



MORELAND
NOTRE DAME
Educating students for life

MORELAND NOTRE DAME SCHOOL

2025-2026 Student-Family Handbook

Updated 6/2025

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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 Francoise 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, Governance, and Accreditation

School Philosophy

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, families, 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 students can learn and 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 and care for the environment and all of creation
- Understand and practice the teachings of Christ and the 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 the Church, family, community, country, and world
- Seek solutions by listening to others and working, both independently and collaboratively

SLE Awards

The faculty and staff encourage students to know and embody the values expressed by our Student Learning Expectations (SLEs). Each trimester, teachers and students complete an SLE inventory to track and reflect on their progress towards living the SLEs. These inventories serve as a tool to help teachers identify students who are living or making marked progress towards living the SLEs. Each trimester, SLE Awards, or HEART Awards, recognize those attitudes and actions in students' day-to-day lives.

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, peace and care for all creation.
- ❖ 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 Email Directory

| | | | |
|---|--|---|--|
| Main Office: 831-728-2051 | | School Website www.mndschoool.org | |
| Principal: Mrs. Mottau cmottau@mndschoool.org | | Assistant Principal: Mrs. LaGrange jlagrange@mndschoool.org | |
| Admin Assistant: Mrs. Nunez jnunez@mndschoool.org | | Office Manager: Mrs. Solorio ksolorio@mndschoool.org | |
| Office Assistant: Mrs. Valtierra pvaltierra@mndschoool.org | | Marketing/Advancement: Mrs. Burkett kburkett@mndschoool.org | |
| Transitional Kindergarten - Shamrocks: Miss Mejia bmejia@mndschoool.org | | Transitional Kindergarten - Sunflowers: Miss Markle lmarkle@mndschoool.org | |
| Kindergarten/Assistant Principal: Mrs. Staka sstaka@mndschoool.org | | Grade 1: Mrs. Martin jmartin@mndschoool.org | |
| Grade 2: Mrs. Salas msalas@mndschoool.org | | Grade 3: Miss Figueroa bfigueroa@mndschoool.org | |
| Grade 4: Mrs. Vokos lvokos@mndschoool.org | | Grade 5: Miss Mejia smejia@mndschoool.org | |
| Grade 6: Mr. Garcia sgarcia@mndschoool.org | | Grade 7: Mr. Coffelt ccoffelt@mndschoool.org | |
| Grade 8: Mr. File dfile@mndschoool.org | | Middle School Math: Mrs. Abelar eabelar@mndschoool.org | |
| P.E.: Coach Mello smello@mndschoool.org | | Spanish: Senora Martinez nmartinez@mndschoool.org | |
| Art: Mrs. Allan ballan@mndschoool.org | | Library: Mrs. Salady cmsalady@mndschoool.org | |
| Student Activities: Ms. Restivo mrestivo@mndschoool.org | | Student Support Services: Mrs. Hamilton chamilton@mndschoool.org | |
| Athletic Director: Ms. Haneta thaneta@mndschoool.org | | SEP Director: Mrs. Torres 831-726-0323 lupitat@mndschoool.org | |

School Policies

Student-Family Handbook

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. **Families will be notified of changes to the handbook through newsletters and announcement updates.**

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

Necessary Documents for Admission

The following documents (per state requirement) **must be on file** at the time of registration. Failure to assume this responsibility may 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

Beehively - Student Information System

Each family has access to our Student Information System on Beehively. Beehively must be kept current. Please notify the office of any change in telephone numbers, etc., immediately. 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 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 newsletter.

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.

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 on Beehively under files and in the school office. School officials are permitted to administer only minimal first aid.

Parent-School Partnership

Importance of Parent Involvement

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.

MND Parent Communication Flowchart

Level 1: Classroom or Activity-Specific Concerns

Contact:

- Teacher/Staff Member directly involved.
- Preferred Method: Email, scheduled meeting, or phone.

Level 2: Schoolwide or Administrative Concerns

Contact:

- Principal
- Preferred Method: Email, scheduled meeting, or phone.

Notes:

- The Principal's Role:
 - Acts as the primary liaison between parents, staff, and the Board.
 - Handles the majority of concerns and ensures adherence to policies. All MND policies are rooted in and guided by our Mission Statement.
 - Responsible for the day-to-day operations of the school.
- The Principal ensures all actions align with school policies and the handbook.
- Most concerns should be resolved at this level.

Level 3: Policy or Strategic Concerns

Contact: The Principal

- The Board's Role:
 - Responsible for policy creation and strategic planning and does not engage in day-to-day operations.
 - **Not a point of contact for parents.**
- Board of Directors involvement is indirect.
- The Principal consults the Board for clarification regarding policies but remains responsible for communication with parents.

Exception:

- If parents feel that school policies are not being followed, they may contact the Board Chair via email. mndboard@mndschoool.org
 - Contacting the Board Chair:

- i. This step is intended for rare and specific circumstances. Parents may email the Board Chair only if they have met with the Principal and have evidence policies are not being followed.

Additional Clarifications

1. The Sponsorship Office:

- Collaborates with the Board of Directors on strategic and mission-driven matters.
- **Not a point of contact for parents.**

2. Diocese of Monterey

- The Bishop has sole ecclesiastical authority to recognize and designate a school as "Catholic" within the Diocese of Monterey. Moreland Notre Dame works with the Bishop's office to provide students with a Catholic education.
- The Diocese of Monterey is not a governing body of MND and not a point of contact for parents.

3. Superintendent of Catholic Schools

- Offers Professional Development
- WCEA/WASC Accreditation support
- Curriculum Review
- Bargaining Power with Publishers
- Student Insurance
- Standardized Testing (guidelines and opportunities)

*MND willingly participates in these programs as the Diocese is not a governing body of MND.

4. Parents to Parent Club:

- For broader school-related matters, parents can engage with the Parent Club, which serves as a liaison between parents and the school administration.

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 (15 hours). Parents will be billed \$20 per hour for each unfulfilled service hour.

Birthday Treats

We love to recognize birthdays, and students are welcome to bring in one small treat to share with his/her classmates. In order to ensure that all students are given the same opportunity to celebrate, large celebrations such as goodie bags or pizza lunches are not allowed. All class treats must be arranged with the class teacher in order to be sure students with allergies are kept safe. No gifts, 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.

Safety Procedures

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. The parent must notify the school office, if someone who is not on the emergency contact list is picking up the student. Students remain on the school premises for their lunch period. All visitors to the school, including parents, must sign in at the office. All school volunteers 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 required to take the online course, *Virtus*.

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 and skateboards 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 or skateboards 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 parents 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 and complete the safe environment program, *Virtus*, according to State law and Diocesan policy. Classroom volunteers must follow the direction of teachers, maintain proper decorum, and observe school policies.

Emergencies and Safety

Moreland Notre Dame’s primary concern is 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 and clear communication, 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. The methods

of delivery are determined by the parent/guardian through their Beehively profile. 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.), an urgent message will go out from our urgent response system.

A weapon of any type (including, but not limited to, the following gun: knife, gun, 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 assemble 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 a parent or an adult designated by parents on the Emergency Release form picks up the student(s). 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.

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

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.

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 and Bullying Policy

Defining Harassment and Bullying

At Moreland Notre Dame, we believe in a loving, respectful, and faith-filled community and strive to provide a safe, respectful learning environment free from harassment of any kind. Harassment and bullying have no place here, and it is our job to make sure everyone feels safe, cared for, and respected. We expect all members of the MND community to treat each other with kindness and respect, following the values of our Catholic faith.

Harassment by any student, employee, staff member, volunteer, or guest on campus or at school events is strictly prohibited. The school will take all allegations seriously, investigating them promptly, confidentially, and thoroughly. A charge of harassment will not automatically presume wrongdoing. However, substantiated cases will lead to disciplinary action, up to and including termination or expulsion. Anyone who knowingly files false claims will also face disciplinary action.

Harassment occurs when an individual is subjected to treatment or an environment that is hostile, intimidating, or offensive due to their race, religion, national origin, physical or learning disability, gender, sexual orientation, or any other legally protected characteristic, including unique traits or characteristics. Bullying is repeated and targeted acts that may involve physical acts (e.g., hitting, pushing) or verbal threats of harm. Relational aggression includes social exclusion, spreading rumors, teasing, taunting, and manipulative behavior.

Forms of Harassment Include:

- **Verbal Harassment:** Derogatory comments, slurs, name-calling, or threatening words directed at an individual. Spreading rumors and lies, repeated criticism, and undermining.
- **Cyberbullying:** Cyberbullying is bullying with the use of digital technologies. It can take place on social media, messaging platforms, gaming platforms, and mobile phones. It is repeated behavior aimed at scaring, angering, embarrassing, or shaming those who are targeted.
- **Physical Harassment:** Unwelcome physical contact, assault, blocking movements, or interference with another's normal activities. Aggressive body language includes invasion of personal space, dominating gestures, and threatening eye contact.
- **Visual Harassment:** Offensive images, gestures, or written materials, including posters, cartoons, and inappropriate drawings.
- **Sexual Harassment:** Any unwelcome behavior of a sexual nature, including advances, requests for sexual favors, and other verbal or physical conduct where clear consent has not been given.
 - **Examples of Sexual Harassment:**
 - Unwanted sexual advances.
 - Inappropriate comments or jokes of a sexual nature.
 - Displaying sexually suggestive materials.
 - Threats or reprisals after rejecting sexual advances.
 - Gestures of a sexual nature

Bullying/Relational Aggression Involving Adults

The school prohibits any behavior that intimidates, threatens, or harms others—physically, emotionally, or socially—on or off campus, including online platforms. This includes but is not limited to bullying and relational aggression.

Reporting and Response:

- Victims or witnesses of bullying or harassment should report the incident immediately to a staff member or trusted adult.
- Any staff member who is informed will report the incident to the Principal or the Chair of the Board of Directors if the Principal is involved.

Complaint Filing and Investigation Process:

1. A person may first choose to inform the individual causing the harassment that their conduct is offensive and must stop. If the objectionable behavior continues, the person should report it to any staff member, the Principal, or, if necessary, the Chair of the Board of Directors if the Principal is the subject of the allegation.
2. The staff member who receives the complaint will investigate and document the incident. If the event involves the principal, the Board Chair will be notified.
3. The school will conduct a thorough investigation while maintaining confidentiality to the greatest extent possible.
4. The investigation will include discussions with both the person who made the complaint and the individual accused of harassment. If deemed necessary, the alleged harasser will be placed on administrative leave during the investigation.
5. Once the investigation is complete, the Principal (or the Chair of the Board of Directors if the complaint involves the Principal) will determine if any disciplinary action is required, based on the severity of the incident.

For complaints against non-employees, such as parents, volunteers, or vendors, the school will take appropriate measures to investigate and address the issue within its power.

Student-on-Student Harassment and Bullying Policy

What are Harassment and Bullying?

Harassment and bullying happen when someone is mean, hurts others, or makes them feel scared on purpose. This might be because of someone's race, religion, how they look, their gender, or for other unfair reasons.

Some examples include:

- *Hurtful words:* Name-calling, teasing, or threatening someone.
- *Physical actions:* Pushing, hitting, or blocking someone's way.
- *Unwelcome behavior:* Doing or saying things that make someone feel uncomfortable, like inappropriate jokes or touching.

- *Excluding others:* Leaving someone out, spreading rumors, or being unkind behind their back.
- *Social Media:* Using social media to defame, embarrass, or insult another student, which causes them to be uncomfortable coming to school.

How We Expect Students to Behave

As students of Moreland Notre Dame, we live by our Student Learning Expectations:

- *Honor God and Others:* Treating others with kindness, love, and respect, just as Jesus taught.
- *Engage in Learning:* Helping each other learn safely and respectfully.
- *Accept Differences Among Us:* Using words to solve problems, not hurt others.
- *Rally for Peace and Justice:* Taking care of ourselves and others, and standing up when we see harassment or bullying or any unkindness directed at another person.
- *Together Create Community:* Working together and making sure everyone feels included.

Student Responsibilities

- Contribute to a positive, respectful school environment.
- Avoid engaging in behavior that may be perceived as discriminatory or harassing.
- If being harassed, clearly inform the individual that their behavior is unwelcome.
- Report incidents of harassment, bullying, or discrimination to a staff member.
- Cease any offensive conduct if others inform you that it is unwelcome.

What Happens If You Experience or See Harassment or Bullying

- If someone is harassing or bullying you or you see it happening to someone else, you should **tell a teacher or any adult** at school. This is the only way for the school to provide any support or help.
- The school will look into what happened and make sure everyone is safe.
- Students in Middle School can complete a Grievance Form.

Consequences for Harassment or Bullying

Harassment or bullying can have serious consequences. Depending on the specific situation and the frequency of such occurrences, the following steps will be taken:

- **Lunch detention:** The student will spend time reflecting on their behavior during lunch.
- **In-school suspension:** The student will stay at school but will be removed from their usual classes and activities.
- **At-home suspension:** The student will stay home and cannot participate in school events or sports.
- **Behavior contract:** The student may be placed on a contract where they must follow specific rules to improve their behavior.
- **Expulsion:** If the behavior is very serious or continues after other consequences, the student may be asked to leave the school.

Examples of serious misconduct that could lead to suspension or expulsion include:

- Physical harm or threats of harm to another person
- Repeated bullying or harassment
- Damaging school property or stealing
- Bringing dangerous objects to school, like knives or fireworks
- Actions that put others in danger

At Moreland Notre Dame, we are all responsible for creating a safe and respectful environment. Let's work together to make sure everyone feels included and supported!

Expulsion for Family Behavior

Partnership Between Parents and the School

At Moreland Notre Dame School, the education of a student is a collaborative partnership between parents and the school. By enrolling their child, parents agree to support the values expressed in the Hallmarks of a Notre Dame Learning Community and to model behaviors consistent with the MND Mission Statement.

Parents are the primary educators of their children, and their actions significantly influence their children's behavior. In the event this partnership is broken, the school administration reserves the right to require the withdrawal of a student. This decision is made at the discretion of the Principal.

Expectations for Parent Conduct

Students, parents, and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. Appropriate channels of communication include contacting the teacher or staff member, or the principal directly by phone or email. Inappropriate channels of communication include posting information on social media and using the school's contact list to email or text others not directly involved in the area of concern. Such channels of communication are considered divisive and not calculated to lead to a resolution of the issue in the most respectful and Christ-centered manner.

Parents are expected to:

1. Address complaints or concerns regarding school employees directly with the employee first and, if unresolved, bring them to the principal. Complaints regarding the principal should be directed to the Chair of the Board of Directors (mndboard@mndschoool.org).
2. Address concerns involving other parents respectfully and directly. If the matter involves the school, parents may seek the principal's guidance.
3. Communicate respectfully, directly, and constructively with all members of the school community, avoiding relational aggression, which includes exclusion, spreading rumors, verbal insults, intimidation, or inappropriate use of social media.

Grounds for Requiring Withdrawal

The school may require a family to withdraw if parental or family actions negatively impact the school. Examples include, but are not limited to:

- Actions inconsistent with the MND Mission Statement and Hallmarks.
- Slandering the school or its personnel.
- Disregard for school rules, procedures, or good sportsmanship.
- Hostile behavior toward the school, its personnel, or the school community.

Moreland Notre Dame School strives to foster a community rooted in respect, collaboration, and shared values. Maintaining this partnership ensures a positive learning environment for all students.

Moreland Notre Dame Acceptable Use of Technology 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 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

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 secrets. (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 are profane or obscene, or that advocate 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 user's 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 network connected to the Internet. This includes, but is not to, the uploading or creation of computer viruses. Vandalism also includes damage to computers 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 (Instagram, 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 birth date, 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 videos (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

8:00 first bell-enter classroom

8:05 second bell-anyone entering class after this time is tardy

Regular School Day

For grades 1-8 school begins at 8:00 a.m. and ends at 3 p.m.

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

Minimum School Day

For all students, the minimum day begins at 8:00 a.m. and ends at 12:00 p.m. or 2:00 p.m. Check the school calendar for details.

Morning Assembly

A whole school assembly is usually held on Wednesdays at 8:00 a.m. Parents are welcome to attend.

Lunch Period

Grades TK-K 11:30-12:00

Grades 1-4 12:00-12:35

Grades 5-8 12:35-1:05

Lunch at School

Daily cafeteria service is available on all days except when there is a 12:00 p.m. dismissal.

Lunch may be purchased online through Beehively. Students who do not purchase a cafeteria lunch must bring a nutritious lunch from home. Restaurant lunches or drinks such as Starbucks are not allowed and will not be given out to students if delivered to the school. If a student does not have lunch, a cafeteria lunch will be provided and the parent will be charged. Homemade lunches may be brought to the office and will be given to the student.

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 open and supervise the Brennan Street and Main Street Parking Lot areas for 15 minutes after scheduled dismissal. 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 let their child's teacher know or call the office on days they wish to utilize the SEP program.

The white zone on Brennan Street is a five minute loading and unloading zone during school hours. There is a yellow 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.

School Extension Program (SEP)

MND offers after school care through our School Extension Program (SEP). Students can attend beginning at school dismissal until 5:45 p.m. Students are automatically enrolled in the program and can attend any time SEP is available. While at SEP students will receive a snack, have free and organized playtime as well as time to complete homework. Students must be signed out from SEP by an adult. If your child will be picked up by someone not on the emergency card, please call 831-726-0323 and alert the SEP staff. Please note that SEP is closed on the following school days: the first Friday of the school year; the last day of school before Christmas vacation; Holy Thursday, and the last day of school. Families will be notified of any additional closures as soon as possible throughout the school year.

Attendance Procedures and Tardiness Policy

Tardy 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 to receive a tardy slip before proceeding to class. On the fourth unexcused tardy in a trimester, a student will receive a detention. Students who are tardy not only miss important instructional time but also disrupt the 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.

Any student who accrues seven or more unexcused absences during the school year may not be eligible for academic honors. If a student misses ten days of school during any trimester the student may be subject to 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. Based on Diocesan Safe Environment guidelines, the classroom teacher 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 complete the safe environment training, Virtus.
- 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/injviosa/ Documents/ParentBrochure-English.pdf>

Academic Policies

Curriculum

MND 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 for their future. The following subjects are included in the school curriculum:

Mathematics

Physical Education

Religion

Social Sciences

Science and Health

Art/Fine Arts/Music

Language Arts

- *Reading*
- *Spelling*
- *Writing*
- *Grammar*
- *Vocabulary*

Religious Instruction

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 informs the curriculum and school life.

Report Cards

TK and Kindergarten students will receive a report card at the end of the second and third trimesters only. Students in grades 1-8 will receive a report card at the end of each trimester. Prior to the end of each report card period, progress reports will be sent home electronically for students in grades 3-8. Grades for students in grades 5-8 can be viewed at any time through Beehively.

Grades 1-3

1 = Consistently applies skills

2 = Developing skills

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

“+” may be used to denote above average performance

“✓” may be used to denote performance below grade level

- = Needs Time/Experience

Grading Scale for Grades 4-8

A 97-100

A- 94-96

B+ 90-93

B 86-89

B- 83-85

C+ 79-82

C 74-78

C- 70-73

D+ 68-69

D 65-67

D- 63-64

F 0-62

NG = no grade

I = Incomplete

(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

A circled grade denotes achievement below grade level

Grades 4-8 Non-Academic Marking Code

1 = Consistently Meets Expectations

2 = Inconsistently Meets Expectations

3 = Struggles to Meet Expectations

4 = Unsatisfactory

GPA Scale

4.0 = 97-100

2.67 = 83-85

1.33 = 68-69

3.67 = 94-96

2.33 = 79-82

1.0 = 65-67

3.33 = 90-93

2.0 = 74-78

0.67 = 63-64

3.0 = 86-89

1.67 = 70-73

0.0 = 0-62

Academic Honors

Students in grades 5-8 are eligible for academic honors if they meet the requirements below and do not have more than seven unexcused absences for the year. Additionally, students may not have a three or four in conduct or effort on their report card to qualify for honors.

First Honors

- Students must earn a minimum GPA of 3.67 in all academic subjects.
- *Students may not have any non-academic marks below a 2-. This includes conduct and effort marks.*
- *Students may not have more than seven unexcused absences for the year.*

Second Honors

- Students must earn a minimum GPA of 3.0 in all academic subjects.
- *Students may not have a grade of D or F in any academic subject.*
- *Students may not have any non-academic marks below a 2-. This includes conduct and effort marks.*
- *Students may not have more than seven unexcused absences for the year.*

Achievement Award

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

- A student's grades must exceed the grades of the preceding trimester in at least two subjects.
- The student cannot go down a step in any subject, academic or non-academic (e.g. B+ to B or 2 to 2-).
- The student may have no grades of F for any academic subject.

Academic Contracts

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

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 Completion **in place of a diploma.**

In extenuating circumstances, students in grades other than eighth grade may be **placed** in the next grade instead of promoted in an acknowledgment of his or her ability to move on even if the criteria for promotion has not been met. *Students who are placed in the next grade level, rather than promoted, will enter the next grade level on an Academic Probation Contract that addresses areas of concern specific to them. In addition to this, a student being placed in the next grade level will be required to do the following during the summer break:*

- *Complete summer credit recovery assignments given by the school in addition to any summer assignments given by their teacher(s) OR,*
- *If possible, enroll in the summer school programs offered through the school district and provide proof of completion prior to the next school year.*
- *Students who do not participate in summer school or complete the summer credit recovery assignments may not be allowed to enter the next grade level or may be required to participate in further credit recovery efforts at the discretion of administration.*

Graduation Celebrations

School graduation celebrations are a privilege reserved for eighth grade students in good standing. Participation in graduation activities, including field trips and celebrations, may be limited for students who are on an academic contract or whose behavior does not reflect the values and expectations of an MND student.

Academic Integrity

Students are expected to do their own work. Plagiarism is the use of materials from any source, print or electronic, without proper citation.

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 or AI-generated) 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.

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.

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

Plagiarism/Cheating Consequences

- 1) Meeting with the teacher, a warning, review of plagiarized work and zero for that assignment. Parents will be notified.
- 2) Meeting with the principal, the teacher and parents, review of plagiarized work, and zero for that assignment.
- 3) Along with the above consequences, detention may be given.
- 4) In house suspension (IHS) and all of the above.
- 5) Possible expulsion and all of the above.

Acceptable Use of Artificial Intelligence (AI)

As part of MND's commitment to provide "whatever is needed to equip them for life" and instill digital citizenship and academic honesty, we believe students should learn to engage with technology — including Artificial Intelligence (AI) tools — in a safe, age-appropriate, and ethical manner.

Grades TK–2: Learning About AI Safely

At this developmental stage, students are just beginning to explore digital tools. We focus on helping them understand how technology works in simple, concrete ways.

Acceptable Use:

- *Students may be introduced to age-appropriate AI tools (e.g., read-aloud programs, basic chat or image tools) in whole-class settings, guided by a teacher.*
- *AI use will only occur through school-approved apps or platforms, with teacher supervision.*
- *Students will begin learning about honesty, creativity, and doing their own work.*

Unacceptable Use:

- *Independent or unsupervised access to AI tools.*
- *Using AI to complete any individual assignments or creative work.*

Grades 3–4: Introduction to Responsible AI Use

Students in grades 3–4 may begin to explore AI more directly as part of classroom lessons on technology, writing, or problem-solving.

Acceptable Use:

- *With teacher permission, students may use AI to help brainstorm, check spelling/grammar, or explore facts.*
- *AI tools must be used as a support for thinking — not to replace their own ideas or work.*

- *Teachers will guide students in understanding when and how AI is helpful, and how to recognize its limitations.*

Unacceptable Use:

- *Copying answers or written work directly from an AI tool.*
- *Using AI tools without teacher permission.*
- *Relying on AI to complete tasks instead of using their own thinking and creativity.*

Grades 5–8: Guided, Ethical Use of AI for Learning

Students in grades 5–8 are expected to begin developing independence in using digital tools, including AI, with an emphasis on ethical use and academic honesty.

Acceptable Use:

- *AI may be used as a learning aid (e.g., summarizing, organizing ideas, practicing math, revising writing), only when approved by the teacher.*
- *Students must follow classroom expectations for acknowledging when and how they use AI.*
- *Students may use AI to support and enhance their learning— not replace — the student's own thoughts, effort, learning, creativity, and original work.*

Unacceptable Use:

- *Submitting AI-generated content as one's own without permission or disclosure.*
- *Using AI to cheat, plagiarize, or bypass assigned work.*
- *Accessing non-school-approved AI platforms, especially those that are not age-appropriate or safe.*

Consequences for Misuse (Grades 3–8):

- *Redoing assignments or assessments.*
- *Loss of technology privileges.*
- *Parent contact and/or disciplinary action per the school's academic honesty policy.*

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 Nightly Homework

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

Extracurricular Participation Policies

Sports

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 extracurricular sports program is open to middle students who meet the criteria outlined below and in the Moreland Notre Dame Sports Handbook.

For participation in extracurricular sports:

- A student's grades must average a 2.0 GPA or above based on the report card from the previous trimester
- Students with an F in an academic subject and/or a mark of 4 in effort or conduct on the last report card are not eligible for participation in extracurricular sports.
- Academic subjects for the purpose of extra-curricular activities are religion, mathematics, reading/literature, language arts, spelling, social studies/history, Spanish, and science.

Student athletes represent MND, therefore grades given in effort and conduct are extremely important. Any student with two or more marks of 3 in these areas will be placed on probation until the next report card. In order for a student on probation to participate in extracurricular sports, an academic or behavioral plan will need to be established between the student, parents, teacher(s), and Athletic Director. Administration will be notified and included as necessary.

Mandatory lunch study hall is required for any student with three or more missing assignments or a grade of D or F in any academic subject. Students who are assigned to lunch study hall for two consecutive study hall periods will be benched for the next game. Allowances for absences will be made on a case by case basis.

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

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, leadership, and service.

For participation in Student Council, students must earn a GPA of 2.67 or better in academic subjects. Conduct and effort grades may not be below 2-. 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.

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) may run for office. Further, students running for student council office must have consent of their homeroom teacher, principal, and parents and follow all election procedures as explained in the election packet. Student leaders are expected to adhere to high standards of conduct.

Clubs

Clubs at MND offer an opportunity for enrichment and community building. Participation in clubs, such as chess and gardening, will be open to all students within certain grade levels based on the guidelines set by the club moderators. Some clubs may require a participation fee. Students can be removed from club participation for a variety of reasons, including but not limited to, behavior and absenteeism. Removal from club participation is at the discretion of the Principal.

General School Rules

The student will be respectful, courteous, and cooperative:

- Accept the leadership and authority of all 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, obscenity or slurs 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 or cell phone without permission.

The student will do everything possible to remain safe and care for the safety of others by NOT:

- Bullying (cyber and physical)
- Inappropriately using 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.
- Playing between buildings.
- Leaving school grounds until dismissed or given permission to leave.
- Throwing any object that may injure another.
- Riding a bicycle or skateboard without a buckled helmet when riding to or from school.
- Riding bicycles, or using skateboards on school grounds at any time.
- Using drinking fountains, play equipment and lavatories in unsafe or unclean ways.
- Entering the street until the stop sign carrier is in position and has given the signal to walk. Cross streets only at proper intersections.
- Pushing, fighting or wrestling students at school or on the way to and from school.
- Accepting rides from anyone but parents or guardians.
- Engaging 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 by:

- Being responsible and doing his or her best to learn.
- Completing all assigned work on time.
- Paying strict attention to the teacher and following directions.
- Doing work consistent with his or her own ability.
- Learning and practicing habits that demonstrate academic integrity.
- Being regular and punctual in attendance.
- Observing the rules of the classroom.
- Being in complete uniform at all times.

Cell Phones and Other Internet Capable Devices

Cell phones and other internet capable devices (e.g. Apple Watches) are to be turned off and put away at the start of the school day. Cell phones are not to be used on campus, **unless the student has asked the permission of an MND staff member and remains in their presence while using the phone**. 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. with the permission of school staff.

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. A brief hug is the only acceptable expression of affection between students permitted during the school day or at any school activity. **Repeated warnings regarding displays of affection may result in disciplinary action.**

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. **No items of significant personal or monetary value**, nor any items not needed for the academic goals of the school should be brought to school.

Students are not allowed to bring their own iPads or laptops, radios, personal listening or viewing devices, Apple watches or other similar 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. Classroom teachers **and aides** will handle 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

A disciplinary notice slip may be issued for misconduct and/or not following school or classroom rules. Based on the infraction, the disciplinary notice may indicate that the student is assigned to lunch detention. The parents/guardians will be notified if the student's behavior does not improve and disciplinary slips or detentions are issued. Furthermore, the following consequences may result:

- The student will receive a suspension (in-school or at-home)
- The student will be suspended from school
- The student will be placed on a behavior contract

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 disciplinary notices, 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 Assistant Principal, may be assigned additional tasks during the suspension period. While serving a suspension, students may not participate in any school activities or sports.

- ***“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, for continual misbehavior, **or at the discretion of the Principal**. Students must complete all assignments and tests during the days of suspension. **Students may or may not be provided the work they need to complete while serving their detention, depending on the nature of the work and ability of the teacher to provide the needed materials at that time.** The student is responsible for getting and completing all the work he/she missed during the suspension.
- ***“At-home”*** suspensions are served at home. A student may be given an “at home” suspension for involvement in very serious or chronic misbehavior, after serving “in-house” suspensions, or as determined by the principal. 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:

- 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 .

Uniforms and Grooming Policy

All families are expected to read the rules and assist their children in following our uniform and grooming rules. ***All clothing items should be in good condition, free from visible tears, stains, or other damage.*** Families are responsible for the repair or replacement of damaged items. Items from the uniform exchange or lost and found will be loaned to students while damaged items are repaired or replaced. 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 a student will receive a detention. Students in grades TK-2 will receive the uniform violation slip to inform parents of the violation. We appreciate 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.

The administration reserves the right to interpret and make changes to the uniform and grooming policies during the school year. Every 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 newsletter so that all will be informed of new school policies and rules. Students should always be in complete uniform unless there are extenuating circumstances that have been communicated to their teacher.

Girls

Grades TK-2

- Plaid jumper - must be worn with non-visible shorts underneath
 - Shorts, tights, or leggings need to be worn under the uniform skirt or jumper and must be in keeping with school colors. Shorts must not extend below the hem of the skirt.
- Navy twill uniform pants or shorts; **no cargo or jean style pants** or shorts are allowed. **Elastic waist joggng-style pants are allowed.**
- White uniform blouse with Peter Pan collar and short sleeves or gray or white polo shirts.
 - Only plain white undershirts without logos are allowed if desired
- In cold weather a long-sleeved white or grey polo (with MND logo) and turtlenecks are allowed, as well as navy blue leggings under the jumper
- Navy uniform cardigan sweater with logo
- Navy uniform sweatshirt or jacket with logo (pullover or zip)

Grades 3-5

- Plaid jumper - must be worn with non-visible shorts underneath
 - Shorts, tights, or leggings need to be worn under the uniform skirt or jumper and must be in keeping with school colors. Shorts must not extend below the hem of the skirt.
 - 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. Students with dress code violations for short skirts will have seven days to correct the violation. If the violation is not corrected after seven days a detention will be given. If the violation remains, the student may be sent home until a correction is made.

- Navy twill uniform pants or shorts; **no cargo, jean, or legging style pants** or shorts are allowed.
 - A dark belt (navy, black or brown) is required with pants or shorts.
- White uniform blouse with Peter Pan collar and short sleeves or gray (with MND logo) or white polo shirts
 - Only plain white undershirts without logos are allowed if desired
- In cold weather a long-sleeved white or grey polo (with MND logo) and turtlenecks are allowed, as well as navy blue leggings under the jumper
- Navy uniform cardigan sweater with logo
- Navy uniform sweatshirt or jacket with logo (pullover or zip)

Grades 6-8

- Plaid skirt
 - Shorts, tights, or leggings need to be worn under the uniform skirt or jumper and must be in keeping with school colors. Shorts must not extend below the hem of the skirt.
 - 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. Students with dress code violations for short skirts will have seven days to correct the violation. If the violation is not corrected after seven days a detention will be given. If the violation remains, the student may be sent home until a correction is made.
- Navy twill uniform pants or shorts; **no cargo, jean, or legging style pants** or shorts are allowed.
 - A dark belt (navy, black or brown) is required with pants or shorts.
- Navy V-neck vest or long sleeve sweater with logo must be worn with skirts. **It may be worn with pants if desired.**
- Short or long sleeved gray or white polo shirt. Gray polos must have the MND logo.
 - Only plain white undershirts without logos are allowed if desired.
- Navy uniform sweatshirt or jacket with logo (pullover or zip). Athletic or Student Council MND pullover is acceptable only if a student has participated in a sport or Student Council.

Boys

Grades TK-2

- Navy blue twill pants or walking shorts; no cargo **or jean** style pants or shorts are allowed.
 - Elastic waist pants 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 is allowed.
 - Only solid white undershirts without designs or logos are allowed if desired.

- Uniform Navy cardigan sweater with logo, MND pullover or zipper sweatshirt, MND jacket or MND fleece pullover.
- A dark belt (navy, black or brown) is required.
- Black, white or navy socks without logos.

Grades 3-8

- Navy blue twill pants or walking shorts; no cargo **or jean** 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 is allowed.
 - Only solid white undershirts without designs or logos are allowed if desired.
- Uniform Navy cardigan sweater with logo, MND pullover or zipper sweatshirt, MND jacket or MND fleece pullover.
 - MND athletic or Student Council 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.
- Black, white or navy socks without logos.

Uniform Requirements for All Students

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 at recess and 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 provided the fit is good.

- **Predominantly** 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, or skateboarding shoes are not acceptable due to the risk of injury to the ankle. Any shoes deemed unsafe by administration are not allowed.
- Shoes with wheels (Heelys), zippers, or lights are not permitted.
- Slip-ons, flip flops, sandals, slippers, backless shoes (including Crocs), or any other shoes deemed unsafe (for example shoes that are too large) are not allowed.
- Shoes with multiple logos such as Coach, Guess, etc. are not allowed.
- Shoelaces must be black, blue, **gray** 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)

Pants may not be overly baggy or droop below the waist nor are they allowed to be extremely tight. No holes in pants or leggings are allowed. Leggings, yoga pants or other tights must be worn with a long dress or long shirt. Any clothing deemed inappropriate by administration will result in a uniform violation slip.

P.E. Uniform for Middle School

Students in grades 6-8 have the option of purchasing MND logo P.E. uniform to wear on their designated P.E. days. Students **will be advised on whether they can wear their P.E. uniform to school or will be required to change during lunch based on their class schedule**. The clothes can be purchased through the school office. Students who choose not to wear P.E. clothes will wear their school uniform during P.E.

Uniform Purchasing

Uniform items can be purchased at either Merry Mart ([Merry Mart Uniforms](#)) or Dennis Uniforms ([Dennis Uniforms](#)). MND has a uniform exchange program that allows parents to acquire gently used items. Information for the uniform exchange program can be found on Beehively.

Jackets for All Students

Non-uniform 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. MND sweatshirts, fleece pullovers or uniform sweaters may be worn in the classroom, but no other type.

Hallmark Dress and HEART Days

On or near the 13th of each month, a Hallmark shirt (blue), MND sweatshirt and uniform school shoes may be worn. Pants, shorts, skirts, and socks of your choice that follow the free dress rules are allowed. Hallmark shirts are optional and may be purchased through the school office. Please check the school calendar to verify Hallmark dress days.

On the first Friday of each month and other designated days throughout the school year, HEART shirts (green) are to be worn with an MND sweatshirt and uniform school shoes. Pants, shorts, skirts, and socks of your choice that follow free dress guidelines are allowed. HEART shirts are provided to each student by the school. Please check the school calendar to verify HEART dress days.

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 Mass Day, weekend, a holiday, or during vacation, an alternate date may be chosen through communication with the teacher. Please 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. 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. Hats are not permitted unless an exception has been given by the school administration.

Mass Attire

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, and girls may also wear the jumper or skirt depending on grade level.

- Uniform polo shirt, turtleneck, or blouse.
- Children must wear a school sweater, jacket or sweatshirt to Mass. Exceptions will be made for hot weather and students will be notified before Mass that they do not need to wear their sweatshirt or jacket.
- Birthday free dress may not be scheduled on a day the school attends Mass.

Hair Styles and Grooming

Students with dress code violations for hair will have **seven days** to correct the violation. If the violation is not corrected after seven days a detention will be given. If the violation remains, the student may be sent home until a correction is made.

- 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. To seek a cultural or religious exemption, please contact the school administration.
- Hair accessories should be school colors only. No bright colors are permitted with the uniform.
- Facial hair is not allowed and boys with facial hair may be asked to shave.

Jewelry

Students may wear a religious necklace. Students with pierced ears may wear one stud-backed earring in each ear only. Loop or hanging earrings may not be worn for safety reasons. Bracelets and rings may not be worn to school.

Make-up & Fragrances

No make-up may be worn by students, including but not limited to blush, eye makeup **including mascara**, lipstick or **tinted lip gloss**, temporary, henna or permanent tattoos, etc. **Blemish patches must be skin tone**. Nail polish must be clear, and acrylic nails or gel nail polish are not permitted. Students wearing makeup or colored nail polish will be asked to remove it. Exceptions to be discussed with administration. Please do not use grooming products that are overly perfumed.

Tuition and Fees

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 will be paid according to the schedule set by the family through 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.

| <i>No. of Children</i> | <i>2025-2026 Tuition</i> | <i>Parent Club Fees</i> | <i>Technology & Building Fee \$250 per child</i> | <i>Registration Fees \$650 per child</i> | <i>Total Fees due by June 30</i> | <i>Monthly Tuition Payment due July-April</i> |
|------------------------|--------------------------|-------------------------|--|--|----------------------------------|---|
| <i>1</i> | <i>\$7120</i> | <i>\$60</i> | <i>\$250</i> | <i>\$650</i> | <i>\$960</i> | <i>\$712</i> |
| <i>2</i> | <i>\$13,870</i> | <i>\$60</i> | <i>\$500</i> | <i>\$1300</i> | <i>\$1860</i> | <i>\$1387</i> |
| <i>3</i> | <i>\$20,280</i> | <i>\$60</i> | <i>\$750</i> | <i>\$1950</i> | <i>\$2760</i> | <i>\$2028</i> |
| <i>4</i> | <i>\$25,880</i> | <i>\$60</i> | <i>\$1000</i> | <i>\$2600</i> | <i>\$3660</i> | <i>\$2588</i> |

Other Fees

Graduation Fee: \$100

Application Fee: \$100 (new families only)

Sports Fee: \$150

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 10 or 12 months through the FACTS Tuition Payment Plan through one of three payment plans. Payments are paid July through April or June, depending on the plan being 10 or 12 months.

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

- All tuition is due on the 1st of the month and is considered delinquent after the 10th of the month.
- 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.
- Tuition must be current (including all fees and late charges). 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.
- All past due accounts must be brought current before students are allowed to register for the following school year. Any payments received will be applied to the delinquent balances first.
- 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.
- If a student leaves before the end of the school year, tuition must be paid for each trimester the student was enrolled.

Tuition Assistance Policy

Many families need help to make Catholic school education more affordable and Moreland Notre Dame is committed to making Catholic school affordable based on the prior year's generous donations and fundraising. Given that tuition assistance funds are limited, a request for assistance does not guarantee that assistance will be given. MND hopes to help families afford this premiere Catholic education opportunity.

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.

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. Utilizing Sallie Mae can help you get the money you need for tuition and other school expenses. 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 Procedure

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/)
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. 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.
The letter should answer these essential questions:

- *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...*

Tuition Assistance 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.

Tuition Assistance 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.