short" length. No short shorts will be allowed. The judgment of the school administration is final.

Full Uniform will be worn for all school liturgies

- ❖ **No shorts are permitted on days the school will attend Mass.** Boys and girls may wear pants.
- ❖ Uniform polo shirt, turtleneck, or blouse.
- ❖ Children must wear school sweater, jacket or sweatshirt.
- ❖ Birthday free dress may not be scheduled on a day the school attends mass.

Uniforms may be purchased at

The Merry Mart
53 Washington Street

Santa Clara, CA
408-296-0423

*For uniform exchange information please read the Wednesday packet.

Hair Styles and grooming

- ❖ Hair must be trimmed neatly.
- ❖ Boy's haircut needs to be trimmed above the collar, above the eyebrows, and around the ear.
- ❖ Extreme hairstyles, as determined by school administration, are not allowed.
- ❖ Hair may not be dyed or highlighted, shaved, have lines shaved into the hair, or tails in the back. **No dyed tips.**
- ❖ Extensions, hair beads, or excessive braids and adornments are not allowed.
- ❖ Hair accessories should be neutral colors (navy, black, brown or white only) No bright colors are permitted with the uniform.
- ❖ For older boys, no facial hair is allowed. Older boys who are beginning to have facial hair will be asked to shave.

Fragrances

Please refrain from using grooming products that are overly perfumed.

Grooming

Students are required to be clean and neatly groomed and in complete uniform, except on days designated "free dress" days. General rules regarding grooming are as follows

Jewelry

Students may not wear jewelry to school, with the exception of wristwatches, and small religious rings or necklaces; girls with pierced ears may wear stud-backed earrings only. Loop or hanging earrings may not be worn for safety reasons. More than one earring per ear lobe is not acceptable. Children should not wear smartwatches (Apple or Androids for example) to school.

Make-up

No make-up may be worn by students, including but not limited to, blush, eye makeup, lipstick or anything that sparkles, temporary, henna or permanent tattoos, etc. Nail polish must be clear, and acrylic nails are not permitted. Students who arrive at school wearing makeup or colored nail polish will be asked to remove it before attending class. Exceptions to be discussed with administration.

Tuition

A schedule of tuition is given to families upon enrollment and prior to each school year. Tuition accounts are handled through FACTS Tuition Management. Tuition may be paid in full or divided into 10 monthly payments, due according to the schedule set with the family by FACTS. The school favors electronic withdrawal of tuition payments. The Financial Contract must be

signed annually as a condition of enrollment.

Re-registration is subject to fulfillment of the financial contract for the current year.

A graduation fee is required for each eighth-grade student. The fee covers gowns and related graduation expenses.

No. of Children	2019-2020 Tuition	Parent Club Fees	Registration Fees *\$430 per child	Total Fees due end of June	Mo. Tuition Pmt due July-April
1	\$5,720	\$120	\$430	\$550	\$572
2	\$11,160	\$120	\$860	\$980	\$1,116
3	\$16,320	\$120	\$1,290	\$1,410	\$1,632
4	\$20,430	\$120	\$2,150	\$2200	\$2,043

Tuition Assistance Program

Many families need help to make Catholic school education more affordable. Moreland Notre Dame is committed to making Catholic school affordable based on the prior year's generous donations and fundraising.

Financial Aid applications are reviewed annually. Consideration is limited to families who are registered for the academic year in which financial aid is being requested. A school Tuition Assistance Committee makes the determination for financial aid. A request for assistance does not guarantee that assistance will be given-- but where need meets the threshold set by Board of Directors and supported by FACTS Grant & Aid, Notre Dame School hopes to help families afford this premiere Catholic education opportunity.

The first step is completing the required FACTS Grant & Aid online application.

FACTS Grant & Aid Assessment is an independent, third party company that conducts financial analysis to determine your family's financial need. Moreland Notre Dame will receive a confidential report outlining your financial situation based on the information obtained in your application and supporting tax documents.

Another option for families is to use Sallie Mae. ***Sallie Mae's K-12 Family Education Loan*** is an ideal solution for families who need additional flexibility in paying for private education beyond financial aid, personal savings, or traditional payment plans. Get the money you need for tuition, books, computers, musical instruments, sports, room and board, and extracurricular activities. There is no need to contact Moreland Notre Dame for this process. If your family

qualifies for the loan, you and the school will be notified.

Tuition Assistance Guidelines

Moreland Notre Dame School offers tuition assistance based on financial need only. Some local Catholic high schools offer academic-based scholarships as well, but Moreland Notre Dame does not.

This is our procedure for tuition assistance applications

1. All accounts (tuition, SEP, sports, and lunch) must be current.
2. The registration fee for the upcoming year, in which the family is applying for assistance, must be paid before consideration will be given.
3. Complete the online process through FACTS Grant & Aid. If there is information missing in your application, please explain that in the next step.

[\(www.factstuitionaid.com/\)](http://www.factstuitionaid.com/)

4. Write a letter to the Tuition Assistance Committee that explains your need AND the importance of a Catholic education-- particularly a Notre Dame Education-- for your child (ren). The letter may be written in English or Spanish. If there is information on your Grant & Aid application that is misleading or may not give us a glimpse of the true situation, please include that, too. These are the essential questions to answer:

- *I am requesting tuition assistance because...*
- *In a spirit of prayer and sacrifice, this is how much we can afford to pay per month per student...*
- *We will not consider an application for aid without the letter, which should be sent to the school and addressed to the principal's attention.*

FAQ

What is the source of the funds available through the program?

Tuition Assistance Awards are funded through generous donations of individuals, foundations and corporations who appreciate the value of a Catholic school education and want to help families who cannot afford the full tuition bill. The total amount of the assistance awards is based on the prior year's fundraising dollars. Moreland Notre Dame receives limited assistance dollars through the Most Reverend Bishop Ryan's Tuition Assistance Program (TOP). We are not guaranteed these dollars annually.

Who is eligible to receive assistance and do I need to be Catholic?

Please see the school's website and school secretary for the specific deadlines and guidelines. In general, all applying families must demonstrate need for tuition assistance and agree to make partial tuition payments. Awards are made without regard to ethnic background, religious affiliation, gender, or prior history of awards.

How are applications evaluated?

The first step is meeting the application and deadline expectations. Through the application process the principal will understand your family's needs. Awards are made based on (a) financial need, (b) the Tuition Assistance Committee's recommendations to the principal, (c) and the availability of funding through sources available to the school.

Does my child need to have perfect grades to qualify?

NO, tuition awards are based on financial need proved through FACTS Grant & Aid recommendation. Some Catholic high schools provide academic scholarships based on achievements, but Moreland Notre Dame's tuition assistance program is designed to help families keep their children in Catholic schools to learn in a faith-filled, safe, values-based and rigorous environment. Today, 98% of students receiving tuition support are graduating from high school in four years and 98% of those graduates are going on to colleges and universities.

DEADLINES

January-February

Pick up information in the front office and/or through email get the FACTS info and the deadlines

February

Deadline to submit info to FACTS Grant & Aid

March

Get the info from FACTS Grant & Aid and meet with the Tuition Assistance Committee for awards

April

Send Re-Registration and new student registration packets to families along with tuition assistance awards. Student may only re-register and accept awards if they are currently paid up and in good standing with the school. This is also the time that a family can appeal, in writing and with new evidence, to the principal. Set a deadline to collect these appeals. Present all appeals to Tuition Assistance Committee. They can only be heard if other awards have been rejected or new money has come in.

Please refer to the website for current deadlines.

Finances

Tuition and Fees Policy

Moreland Notre Dame seeks to serve all students, including those in need of financial assistance who desire a Catholic education. It also recognizes the value of education within a school community that represents a diversity of financial backgrounds. For these reasons, the administration works to maintain tuition levels as low as is practical, recognizing its obligation to provide a quality college preparation for its students. Financial assistance for students in need is available; information is available from the office.

Tuition is due promptly; a student whose tuition account is seriously in arrears is subject to being excluded from classes until his/her account is brought up-to-date. Such action will be taken only after consultation with the family. Families who experience unexpected financial hardship that undermines their ability to pay tuition as required should contact the bookkeeper to set up special payment options.

A student whose account includes unresolved charges other than those for tuition (e.g., athletics fees, uniform costs, testing fees, graduation fee etc.) may be excluded from classes and/or participation in particular programs until his/her account is brought up-to- date. Such action will be taken only after consultation with the family.

Tuition Payments

Tuition is payable by one of three payment schedules:

- Annually payable in full by July 1.
- Semi-annually Payable in two installments, due July 1 and January 1.
- Monthly Payable over 12 months through the FACTS Tuition Payment Plan by 1 of 3 payment plans. Payments are paid July through June. After the first two weeks of any semester, parents/guardians accept responsibility for a full semester's tuition.

Collection of tuition is done in keeping with the following practices:

1. All tuition is due on the 1st of the month and is considered delinquent after the 10th of the month.
2. A \$25 late charge is added on the delinquent date and a past due reminder will be sent to the family. After the late charge is imposed, any payment will first be applied to the late charge, then to the late tuition, then to current tuition. The late charge can be incurred each month.
3. Tuition must be current (including all fees and late charges) or the student will not be permitted to take quarter and/or semester exams. Course credit cannot be given without the semester exam grade. A student may be dismissed if tuition becomes delinquent by two months. The school may seek legal action to collect all past due tuition, fees, late charges, court costs, and legal fees.

4. All past due accounts must be brought current before students are allowed to register for the following semester. Any payments received will be applied to the delinquent balances first.
5. Financial assistance is available based on need at registration time for those families who apply for it. If the family's financial situation changes during the school year, it is the family's responsibility to contact the school and submit arrangements for tuition to be paid. Special payment plans that become delinquent may result in immediate suspension of the student.