

DATES TO REMEMBER 2011 – 2012

August 17	FIRST DAY OF SCHOOL
August 24	Underclass Pictures – BLAZERS
September 1	5:30 pm Parent/Teacher Night
September 5	NO CLASSES – Labor Day
September 15	6:00 pm Senior Parent Meeting
September 26	SCHEDULE 6 – 2 Hour Delay Start
October 14	End of First Quarter
November 3	1-4 pm Parent/Teacher Conferences (1 st session) 5-8 pm Parent/Teacher Conferences (2 nd session)
November 4	SCHEDULE 6 – 2 Hour Delay Start
November 21	SCHEDULE 11 – All students arrive by 9:15 am
November 23-25	NO CLASSES – Thanksgiving Break
December 14-16	Exams
December 16	End of Second Quarter
December 17-31	NO CLASSES – Christmas Break
January 2	NO CLASSES – Teacher Record Day
January 3	Classes Resume
January 5	6:30 pm Junior Student/Parent Mtg
January 12	6:30 pm Freshman & Sophomore Student/Parent Mtg
January 16	NO CLASSES – MLK Day
February 13	7:00 pm MANDATORY Senior Parent Mtg
February 20	NO CLASSES – Presidents' Day
March 8	End of Third Quarter
March 9	NO CLASSES – Faculty/Staff Retreat
April 6-15	NO CLASSES – Easter Break
April 16	Classes Resume
April 27	May Crowning
May 3-4	Senior Exams
May 17	GRADUATION CLASS OF 2012
May 18	SCHEDULE 8 – All students arrive by 9:15 am
May 23-25	Exams
May 25	LAST DAY OF SCHOOL

* Dates may be subject to change. For month-by-month calendar, see back of Student Handbook.

NOTRE DAME ACADEMY

1904



2004

Dear Parents and Students,

Welcome to Notre Dame Academy, the Home of the Eagles! I am excited that you are a part of the NDA community. NDA combines an exceptional educational experience with Christian values. Through a supportive welcoming environment, each student is encouraged to develop and use her individual gifts to build a better life for herself and her community.

This handbook serves as a guide to help you plan your school year effectively, and to enable you to derive the greatest benefits from your high school experience. NDA considers it an essential part of our mission to publish this set of policies for student behavior and responsibility. Our administration, faculty, staff, and Board of Trustees believe you will make the wisest choices for your education if you are informed of your responsibilities to yourself, to others around you, and to your school. Knowing and understanding the contents of this Student Handbook and Calendar are your responsibility.

You are a Notre Dame Eagle! It is time to spread your wings and soar with the other Notre Dame Eagles. Keep in mind the higher you fly, the more you see. Keep your vision clear. Believe in God's help! You can soar with the Notre Dame Eagles.

Have a great year, Eagles!

A handwritten signature in cursive script that reads "Mrs. Kim Grilliot".

Mrs. Kim Grilliot
Principal

Creating Women of Vision for 100 Years!

3535 West Sylvania Avenue – Toledo, Ohio 43623 – (419) 475-9359

NATIONAL BLUE RIBBON SCHOOL OF EXCELLENCE

* Since 1982, the United States Department of Education's Blue Ribbon School Program has celebrated many of America's most successful schools. By identifying and giving public recognition to outstanding public and private schools across the United States, Blue Ribbon Schools exhibit a strong commitment to education excellence for all students. The instructional programs of these schools model the highest standards, provide a supportive and learning-centered school environment, and demonstrate student outcome results that are significantly above average.

* Quoted from the BRSP Nomination Packet



A NATIONAL SCHOOL
of
EXCELLENCE

Notre Dame Academy underwent a year-long self-study involving students, faculty, parents, alumnae, and the wider community in preparation for the Blue Ribbon nomination process. In October, 2001, the completed written nomination package was submitted. The National Review Panel judged that one hundred seventy-five out of three hundred fifty-two middle and secondary schools met the stringent criteria for a site visit. In March of 2002, a representative of the Department of Education further evaluated the school. On May 23, 2002, Notre Dame Academy was declared a United States Department of Education National School of Excellence.

NOTRE DAME ACADEMY
Prayer

*Our Lady, Notre Dame,
privileged to carry Jesus within you,
privileged to give Jesus to a waiting world,
we come before you today to ask for this same grace.
We desire to carry Jesus within us wherever we go.
We desire to give Jesus to others.*

*Enable us, Loved Mother,
to live as persons of integrity in today's society.
Grant us a gentle strength,
a true sense of honesty,
a deep, sacred respect
for ourselves, for others, for all of creation.*

*You who gave Life Itself to the world,
help us become ingenious in finding ways
to give life,
to strengthen family ties,
to reach out to those in need,
to improve the quality of life around us.*

*Dear Morning Star, enlighten our way
that all we do this day
be done, "All for Jesus through Mary."*

Our Lady, Notre Dame, pray for us. Amen.

*~ Sister Mary Charleen Hug, SND
NDA Class of 1958*

NOTRE DAME ACADEMY Alma Mater

*All hail to thee, loved Notre Dame
As Alma Mater we're proud thee to claim.
Thy loyal daughters we'll ever be,
We pledge, Alma Mater, allegiance to thee.
In hallowed memory, enshrined in each heart,
Are all the great lessons thou strovest to impart,
Then hail! Thrice hail! We'll ever be true to thee
And our banner of gold and blue. Then hail! All hail!
We'll ever be true to thee, Notre Dame.*

*Should ever pleasure's siren lay
Tempt us from duty's path to stray,
Or sorrow darken life's rugged way
Then faith be our guide, our light and stay.
Reflecting thru life thy virtues so rare,
We'll crown thee with honor for thy loving care,
Be life's way obscure or up heights of fame,
We'll never forget thee, loved Notre Dame.*

*Down ages still in rapturous song
May grateful daughters the strains prolong
'Til eternal portals open wide
With thee, loved Queen, fore'er to abide.
At that great reunion of Notre Dame,
We'll sing in grand chorus the old refrain:
"All hail to thee, Our Lady most fair,
We'll glory forever thy Name to bear.
Dear Queen, oh deign to bless us thy children,
Loved Mother, loved Notre Dame."*



**NOTRE DAME ACADEMY
Fight Song**

(To the tune of the University of Toledo fight song)



N-D-A Eagles

We'll fight for you

(FIGHT, FIGHT, FIGHT)

N-D-A Eagles

Love that gold and blue

(LET'S GO BLUE)

Eagles united

The enemy will fall

We'll soar with spirit and with pride

And win out over all!

E-A-G-L-E-S

EAGLES!!

NOTRE DAME ACADEMY

ELECTED STUDENT LEADERS 2011 ~ 2012

EXECUTIVE STUDENT COUNCIL

PRESIDENT	Lizzy Riddle
VICE PRESIDENT	Madeline Kaplan
SECRETARY	Becca Funke
TREASURER	Courtney Dane

CABINET MEMBERS

ADVANCEMENT	Alyse Krausz Jenny Miller
EVENTS AND PUBLICITY	Jenny Kim McKenna Kulish Nikki Young
MEDIA TECH	Hannah Randolph Ellen Dziubek
PEP CLUB	Catherine Braker Bridget McCartney Jessa Veluscek
SPIRITUALITY/SERVICE	Grace Reed Meghan Thebes
HONOR GUARD	Hannah Bruckner
MODERATORS	Mrs. Jean Walker Ms. Lindsay Sutton

**STUDENT COUNCIL CLASS OFFICERS
2011 ~ 2012**

SENIORS ~ CLASS OF 2012

CLASS MOTTO

‘To the world you may be one person,
but, to one person you may be the world.’

CLASS COLORS

Aqua & Black

CLASS MASCOT

Cookie Monster

PRESIDENT

Julia Chandler

VICE PRESIDENT

Jae Huth

SECRETARY

Breann McDede

TREASURER

Emily Cooper

JUNIORS ~ CLASS OF 2013

CLASS MOTTO

‘Never frown because you don’t know
who is falling in love with your smile.’

CLASS COLORS

Bright Pink & White

CLASS MASCOT

Squirt the Turtle

PRESIDENT

Alden Gardiner

VICE PRESIDENT

Mollie Dunn

SECRETARY

Marisa Napoli

TREASURER

Alexandra Davis

SOPHOMORES ~ CLASS OF 2014

CLASS MOTTO

‘Life is not measured by the number of breaths
we take, but by the moments that take our
breath away.’

CLASS COLORS

Purple and Zebra Print

CLASS MASCOT

Tinkerbell

PRESIDENT

Dani Johnson

VICE PRESIDENT

Alison Connelly

SECRETARY

Bridget Smythe

TREASURER

Vanessa Stoiber

**HOMEROOM REPRESENTATIVES
2011 ~ 2012**

CLASS OF 2012

Natalie Adamski
Lindsay Brown
Taylor Hoffman
Jenna Livingston
Marissa Lott
Angela Michael
Nicole Miller
Kaylee Schneider (alt)
Molly Scott (alt)
Meredith Smietanski

MODERATORS:

Mrs. Kristine Malik
Mrs. Julie Sells

CLASS OF 2014

Nikita Ajmera
Abbe Bombrys
Calla Gilson
Perry Mack
Gabby McCarthy
Jennifer O'Connor
Olivia Savage
Tori Schoen (alt)
Ashley Urbanski

MODERATOR:

Mrs. Karri Adler

CLASS OF 2013

Morgan Batanian
Sierra Bell
Carey Anne Dodd
Kacey Gallup (alt)
Olivia Hauser
Kerigan McNamara
Hannah Rine
Hannah Saba
Molly Ziemkiewicz

MODERATORS:

Mrs. Susan Kozal

CLASS OF 2015

To Be Announced

MODERATORS:

Ms. Nora Tighe
Mrs. Marcia Miller



◆ NDA STUDENT STATEMENT ◆

(Established by Student Council ~ 2006)

We are the **girls** of Notre Dame.

We are connected by our *faith* in God and in one another.

We surround ourselves with *laughter*
and the knowledge that we are all BEAUTIFUL.

We are strong, **confident** women
and we acknowledge that each individual has the **power**
to *improve* the world with boldness and *creativity*.

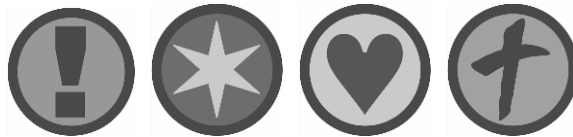
We have a mission to uphold the *ideals*
of community, honesty, *friendship*, and love.
We trust ourselves and each other to maintain a level of **integrity**
in our academics as well as in our personal lives.

As students of Notre Dame Academy, we accept *responsibility* for
the consequences of our actions.

This is **who** we are.

This is **what** we do.

This is **what we bring** to the future.



❖ MISSION

Notre Dame Academy, a Catholic college preparatory school sponsored by the Sisters of Notre Dame, promotes the holistic development of young women for leadership and service by providing an exceptional educational experience permeated with Christian values.

~ Revised 2007

❖ PHILOSOPHY

We, the faculty and staff of Notre Dame Academy, see our ministry as sharing in the mission of Jesus Christ. Cooperating with parents/guardians, we endeavor to provide a Catholic Christian environment in which students are guided to become women of faith and charity who possess moral vision and inner strength, women ready to contribute these values to today's society.

These beliefs underlie our educational philosophy:

First, we believe that we are good because we are created by God and are, therefore, capable of achieving both human fulfillment and eternal life.

Second, we believe that it is the responsibility of the Catholic school to integrate religious truths and values with human knowledge.

Third, we believe that the Catholic school is distinguished from other schools by this integration, so we have the opportunity and the obligation to be unique, contemporary, and oriented to Christian service.

Therefore, we provide opportunities for an excellent education in an environment conducive to spiritual discovery and conviction, intellectual investigation and development, creative enrichment and appreciation, and the promotion of physical well-being.

Only when all those involved in Notre Dame Academy – faculty, staff, parents/guardians, and students – work together, can we witness to the world a community of faith.

~ Revised 2000

❖ HISTORY

Notre Dame Academy is fully accredited by the Ohio Department of Education. The Sisters of Notre Dame have staffed the school since its founding in 1904. With Rome as the location for their Generalate, the Sisters belong to the Toledo Province of the Sisters of Notre Dame. The present site was dedicated on September 8, 1960. Each new year sees the Academy endeavoring to maintain the same spirit of over one hundred years of guidance and education of young women.

❖ SCHOOL CREST

The Coat of Arms of the Congregation of the Sisters of Notre Dame

The Academy is privileged to use as its Crest the Coat of Arms of the Congregation of the Sisters of Notre Dame. This cherished emblem forms a permanent bond between Notre Dame and her students through its central position in the gem of the class ring.

Deep significance underlies each symbol of the Coat of Arms:

CROSS – Christianity and the sign promised in vision to St. Julie Billiart as a mark of her Institute, a sign which spread from Namur, France, to Amersfoort, Belgium, to Coesfeld, Germany, site of the foundation of the Sisters of Notre Dame who staff the Academy

DOVE – the Holy Spirit giving Divine guidance

CORD – unity

TASSELS – the virtues of prudence, justice, temperance, and fortitude

MOTTO – “To God, the glory; to Mary, the honor,” words of Sister Mary Aloysia, who supported by Sister Mary Ignatia, was foundress of the Sisters of Notre Dame in Germany

FLEURS-DE-LIS – the French origin of St. Julie Billiart of Cuvilly, France

FIVE-POINTED STAR AND THE TOSSING WAVES – Mother and Queen of Notre Dame, guiding star across life’s restless waters

EAGLE – adopted from the coat of arms of Germany, the birthplace of the Congregation

LION RAMPANT – derived from the arms of Belgium and Holland, the remote origins of the Congregation, and temporary Motherhouse during the Culture War

FLAMING LAMP – the spirit of faith and holocaustal consecration to God

ROUNDELS – travel, the vocational expansion of the Congregation into all parts of the world

LILY – the purity of Mary, patroness of the Congregation

❖ **ACCREDITATION**

Notre Dame Academy is fully accredited by the State of Ohio Department of Education and the Ohio Catholic Schools Accrediting Association (OCSAA).

❖ **ACADEMICS**

GRADUATION REQUIREMENTS AT NOTRE DAME ACADEMY

The minimum requirement for graduation is:

- 4 credits in Theology
- 4 credits in English
- 2 credits in the same Foreign Language
- 3 credits in Social Studies:
 - 1 credit must be in U.S. History, 1 credit in World History,
 - 1/2 credit in Government, 1/2 credit elective
- 4 credits in Mathematics
- 3 credits in Science:
 - must include Biology and Chemistry
- 1/2 credit in Health
- 1/2 credit in Physical Education
- 1 credit in Fine/Performing Arts
- 1/2 credit in Computer Applications I or II
- 1/4 credit for Senior Project
- 1/4 credit for 50 accumulated hours of service
- 1 Retreat per year

The total number of credits required for graduation is 23.

NOTE: Information on State requirements and State universities in Ohio can be found in the NDA course catalog. Please refer to that document for additional information.

GRADING SYSTEM

A+	100-99	4.3	C	82-79	2.0
A	98-95	4.0	C-	78-77	1.7
A-	94-93	3.7	D+	76-75	1.3
B+	92-91	3.3	D	74-72	1.0
B	90-87	3.0	D-	71-70	0.7
B-	86-85	2.7	F	69/below	
C+	84-83	2.3	I	Incomplete	

❖ **ACADEMICS (CONT'D)**

GRADING SYSTEM (CONT'D)

Grades of C- or higher in Honors courses will receive a 0.5 weight.
Grades of C- or higher in AP courses will receive a 1.0 weight.

Any student and/or parent wishing to challenge a grade received, is required to address the Principal in writing within four (4) weeks of the grade's posting date.

CREDITS

A student receives a half credit in a subject for each semester she passes. Exceptions are noted in the NDA course catalog.

If a student takes and passes a required course for graduation in summer school outside of NDA, the student receives the credit, but the grade is **not** computed in the grade point average. If a student takes and passes a course **not required** for graduation during summer school, the student receives the credit, but the grade is **not** computed in the GPA.

Classes taken as part of the Post-Secondary Enrollment Option (PSEO) will receive credit **and** be calculated in the GPA. Grades from PSEO classes taken the last semester of senior year will be included as soon as they are available. International Baccalaureate courses taken on-line will receive credit and be calculated in the GPA.

INDEPENDENT STUDY AND CREDIT FLEXIBILITY

Credit Flexibility applies to any alternative coursework, assessment, and/or performance that demonstrates proficiency qualified to be awarded equivalent graduation credit as applied for and approved in advance by the school. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank, and as graduation credit in the related subject area or as an elective.

Information and guidelines are available in the Guidance Office.

GRADE POINT AVERAGE (GPA)

The following are **not** counted toward honors or included in the GPA:

- Applied Dance
- Fine Arts Assistant
- Foreign Language Assistant
- Music Assistant
- Physical Education
- Physical Education Assistant
- Office Assistant
- Technology Assistant

❖ **ACADEMICS (CONT'D)**

GRADE POINT AVERAGE (CONT'D)

All other courses taken at NDA **are** counted toward honors and the GPA. Courses taken outside of NDA (required or not), are **not** counted toward honors or toward the GPA.

GPA's are based on semester averages. The average is calculated on the unrounded percentage grade earned of each quarter and exam. Each quarter is worth 40% and the exam is worth 20%.

SCHOLASTIC HONORS

1st Honors	4.0 or higher
2nd Honors	3.5 - 3.99
3rd Honors	3.0 - 3.49

SENIOR AWARDS & RECOGNITION

BISHOP'S CROSS – awarded to the student with a high average in Theology and demonstrated excellence in character and leadership.

PRESIDENT'S AWARD – awarded to the student who exemplifies the Notre Dame spirit of service, work ethic, and academic achievement.

DISTINGUISHED GRADUATE AWARD – awarded by the Sisters of Notre Dame to the student who exemplifies the Notre Dame spirit of service and academic achievement.

BLUE & GOLD SPIRIT AWARD – awarded to the student who has consistently manifested a spirit of selflessness and commitment in support of her classmates and the ideals of Notre Dame Academy.

GOLD CORD – awarded to students who have a cumulative GPA of 3.7 or higher at the end of eight (8) semesters.

FIRST, SECOND, AND THIRD HONOR RIBBONS – awarded to Seniors based on the second semester of senior year.

BLUE & GOLD CORD – awarded to the Student Council President and Secretary.

BLUE CORD – awarded to the Class Officers and Cabinet Members.

GREEN CORD – awarded to students maintaining perfect attendance for all four years at NDA.

❖ **ACADEMICS (CONT'D)**

VALEDICTORIAN(S) AND SALUTATORIAN – determination based on an exemplary academic record demonstrated by the cumulative GPA of seven semesters at Notre Dame Academy and rigor of course selection, as well as extracurricular involvement, witness of Christian values, cooperation with school regulations, and service rendered to school and community.

RECOGNITION OF STUDENT COUNCIL

All students having demonstrated outstanding service and leadership in Student Council as Homeroom Representatives and/or Officers over the past four (4) years will be recognized at the Honors Assembly by reading their names and having them stand to be recognized. They will receive a certificate of recognition.

All students having demonstrated outstanding service and leadership in Student Council as Class Officers for two (2) or more years will be recognized at the Honors Assembly by being presented with cords.

EXAMS

The purpose of the mid-year and final exams is to assess the learning that has occurred during the given time period. All exams will be comprehensive by semester.

PROCEDURE FOR EXAMS

- Exam days are noted on the school calendar. Plans for family vacations, appointments, or work times should not be made between 8:00 a.m. and 2:53 p.m. on exam days.
- A schedule of specific subjects and times will be drawn up by the Principal for the parent/guardian, students, and faculty.
- We strongly discourage any changes to the exam schedule. Should an emergency arise, students and/or parents should contact the Dean of Students.
- All outstanding obligations (tuition, fees, fines, library books, textbooks, etc.), must be taken care of before students may take an exam. Books or the money for the book must be turned in before the exam is taken. Exams not completed within the guidelines established by the Principal will result in academic consequences.

❖ ACADEMICS (CONT'D)

PROCEDURE FOR EXAMS (CONT'D)

- Senior exemptions **MAY** be given in December to those Seniors in semester classes who have a 93% or above semester average and in May to Seniors who have a 93% or above second semester average for a year-long class. This is the decision of the course teacher and the specific requirements of the course. Students will be required to take the AP exam as the final exam for all AP courses.
- Students in Advanced Placement (AP) courses are required to take a first semester exam as directed by the teacher and/or the specific requirements of the course.

HOMEWORK

Students should expect to spend time doing homework in each subject every night. For most students this averages 2-3 hours of homework per day. Students must carefully attend to the classroom policies of each teacher regarding assignments, projects, and preparation for tests. These policies are given to students at the beginning of the year.

PEER TUTORING

Peer tutoring is available for any student in need of academic assistance. The Dean of Students handles peer tutoring.

Students may be referred for tutoring via:

- Self-referral (forms available in the Main Office)
- Teacher referral
- Counselor referral
- Parent referral

Students interested in and qualified to become a peer tutor should contact the Dean of Students. Service hours are awarded to dedicated peer tutors.

REPORT CARDS/ACADEMIC PROGRESS

Report cards, at the end of each quarter, can be accessed online via PowerSchool. **Please note:** Senior report cards for second semester of senior year will be issued at the same time as underclass report cards.

❖ **ACADEMICS (CONT'D)**

REPORT CARDS/ACADEMIC PROGRESS (CONT'D)

Students and parents are expected to monitor academic progress through the online grade system, PowerSchool. Grades are posted weekly for your review. Parents/guardian may wish to contact the teacher after reviewing their daughter's progress in order to discuss strategies for improvement.

An incomplete (I) is given when a student has an extended absence within the last two weeks of the quarter or has extenuating circumstances, which have been acknowledged by the Principal. Incomplete grades must be made up within two weeks or the "I" converts to an "F." The student will receive notice of the failure. A student who fails a required class must make it up in summer school.

In this situation, the summer school grade gives the student a credit, but is not counted in the GPA. The failure grade will be recorded on the permanent record and computed in the GPA.

If you have concerns or questions about an assignment, assessment, or grades, please contact the teacher using the school number and accessing their voice mail, or by email as listed in the faculty/staff directory and on the faculty/staff web page.

NOTIFICATION OF FAILURE/CREDIT RECOVERY

Parents will receive written notification of semester failure, through the mail, approximately a week after the end of each semester. Students are responsible for making arrangements to make up credit for required courses in Summer School. All Summer School opportunities that we receive will be posted on the NDA website under "Academics."

ACADEMIC PROBATION

As recommended by the Counselor, the Principal may place students on academic probation. Academic probation may include a meeting between the parents, teachers, counselors, and principal. A contract may be drawn up that must be followed to permit continued attendance at NDA.

❖ **ACADEMICS (CONT'D)**

ONLINE GRADES

NDA is pleased to offer a chance to view grades and attendance online. The program we use is called PowerSchool, and is accessible through the NDA website at www.nda.org. Passwords have been assigned to you and your daughter(s).

NDA uploads grades on a daily basis. However, please be advised that not all classes will upload grades with the same degree of regularity.

NON-CUSTODIAL PARENT

Notre Dame Academy abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding academic progress, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. Parents should notify the Administration if there is a change in custody. Parents should inform the school of the status of joint custody or any court order regarding a non-custodial parent. A copy of any such court order restricting access of a non-custodial parent must be filed with the Dean of Students. Also, if a non-custodial parent requests mailings, etc., please notify the office in writing to add this information to our data management system.

❖ **ADMISSIONS**

NON-DISCRIMINATION POLICY

Notre Dame Academy recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, athletics, loans, fees, waivers, educational programs, and extra-curricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Notre Dame Academy is open to students of other faiths and denominations.

ADMISSIONS PROCESS

EIGHTH GRADE STUDENT – takes High School Placement Test, submits application. After acceptance, student is registered and completes necessary paperwork.

TRANSFER STUDENT – submits application and requested data, interview is scheduled.

A **copy** of the student's birth certificate must be presented.

❖ **ADMISSIONS (CONT'D)**
TRANSCRIPTS

Official transcripts are sent upon request from one school to another. Transcripts are withheld if there are outstanding financial obligations.

WITHDRAWAL/TRANSFERS

A student who intends to transfer from Notre Dame Academy to another school is **required** to inform her counselor in advance so that the withdrawal process can be initiated. The student must obtain the proper withdrawal form from her counselor, which must be signed by both the student and parent(s).

Before leaving NDA, the student is responsible for cleaning out both her personal and gym/athletic lockers, returning all books, class-related materials, and combination locks, including those from her student locker and gym/athletic locker, to the appropriate personnel.

Please note that grades and transcripts will not be released until all academic, athletic, and financial obligations are met. Should the student leave without following the established withdrawal process, she will still be considered a NDA student, and tuition charges will accumulate at a daily rate.

❖ **ATHLETICS**

LEAGUE/CLUB SPORTS

NDA is a member of the new Three Rivers Athletic Conference (TRAC) and offers students the opportunity to participate in the following sports:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Varsity Bowling	Varsity Basketball	+ Crew
+ Crew	JV Basketball	Varsity Lacrosse
Varsity Cross Country	Freshman Basketball	JV Lacrosse
+ Equestrian	+ Broomball	Varsity Softball
Varsity Golf	Varsity Gymnastics	JV Softball
JV Golf	Varsity Swimming & Diving	Track & Field
Varsity Soccer	Indoor Track & Field	
JV Soccer		
Varsity Tennis		
JV Tennis		
Varsity Volleyball		
JV Volleyball		
Freshman Volleyball		

+ Club sports



❖ ATHLETICS (CONT'D)

TEAMS

- Rules for athletic teams are established for the good of the team and those involved. Competitive sports require commitment, dedication, and responsibility. These responsibilities would not be met if an athlete were involved with drugs, alcohol, or tobacco. Any athlete using these substances will be ineligible for 20% of the remaining consecutive contests (cancelled contests are not included in the 20%). If only one contest remains, the athlete will be ineligible for the entire contest. In addition, Notre Dame Academy's substance abuse agreement will apply.
- Practices or contests **will** occur during school vacations and weekends. All team members are required to attend all scheduled practices and contests during vacations and weekends. Fall Athletes should not plan on vacations after the first Monday in August or Labor Day weekend, in the winter during Thanksgiving or Christmas break, or in the spring during Easter break.
- Students must attend the **last two blocks of the day** to practice or compete that day. Students abusing this policy may face sanctions and will be dealt with on an individual basis. Exceptions include funerals, medical appointments, school-sponsored field trips, and other excused and pre-approved absences.
- When students are in season in one sport, they may **not** attend another sport's open gyms.
- Athletes must schedule their Senior Project so that it does not interfere with athletic practices and contests. Written permission from the coach must be obtained if there is a conflict.

FITNESS CENTER/TRAINER/LOCKER ROOM

- Each athlete may have a locker in the athletic locker room. Athletes must provide their own lock, and are required to provide the Athletic Director with the combination.
- Athletes are not allowed to use cell phones in the locker room.
- The Fitness Center is available to all students. Hours and regulations are posted. No student may be in the Fitness Center without adult supervision.
- An athletic trainer is provided through NDA and SportsCare. He/she is available to **all** students. The trainer's hours are posted outside the Fitness Center and outside of the training room.

❖ ATHLETICS (CONT'D)

FITNESS CENTER/TRAINER/LOCKER ROOM (CONT'D)

- A strength and conditioning coach is provided through NDA for athletes and teams.
- An athlete's fitness for return to play after an injury is determined by the trainer (see athletic handbook for guidelines).

ACADEMIC ELIGIBILITY

The academic eligibility of students participating in athletics will be checked on a weekly basis. Students who are in danger of failing a class will be put on probation for one week. If a student's grade drops to failing, she will be ineligible for practice or participation in any contest for a one-week period. She may NOT dress for games. Sitting on the team bench will be at the discretion of the coach. This runs from Thursday to Thursday and will be re-evaluated each week. Each Thursday morning, all parents must check PowerSchool for the status of their daughter's eligibility. Coaches, counselors, and administration are notified in writing of the athlete's eligibility standing. Athletic eligibility will not be checked for non-failing student-athletes two weeks before Thanksgiving, Christmas, and Easter vacations, and two weeks before the end of a semester. Failing students will be checked during these times.

O.H.S.A.A. (OHIO HIGH SCHOOL ATHLETIC ASSOCIATION)

ELIGIBILITY – Eligibility for each grading period is determined by grades received the preceding grading period. The quarter grades are used. **Semester and yearly grades have no effect on eligibility.**

To be eligible, you must be currently enrolled in a member school and have received passing grades in a minimum of five one-credit courses or the equivalent, in the immediately preceding grading period.

TRANSFERS – Your eligibility shall be established by one of two situations:

1. Participating in a contest (scrimmage, preview, or regular season/tournament contest), prior to the opening day of school
- or –
2. Attending through the fifth day of school at any member school

Once eligibility is established at a member school, you will be ineligible for athletic purposes for one year should you transfer to another school unless one of the exceptions to the transfer bylaw is met.

❖ **ATHLETICS (CONT'D)**

TRANSFERS (CONT'D)

Always check with the Athletic Director before changing schools to determine whether it will affect your eligibility.

ATHLETIC UNIFORMS/REQUIRED PAPERWORK

Before a uniform will be issued, the following must be turned in:

- OHSAA Physical form; **stamped** by the physician's office, dated, and signed by the doctor. A new physical form must be on file for all summer activities, including open gyms, conditioning, coaching days, games, and tournaments. (Please make a copy of the physical form for your personal records.)
- Emergency Medical Form (white form)
- Field Trip/Transportation Form (pink form)
- Booster Club Membership (yellow form)
- Athletic Handbook Form signed by the athlete and parent

ATHLETIC UNIFORM AGREEMENT

When students become a member of a sports team at NDA, they are ultimately responsible for all uniforms, warm-ups, and equipment issued at the beginning of the season. These items are to be worn only at designated scrimmages, contests, and games. They are not to be worn during or after school.

Students are responsible for the return in good, washed condition of all school uniforms and bags at the designated time determined by the coach. If the uniform is not turned in at the designated time, a 3-point demerit will be issued. If an item is lost or damaged, the student athlete is responsible for the repair or replacement of the missing/damaged item.

INSURANCE

Athletes are required to have health insurance to participate in all NDA athletic programs (see physical form and emergency medical under "Uniforms").

ATHLETIC ADVISORY COMMITTEE

The Athletic Advisory Committee was established to reinforce NDA's strategy to be a benchmark for excellence in athletics, to emphasize the importance of athletics at NDA and in the development of young women at NDA, to provide a broader, external perspective on athletics.

❖ **ATHLETICS (CONT'D)**

ATHLETIC ADVISORY COMMITTEE (CONT'D)

The Committee is **not** a formal part of NDA's chain of command for addressing parent and/or student athlete concerns, but may be called upon by NDA's President or Principal to assist in such matters.

NCAA STANDARDS – DIVISION I

FRESHMAN ELIGIBILITY STANDARDS

16 core courses (see www.ncaa.org for more information):

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year must be a lab science)
- 1 year of additional English, math or science
- 2 years of social studies
- 4 years of additional core courses (from any area above or from foreign language, non-doctrinal religion/philosophy)

NCAA CLEARINGHOUSE

To participate in college athletics, students are **REQUIRED** to register with the NCAA Clearinghouse. This can be done online at: www.ncaaclearinghouse.org

Two forms must be downloaded (Transcript Request Forms), and given to the student's counselor.

It is recommended that students register by the end of the junior year, and no later than first semester of their senior year.

NAIA ELIGIBILITY CENTER

Visit PlayNAIA.org for a list of member institutions, rules, and registration.

❖ **ATTENDANCE**

SCHOOL HOURS

Classes begin at 8:00 a.m. and dismiss at 2:53 p.m. Lobby D doors are open by 6:30 a.m. each morning for students who need to arrive early. Students are welcome to study/wait in the Dining Hall or in Lobby D.

The academic wings will be closed at 4:30 p.m. each day. At that time students will need to wait in Lobby D until their ride arrives. There will be limited supervision in Lobby D after 4:30 p.m.

Students not involved in supervised extra-curricular activities must vacate the building by 6:00 p.m.

❖ ATTENDANCE (CONT'D)

ARRIVAL/DISMISSAL

Classes begin at 8:00 a.m. and dismiss at 2:53 p.m. Students should be in their classroom, ready to begin class at 8:00 a.m. Students arriving before 7:45 a.m. are to go to the Dining Hall. The academic wing opens at 7:45 a.m. and closes at 4:30 p.m.

ABSENCE

Absence from school is permitted for the following reasons under Section 3301-51-13 of the Ohio Administrative Code:

1. Personal injury/illness
2. Death of an immediate family member
3. Quarantine of the home by Public Health Department
4. Family emergency or set of circumstances which, in the judgment of the Dean of Students, constitutes a good and sufficient cause for absence from school

Absences **MAY BE** excused with prior permission from the Dean of Students for the following (such absences are not counted toward perfect attendance recognition):

1. Observance of a religious holiday
2. Medical or dental appointments (documentation from medical personnel required)
3. School-sponsored events such as field trips, college visits, extracurricular activities, etc.
4. Experiences of extraordinary educational value recognized by the parents/guardian and approved by the Dean of Students

Notre Dame Academy considers all other absences to be unexcused. Consequences for an unexcused absence are as follows:

1. No teacher is required to allow schoolwork to be made up.
2. **Students must be in attendance by 11:00 a.m. in order to attend or participate in any school-sponsored activity. Students who abuse this policy may face sanctions and will be dealt with on an individual basis.**

❖ ATTENDANCE (CONT'D)

PARENT RESPONSIBILITIES

Absences are to be reported by a parent/guardian to the Attendance Office (**direct line 419-725-1276**), no later than 9:00 a.m. Students may not report their absence. If the school is not notified of an absence by a 9:00 a.m., an attempt will be made to contact the parent/guardian.

If we are unable to verify your daughter's absence, a note stating the reason for the absence, dated, and signed by her parent/guardian must be presented upon her return to school. Failure to present this note will result in an automatic 3-point demerit.

Parents/legal guardians anticipating being out of town for any length of time should inform the Dean of Students so that alternate emergency contact information may be obtained. Failure to do so places the student in the precarious position of having to self-report an absence, **which is not acceptable**. This situation may lead to truancy.

MEDICAL/DENTAL APPOINTMENTS

All appointments should be scheduled outside of the school day. If the student must leave for a medical/dental appointment, a written request is required.

Parent/guardian are asked to **sign** note containing the reason, date, and time of departure. Students should present the note to the Attendance Office **before school or during lunch only**. To be considered an excused absence, verification from the doctor/dentist must be presented to the Attendance Office when the student returns. Excused absences are **not** counted toward perfect attendance recognition.

FUNERALS

In the event of the death of an immediate family member of a Notre Dame student, parents are asked to notify the Attendance Office. Students wishing to attend the funeral of someone other than an immediate family member should also notify the Attendance Office. Absence due to funerals/bereavement will be considered excused.

COLLEGE VISITS

Students are allowed three (3) college visits during their senior year, and two (2) college visits during junior year. The Dean of Students may grant additional college days on an individual basis. A parent/guardian note must be submitted beforehand and a dated letter from the college admissions office must be presented upon return.

❖ ATTENDANCE (CONT'D)

COLLEGE VISITS (CONT'D)

Students are expected to notify the Attendance Office and advise their teachers one week in advance of the intended college visit.

PERSONAL CONVENIENCE ABSENCE

If parents request a student be withdrawn during the school term for a personal convenience, the parent/guardian must inform the Dean of Students in writing **one week in advance** of the anticipated absence. The student will then be issued a Personal Convenience Form, which she must complete and must be signed by her teachers.

The responsibility for academic work and progress will be that of the student under the guidance of her parents/guardian. Teachers are required to give only minimal help in the event of a personal convenience absence.

Absences from school for reasons of personal convenience are not provided for under the school attendance laws of the State of Ohio. The proposed absence will be considered UNEXCUSED.

The school does not concede to parents the right to alter the school calendar for their convenience.

TARDINESS

All tardiness to school is unexcused. We understand there may be occasions when a student will be late arriving to school for a valid reason. Therefore, we allow three (3) tardies per semester. The student will serve a detention for the fourth tardy and for each tardy thereafter. The first detention will be one-half hour; all others will be one hour.

Students arriving tardy are required to sign in at the Attendance Office. A tardy slip will be issued to allow the student admittance into class. Students arriving after 8:30 a.m. are required to present written notification from a parent/guardian. Failure to do so may result in the issuance of a 3-point demerit and subsequent detention.

Student drivers accumulating six (6) tardies in one semester will lose their driving privileges for a minimum of two weeks. Students who exceed ten (10) tardies per semester will be placed on disciplinary probation and possibly face suspension. Students who are tardy to class during the school day will be issued demerits.

❖ ATTENDANCE (CONT'D)

MISCELLANEOUS

- If a student misses more than one-half of the class, she is considered absent from that class.
- Three (3) missed periods in one day equal one day of absence.
- Senior Skip Day is not sanctioned, and is considered a truancy.

ATTENDANCE PROBATION

Attendance probation will result in a conference with the student, parents, counselor, and the Dean of Students to set up the terms. The probation period will be 18 weeks or one semester in length.

ACADEMIC CONSEQUENCES DUE TO ABSENCE

A student who is absent from any class for any reason – excused or unexcused – in excess of five (5) block periods per semester, may fail the class, with the right to appeal. Students with excessive absences may also jeopardize their academic standing in that class.

❖ ELECTRONIC COMMUNICATION

CELL PHONES

The term “cell phone” is intended to encompass all of the personal devices capable of transmitting, storing, and accessing data.

- **Cell phones must be turned off, locked inside lockers, and never carried by students during the school day.**
- **Batteries may not be removed from confiscated cell phones.**
- Cell phones may not be used to text message during school.
- Cell phones may not be used for picture taking at any time.
- Harassing or threatening persons via cell phone is not permitted.
- Cell phones may not be used for game playing, Internet or email access, gambling, or making purchases of any kind.
- Before 7:55 a.m., cell phones may be used in the Dining Hall, Lobby D, Sr. Carol Gregory Hall, and all adjacent hallways.
- After the dismissal bell at 2:53 p.m., cell phones may be used in any area except classrooms and the Main Office.
- Cell phones confiscated during **any testing situation** will result in an automatic failure of the test, quiz or final exam.

Confiscated cell phones will be returned to the student after a **\$50 fine** has been paid, and a parent has contacted the Dean of Students. All cell phone fines **must** be paid before a student is allowed to take exams.

❖ ELECTRONIC COMMUNICATION (CONT'D)
CYBER BULLYING

Cyber bullying is the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber bullying will not be tolerated. Any issue of cyber bullying that is brought to our attention will become a disciplinary matter and may result in suspension or possible dismissal.

❖ CO-CURRICULAR ACTIVITIES

It is the aim of NDA to develop the whole person, and our co-curricular activities provide opportunities for this beyond the curriculum. Students are encouraged to participate in some activity in order to learn the balance between academics and other areas of their lives.

Students are asked to limit their involvement to no more than three (3) clubs/organizations at one time. This philosophy will promote dedication and help prevent the student from being overwhelmed.

Clubs are many and varied at NDA and are formed as student interest dictates. Students who wish to start a club must submit to the Dean of Students a list of goals and objectives for the club, secure a list of at least 10-15 interested students, suggest a possible moderator, and have the approval of the Dean of Students.

CLUBS

The following are activities or active clubs at NDA:

Aerospace Science Club	Forensics-Speech Team	Pastoral Core Team
African American Club	French Club	Pep Club
Arab Club	Global Concerns	Photography Club
Art Club	Hip Hop	Princess Club
Current Events Club	Hispanic Club	Fall Musical &
Dance Team	Horse Club	Spring Play
Diplomats	JJAM (Jesus, Joseph,	Spiritual Activities
Environmental Club	and Mary)	Student Council
Film Studies Club	Math Club	Video Editing Club

ELIGIBILITY REQUIREMENTS
FOR SCHOOL-RELATED ACTIVITIES

Students participating in any co-curricular activity must be in good academic standing and should keep a balance in their lives. If activities interfere with academic performance, students, parents, and moderator will be involved in a conference to determine a plan of action.

**❖ CO-CURRICULAR ACTIVITIES (CONT'D)
ELIGIBILITY REQUIREMENTS (CONT'D)**

Students who are in Flag Corps and Cheerleading at another school are expected to meet the same requirements set by the school for students who participate in the sports program.

If a student participates in an activity sponsored by another school, daily attendance and scholastic performance should not be affected. Students are expected to meet the same requirements set by the school for students who participate in the sports program.

FALL MUSICAL ELIGIBILITY

The academic eligibility of students participating in the Fall Musical will be checked on a weekly basis. Students in danger of failing a class will be put on academic probation for one week. During this week, the student, her parents, teacher(s), and a representative of the musical staff will meet to formulate a plan to help the student remedy the situation. Failure to follow the plan and/or a failing grade may result in curtailment or suspension from play activities.

DANCE CONTRACT

Students and guests attending school-sponsored dances are expected to:

- Show respect and courtesy for all students and chaperones.
- Dance in a manner that is appropriate for a school function.
- Behave in a manner consistent with the philosophy and mission of Notre Dame Academy.

Sexually explicit dancing such as freaking, grinding, twerking, or any other type of dancing which could be construed as vulgar or provocative is prohibited.

Students who engage in sexually explicit dancing will be removed from the dance. Their parents will be notified, and they may be prohibited from attending future NDA dances.

Students attending NDA dances will be required to sign the Notre Dame Academy Dance Contract.

SOPHOMORE SIGNING OF STUDENT STATEMENT

During a special assembly, the Sophomores will be asked to witness and recite the Student Statement of Notre Dame Academy. Their signature indicates "...a mission to uphold the ideals of community, honesty, friendship, and love."

❖ CO-CURRICULAR ACTIVITIES (CONT'D)

JUNIOR INDUCTION

During a special ceremony, the Juniors are promoted to the status of upperclasswomen. As a sign of acceptance as upperclasswomen, they receive a certificate, and may also receive a class ring and/or lapel pin.

SENIOR PRIVILEGES

Senior privileges are given if the following requirements are met:

- Written permission by parents/guardian
- Passing all classes
- Conscientious in turning in assignments on time
- Recommended by teachers
- Cooperative regarding NDA rules, including regular attendance

Senior privileges include:

- Parking in the senior section of the parking lot, provided there is a senior sticker on the parking hanger
- Choosing a place for study during study hall from the following: Resource Center, Dining Hall, Lobby D, Senior Lounge, back courtyard, Alumnae Hall, assigned study hall

Senior privileges **may** include leaving for open campus during a scheduled study hall. This is a special, earned privilege determined by the Administration based on the demonstrated leadership and behavior of the senior class. **Open Campus is never given before Semester II.**

SENIOR PROJECT

The Senior Project provides students with an opportunity to gain professional experience in a work area of their choice. Six (6) school days are given for Senior Project. A minimum of thirty-six (36) hours complete the requirement; more hours are encouraged. The student will plan these days in conjunction with the contact person at the work site and approved by her faculty advisor.

The following are required at the completion of Senior Project:

1. Sponsor Evaluation Form completed by the employer
2. Student's daily log and evaluation of her project based on the goals she had previously set

Upon completion of the project, the student will receive 1/4 credit, a requisite for graduation from NDA.

❖ CO-CURRICULAR ACTIVITIES (CONT'D)

SENIOR GRADUATION ACTIVITIES

SENIOR HONORS ASSEMBLY — Honors assembly held for parents/relatives when honors are bestowed on the Seniors.

HONORS ASSEMBLY — School-wide assembly recognizing the academic and other achievements of the graduating seniors.

SENIOR GRADUATION LUNCHEON — A PANDA-sponsored luncheon to which Seniors and their mothers are invited.

BACCALAUREATE AND GRADUATION — Special liturgy in conjunction with graduation. To graduate, a Senior must have fulfilled all the academic obligations by the State of Ohio and/or NDA, and have paid all tuition and fees.

❖ CODE OF BEHAVIOR

PHILOSOPHY

All at Notre Dame Academy are members of a Christian Community, striving to create a climate of order and love, which necessitates respect for self, for parents, for teachers, staff members, and classmates. This interaction of refinement and love is the mark of a Christian.

Families who choose to attend Notre Dame also choose its philosophy and the guidelines, which flow from and give life to it. Parental behavior should be consistent with Safe Schools Ordinance and in accordance with the Notre Dame philosophy. The Code of Behavior is in effect at all school-related/sponsored events and activities. Students can be disciplined for behavior inside or outside of the school that may be detrimental to the reputation of the school.

Since an orderly atmosphere is essential for learning, the following guidelines are for the welfare of the students as well as for the common good of the entire school community:

ANONYMOUS LETTERS/PHONE CALLS/CONTACTS

The administration and faculty of NDA welcome and respect parent and student input regarding school matters. However, parents and students are asked to follow the established channels of communication as published in the Student Parent Handbook. School personnel will not acknowledge nor address any issues made known through anonymous letters, phone calls, or any other means of anonymous communication.

❖ CODE OF BEHAVIOR (CONT'D)

EXPECTED BEHAVIOR

- 1. INFRACTIONS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN A ONE-POINT DEMERIT:**
 - Eating and drinking are permitted in the Dining Hall, Alumnae Hall, and Lobby D only.
 - Bring necessary materials to classes, return requested forms, have books covered, present ID upon request.
 - Present in their classrooms before the bell rings at the beginning of each period.
 - Refrain from using iPods, MP3, CD and DVD players, and all electronic devices during the school day.
 - iPods and MP3 players are allowed in the Resource Center and designated study halls.

- 2. INFRACTIONS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN A THREE-POINT DEMERIT:**
 - Wear the prescribed uniform, as described in the dress code
 - Attend all classes and functions within the school day.
 - Show respect for self, other students, and faculty and staff.
 - Present a written excuse from parents for an unverified absence within 24 hours after they have returned.
 - Give respectful and appropriate attention and participation at religious functions and other assemblies.
 - Register vehicle, and park in assigned areas.

- 3. INFRACTIONS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN A SEVEN-POINT DEMERIT:**
 - Present at school each day during the school year unless legitimately excused.
 - Have legitimate signature on forms and notes when required.
 - Respect school property, and that belonging to another.
 - Students must not use, distribute, or possess tobacco on the school campus.

ACADEMIC HONESTY

An integral part of any institution of higher learning is the manner in which students and teachers endeavor to maintain the standards of truth in academic behavior.

❖ CODE OF BEHAVIOR (CONT'D)

ACADEMIC HONESTY (CONT'D)

The philosophy of Notre Dame Academy is rooted in honesty, integrity, and love. In support of this philosophy, students will be asked to sign the Student Statement Reaffirmation before taking any exam, test, or quiz. The term examination is defined as “any test, quiz or final exam.”

The following areas shall constitute academic dishonesty:

- Plagiarism – the use of the language, ideas, or thoughts of another as if it were one's own original work. **This includes copying, cutting, pasting, etc., material from the Internet in part or in its entirety.**
- Copying another student's answer(s) in class examinations, take-home examinations, laboratory work, or class assignments.
- Discussing answers before, during or after class examinations.
- The use of crib notes, prepared tests, or other types of unauthorized materials.
- Attempting to secure a future examination or information regarding the contents of a future examination (example: asking another student what material is “on the test.”)
- Being in possession of a teacher copy of a test or testing materials of any kind.
- Resubmission of old work, even though the student's own, for a new course.
- Knowingly supplying another student with responses to an assignment, quiz, or test.
- Forgery – signing someone else's name/signature to any type of document.

In the event any of the above guidelines are violated, the following steps may be taken:

- The Dean of Students, involved faculty member(s), and the student's counselor will meet to evaluate the situation.
- A conference with the student and her parents will be held.
- If the dishonesty involves class work, a zero will be given.
- The student will serve a one-day suspension.
- The student will be placed on disciplinary probation.
- A repeated offense will result in the loss of semester credit in the class where the dishonesty took place.
- A repeated offense may result in dismissal.

❖ **CODE OF BEHAVIOR (CONT'D)**

CYBER BULLYING

Cyber bullying is the process of using the Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person. Cyber bullying will not be tolerated. Any issue of cyber bullying that is brought to our attention will become a disciplinary matter and may result in suspension or possible dismissal.

GUM CHEWING

Gum chewing is not allowed and will result in an automatic 1/2-hour detention on the first offense. Subsequent detentions for gum chewing will be one hour in length.

HARASSMENT

Verbal or physical harassment/abuse will not be tolerated. Harassment includes, but is not limited to, derogatory remarks about or slander against racial, ethnic, or other minority groups. A violation of this policy will result in suspension and possible dismissal.

HAZING

“Hazing” refers to any activity expected of someone joining a group that humiliates, degrades or risks emotional and/or physical harm. Hazing will not be tolerated and will result in suspension and possible dismissal.

TRUANCY

Truancy is defined as absence from school without the knowledge of and permission from parents. The six (6) school hours missed will be made up, credit is lost for missed work, and suspension will result until parents confer with the Dean of Students.

WEAPONS

A student shall not possess, handle, transmit, conceal, or use a dangerous weapon or any instrument capable of harming another person. This includes “look-alike” weapons, and this policy will treat these offenses as though the weapons are the real things. “Look-alike” weapons include, but are not limited to, squirt guns, starter pistols, stun guns, and toy guns. Violation of this policy will result in a suspension and possible dismissal.

❖ CODE OF BEHAVIOR (CONT'D)
CONSEQUENCES OF DEMERIT ACCUMULATION

Any student who receives the total number of demerit points in the categories below will incur the respective consequences. Demerit accumulation is counted from the beginning of **each semester**.

Demerit	
Points	Consequences
3	Conference with Dean of Students 1/2-hour detention for first three demerits 1-hour detention thereafter
6	Disciplinary Notice sent to parents
12	Conference with parents, Dean of Students, counselor Disciplinary probation Additional discretionary consequences
15	Conference with parents, Dean of Students, counselor Suspension
18	Conference with parents, Dean of Students, counselor, administration Possible dismissal

AFTER SCHOOL DETENTION

Detentions will be held on Tuesday and Thursday or Friday after school beginning at 3:00 p.m., or 5 minutes after dismissal. Students serving detention must be in uniform. No one will be dismissed for any reason. Students who have jobs or other after-school commitments should keep this in mind before accumulating demerits. Detentions are served in silence. Students may not sleep or do homework during this time.

Failure to appear for detention will result in double-time to be served. A detention of 30 minutes is incurred by a student receiving her first three demerits of the semester. All other detentions will be one hour.

PRIVATE DETENTION

A private detention may be issued by the Dean of Students, in conjunction with the involved faculty member(s) for inappropriate behavior. The terms of the detention will be outlined for the student 24 hours in advance.

❖ CODE OF BEHAVIOR (CONT'D)

DISCIPLINARY PROBATION

Students can be placed on disciplinary probation for having accumulated 12 demerits or at the discretion of the Dean of Students. A conference with the student, her parents/guardian, and the Dean of Students will be held. The probation period will be nine weeks and, within that time, if the student receives an additional three demerits, she will serve a one-day suspension.

SUSPENSION

A student who is suspended has accumulated 12 demerits and has been placed on disciplinary probation. A conference with the student, her parents, the Dean of Students, the student's counselor, and appropriate administrators will be held. When a student is suspended for disciplinary infractions, the consequence is academic. While not in class, the student receives no higher than 50% of the **earned** grade for any tests, assignments or class work that is missed.

Students may also be suspended for accumulating more than two (2) hours of **outstanding** detention time. Suspension may be given for other disciplinary infractions at the discretion of the Dean of Students.

GROUND FOR DISMISSAL

- NDA has zero tolerance for possession, use, and/or distribution of prohibited drugs or alcohol on the school campus or at any school-sponsored activity. Whether in or out of school, students are expected to remain drug/alcohol free.
- Stealing
- A repeat of an offense for which a student has been suspended

The Administration reserves the right to handle serious student problems in a way other than the above if it is more beneficial to the student concerned. Students can be disciplined for behavior inside or outside of the school that may be detrimental to the reputation of the school.

APPEALS

All disciplinary decisions are made in a fair and just manner with consideration given to both sides of an issue. Students and parents who wish to appeal a disciplinary decision may do so through a written appeal to the Principal.

❖ CODE OF BEHAVIOR (CONT'D)
TOLEDO AREA CATHOLIC HIGH SCHOOLS
SUBSTANCE ABUSE AGREEMENT

The possession, use, or distribution of any quantity of illegal drugs or drug paraphernalia is not permissible. Violators are subject to severe school discipline, including dismissal, and to the laws of the State of Ohio. Individual Catholic high schools may have additional policies, which apply specifically to their students.

Showing evidence of – includes any behavior observed by an adult, which might be indicative of the use of alcohol, tobacco, and/or other drugs.

In possession of – includes participation in the use of, or being in the presence of alcohol, tobacco, and/or other drugs.

Other drugs – include, but are not limited to, marijuana, narcotics, club, drugs, cocaine, hallucinogens, amphetamines, barbiturates, and federally controlled substances.

Realizing the seriousness of alcohol and drug abuse/misuse, the schools will make every effort to assist students involved. Strict confidentiality will be observed in providing this assistance, and every effort will be made to enable students who are actively seeking help for themselves or others to continue their education in the Catholic high school setting.

When confronted with observations and/or evidence of alcohol/drug use by a student, the schools may require an alcohol/drug assessment at a facility approved by the individual school. Parents will be notified when students are required to undergo alcohol/drug assessment and the financial cost for this is the parents' responsibility. Continued enrollment is contingent upon the student's completion of the assessment and recommended follow-up care.

Procedures followed if a student is found to possess, use, or sell alcohol or drugs during school, on school property, at a school-sponsored activity, or outside activities:

Violations result in automatic suspension with recommended expulsion based on the following suggestions:

- A minimum three-day suspension either in or out of school.
- A mandatory meeting with the student, parents, administration, and possibly members of the Intervention Assistance Team (I.A.T.), to establish a follow-up program.

❖ CODE OF BEHAVIOR (CONT'D)

SUBSTANCE ABUSE AGREEMENT (CONT'D)

- The student will be required to follow the recommendations established and agreed to at the above-mentioned meeting.
- Failure to cooperate may result in dismissal.

If a student is referred for a violation outside of a school-sponsored activity, all or part of the above consequences may be enforced.

❖ COMPUTER USAGE & CONDITIONS

ACCEPTABLE USE POLICY FOR COMPUTER SYSTEMS

Notre Dame Academy's Acceptable Use Policy (AUP) is intended to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of, or access to, sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, and other forms of direct electronic communications or equipment provided by NDA ("the network"). **Only current students, employees or residents are authorized to use the school network.** Permission may be granted to others by the NDA administration on an as needed basis.

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

ACCEPTABLE USES OF THE NDA COMPUTER NETWORK OR THE INTERNET

Each year school officials will verify that students using the computer network and Internet access have a signed page (from Student Handbook) acknowledging this policy. Students who are under 18 years of age are required to have their parents/guardian sign the document. Once signed the permission/acknowledgement document will be kept on file and will remain in effect until revoked by the parent or the student loses the privilege of using NDA's network due to violation of this policy, or is no longer a student at NDA. Employees and other users are also required to follow this policy.

❖ COMPUTER USAGE & CONDITIONS

ACCEPTABLE USES (CONT'D)

Even without a signature, all users must follow this policy and report any misuse of the network or Internet to faculty, staff or other appropriate NDA personnel. Access is provided primarily for education and NDA business. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, she should consult faculty, staff or other appropriate NDA personnel.

UNACCEPTABLE USES OF THE NDA COMPUTER NETWORK OR THE INTERNET

NDA reserves the right to take immediate action regarding activities that:

1. Create security and/or safety issues for NDA, students, employees, network or computer resources.
2. Expend NDA resources on content that NDA, in its sole discretion, determines lacks legitimate education content/purpose.
3. Are determined by NDA as inappropriate.

EXAMPLES OF INAPPROPRIATE ACTIVITY:

1. Violating any state or federal law or municipal ordinance, such as accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials.
2. Criminal activities that can be punished under law.
3. Selling or purchasing illegal items or substances.
4. Obtaining and/or using anonymous email sites, spamming, spreading viruses.
5. Use of Internet material must be properly cited and used according to copyright law.
6. Plagiarism of Internet material, as with all materials, is forbidden.
7. Causing harm to others or damage to their property, such as:
 - Using profane, abusive or impolite language; threatening, harassing or making damaging or false statements about others; or accessing, transmitting or downloading offensive, harassing or disparaging materials.
 - Deleting, copying, modifying or forging other users' names, emails, files or data; disguising one's identity, impersonating other users or sending anonymous email.

❖ **COMPUTER USAGE & CONDITIONS (CONT'D)**

EXAMPLES OF INAPPROPRIATE ACTIVITY (CONT'D)

- Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs or disrupting any computer system performance.
 - Using any NDA computer to pursue “hacking,” internal or external to NDA, or attempting to access information protected by privacy laws.
 - Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes.”
8. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
 - Using another’s account password(s) or identifier(s).
 - Interfering with other user’s ability to access their account(s).
 - Disclosing anyone’s password to others or allowing them to use another’s account(s).
 9. Using the network or Internet for commercial purposes, such as:
 - Using the Internet for personal financial gain.
 - Using the Internet for personal advertising, promotion or financial gain.
 - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations.
 10. Absolutely no eating or drinking around computer equipment.

STUDENT LAPTOP USAGE

1. NDA laptop computers are to be used only in designated areas. These areas will be determined by faculty and staff based on class and storage cart location.
2. Resource Center laptops are to be used in the RC only. One exception to this is for senior students who have shown responsibility as determined by the faculty.
3. When finished using a laptop, students must:
 - Log off of the computer
 - Correctly place the laptop in a storage slot
 - Plug in the laptop for charging

STUDENT EMAIL USAGE

NDA currently uses a web-based email system hosted by Google Apps. At the beginning of each school year, accounts will be created for all students and new users. Login and password information will be distributed very early in the school year.

❖ **COMPUTER USAGE & CONDITIONS (CONT'D)**

STUDENT EMAIL USAGE (CONT'D)

All email accounts can be accessed at: <http://mail.nda.org>

Student email accounts will use the following address format:

FirstinitialLastnameGraduationyear@nda.org

(ie, Jane Smith, Class of 2012 = JSmith12@nda.org)

STUDENT PRINTING

NDA has implemented the use of print management software in an effort to combat waste. Students will be given a quarterly allotment of \$5 for printing. Printing will be charged at a rate of \$0.05 (five cents) per page for a single-sided job and \$0.08 (eight cents) for a double-sided job. At the beginning of every quarter, an additional allotment of \$5 will be given to each student. Faculty can request additional pages for students to meet any special project requirements. Students may also buy additional allotments in \$1 increments.

POWERSCHOOL

NDA currently uses PowerSchool as its Student Information System. PowerSchool allows students and parents to access the latest information regarding the student and NDA. Students and parents will be given a unique student code which will allow them to create a username and password to access the system. By default, all parents will receive a weekly summary email containing the student's grade information and school bulletins. Students can access PowerSchool at <http://powerschool.nda.org>.

STUDENT INTERNET SAFETY

1. Students under the age of 18 years of age should only access NDA net accounts outside of school if a parent/legal guardian supervises their usage at all times. The student's parent/guardian is responsible for monitoring the minor's use.
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number or display photographs of themselves or others.
3. Students shall not meet in person anyone they have met only on the Internet.
4. Students must abide by all laws, this Acceptable Use Policy, and all NDA security policies.

❖ COMPUTER USAGE & CONDITIONS (CONT'D)
STUDENT INTERNET SAFETY (CONT'D)

5. Student conduct, whether inside or outside the school, which is detrimental to the reputation of Notre Dame Academy can result in discipline.

PENALTIES FOR IMPROPER USE

The use of an NDA account is a privilege, not a right. Misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action including suspension, expulsion or criminal prosecution by government authorities. NDA will attempt to tailor any disciplinary action to the specific issues related to each violation.

DISCLAIMER

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

SAVAGE RESOURCE CENTER

The Savage Resource Center is open from 7:30 a.m. to 4:00 p.m. daily. Along with the online catalog of over 8,000 books and journals and 500 electronic books, the Resource Center has many computers with Microsoft Office 2010, the Internet, email, and other programs.

Materials are checked out electronically. Students must have a school issued ID to check out materials and equipment. Books are circulated for two weeks, renewable; magazines and newspapers are due in one week, renewable; videos and other non-print media vary in their circulation time depending upon need. FLIP video cameras may be checked out with faculty/advisor consent for two days, renewable. I-Pads may be checked out from the circulation desk for In-Resource Center use only.

❖ **COMPUTER USAGE & CONDITIONS (CONT'D)**

SAVAGE RESOURCE CENTER (CONT'D)

The Savage Resource Center is not an alternate study hall. As a rule students should remain in their study hall. An exception would be when students need to select and sign-out materials, to work on group assignments and projects, or to work on the computers. Study hall monitors will give permission for students to use the Resource Center.

- Students must sign in upon entering the Resource Center.
- Classes may be scheduled to use the Resource Center.
- Teachers reserving the Resource Center have priority over its use. If space allows, other students may also use the RC.
- The Resource Center is a study area only including during lunch and before/after school.

Students are expected to return materials promptly on or before their due date. Late materials are subject to fines at a rate of \$0.10 (ten cents) per day and late electronic equipment (i.e. FLIP camera) is subject to a \$1.00 per day charge, excluding weekends and holidays. Students with overdue materials and fines should take responsibility for these within a reasonable amount of time. After a one-month period, disciplinary consequences will be enforced.

Eating lunch or snacking in the Resource Center is not allowed. Clear water bottles are permitted.

The school policy for cell phones also applies to the Resource Center.

TECHNOLOGY GUIDELINES FOR THE RESOURCE CENTER

Students are to abide by the Acceptable Use Policy they signed at the beginning of the school year. This includes, but is not restricted to:

- Computers and I-Pads are to be used for class assignments and homework only during school hours from 8:00 a.m. to 3:00 p.m.
- Email is reserved for school business.
- Changing settings on computers and I-Pads is prohibited, e.g., downloading screen savers, apps, wallpaper, backgrounds, etc.
- Using another student's login password is prohibited.
- Upon request, the RC Director can reset passwords.
- Laptops must remain in the Resource Center, and must be shut down and returned to the cart after use.

❖ **COMPUTER USAGE & CONDITIONS (CONT'D)**
TECHNOLOGY GUIDELINES (CONT'D)

- Electronic equipment must not be left unattended. Return equipment to Resource Center staff only- do not leave on counter. You are solely responsible for the loss or damage of any electronic equipment used. You will pay all fees associated with repair or replacement.
- Report any problems to the Resource Center Director immediately.

❖ **COUNSELING & GUIDANCE**

HIGH SCHOOL CEEB CODE: 365040
(FEDERAL SCHOOL CODE)

Guidance and Counseling services are an integral part of student life at NDA. Each student is assigned a counselor, who will provide academic, personal, and college guidance and counseling. Periodic contact will be made between the student and the counselor; either one may initiate a meeting. Students may request appointments with their counselor by completing a counselor card or by emailing their counselor directly.

CONTACT INFORMATION

The Guidance and Counseling Department consists of three counselors, a secretary, and a test coordinator.

<u>Counselor</u>	<u>Last Name Initial</u>	<u>Appt.Card Color</u>
Mrs. Lauren Boyles-Brewitt 419-724-1008 419-475-9359 x3186	A – L Freshmen, Sophomores, Juniors, Seniors	Yellow
Mr. Jim Sulier 419-724-1013 419-475-9359 x3190	M – Z Freshmen, Sophomores, Juniors, Seniors	Green
Mrs. Adrian Meier 419-724-1007 419-475-9359 x 3140	College	Coral

❖ COUNSELING & GUIDANCE (CONT'D)

CONTACT INFORMATION (CONT'D)

The Guidance and Counseling Department support staff and contact numbers are as follows:

Mrs. Diane Krohn, Guidance Secretary	419-724-1006 419-475-9359 x3141
Mrs. Diane Clark, Testing Coordinator	419-475-9359 x 3131

COUNSELING AND GUIDANCE SERVICES

Individual counseling appointments are made at the request of student, parent, and/or counselor. The sessions pertain to academic, college, career and/or personal topics.

Additional counseling services include, but are not limited to, informational sessions for students and/or parents regarding college related topics; i.e., college planning, individual and group meetings, college representative visits and College Night, computer college/scholarship search opportunities, application process, financial aid presentations and monthly parent newsletters. Also, student/parent test interpretation session and topics pertinent to the students' class levels are offered throughout the year.

PRELIMINARY SCHEDULING

Student scheduling at NDA is done online through PowerSchool. Students and parents receive instructions on how to register online at the January Student/Parent meetings. Students are responsible for making appropriate scheduling choices for the upcoming school year and for submitting a hard copy of the schedule with a parent signature to Guidance by the designated date. The counselors then meet with each student to review her schedule requests and alternatives and to answer questions. Student and parents should refer to the online Course Catalog for detailed descriptions, including prerequisites, if applicable.

SCHEDULE CHANGES

A student may drop a class within the first two (2) weeks of the start of the class without a grade transfer, unless grades are connected to Summer course requirements; i.e. Summer Reading. A \$50.00 schedule change fee may be assessed, depending upon individual circumstances.

❖ COUNSELING & GUIDANCE (CONT'D)
SCHEDULE CHANGES (CONT'D)

If a student requests a transfer to a different level within the same department (i.e. “Regular” to “Honors” with instructor permission) **after** the first two weeks of the start of the class, the grade(s) earned in the “dropped” class will transfer to the “added” class to be averaged prior to the end of the grading period.

If a student requests a change **after** the first two weeks of the start of the class, the schedule change is permitted **ONLY** for extenuating circumstances. **The student must first schedule a meeting with her present teacher to discuss the circumstances and the appropriate course of action.** If the teacher agrees with the proposed change, she/he must notify the student’s counselor, who will give a form to the student to get the signatures of both the present and “receiving” teachers. Parents will be notified by the counselor if the change is approved. A \$50.00 schedule change fee may be assessed, depending on individual circumstances.

TEACHER/COUNSELOR CONTACT

It is best to deal directly with the individual(s) and situation(s) whenever possible. Therefore, it is the policy of Notre Dame Academy that, if a student and/or her parent(s) have a question, concern, or issue, etc., with a teacher, the individuals concerned (parent/student/teacher), have direct contact in an attempt to address and resolve the issue.

If the student/parent still has concerns after initiating contact with the teacher, the student’s counselor (or administrator, when appropriate), should be contacted for further assistance.

COLLEGE VISITS

Seniors are allowed three (3) college visits during their senior year, and Juniors are allowed two (2) college visits during their junior year. Students are expected to notify the Attendance Office and advise their teachers one week in advance of the intended college visit.

NCAA CLEARINGHOUSE

To participate in college athletics, students are **REQUIRED** to register with the NCAA Clearinghouse. This can be done online at:
www.ncaaclearinghouse.net

❖ COUNSELING & GUIDANCE (CONT'D)

NCAA CLEARINGHOUSE (CONT'D)

Two forms must be downloaded (Transcript Request Forms), and given to the student's counselor.

It is recommended that students register by the end of the junior year, and no later than first semester of their senior year.

TESTING

Testing dates occur at various times throughout the school year. With the exception of some ACT and SAT, all tests are offered through NDA. Students must register to take these tests off-site. **ACT/SAT test registration deadlines are typically six (6) weeks prior to the test.**

It is the student's responsibility to register for the test(s). Registration forms are located in the Guidance Galleria. Students may register online.

TESTING DATES

ACT	September 10, 2011 October 22, 2011 December 10, 2011 February 11, 2012 April 14, 2012 June 9, 2012
SATI & II	October 1, 2011 November 5, 2011 December 3, 2011 January 28, 2012 March 10, 2012 May 5, 2012 June 2, 2012
PSAT (Sophomores/Juniors during the school day)	October 12, 2011
PLAN (Sophomores only during the school day)	November 9, 2011
Ohio Graduation Test (OGT)	March 12-16, 2012
OGT Makeup Tests	March 19-23, 2012
AP Tests	May 7-16, 2012
First Semester Exams	December 14, 15, 16, 2011
Second Semester Exams	May 23, 24, 25, 2012
Senior Exams	May 3 & 4, 2012

❖ **COUNSELING & GUIDANCE (CONT'D)**
OHIO GRADUATION TEST (OGT)

All students must pass the Ohio Graduation Test administered initially during the sophomore year, and then again each year through the senior year. Students must pass all sections to graduate from any high school in the State of Ohio.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The Post-Secondary Enrollment Options program is available to juniors and seniors at Notre Dame Academy. This program enables students, **who are also Ohio residents**, to enroll in courses at any accredited college or university in the State of Ohio.

An informational session will be held at the end of each parent meeting in January. These sessions will address the rules and regulations of the program, potential benefits, and consequences of participation. It is extremely important to attend the evening program, since, by law, all PSEO program students and their parents must receive counseling prior to participation.

By law, a student and her parent must notify the high school by March 30 if she intends to participate in the PSEO program for the following year. Failure to notify the school by that date will make the student ineligible to participate in the program. It is the responsibility of the student, who wishes to participate in this program, to apply for the program and to meet eligibility requirements, which vary among area colleges and universities. Most require a cumulative grade point average of **at least a 3.0** for Juniors and Seniors. Enrollment criteria change from year to year, and vary among institutions.

Students who participated in the PSEO program in the previous school year do not need to re-apply, but must pick up the Intent to Participate and Waiver Forms from her counselor. These forms must be signed and returned on the designated date, or she will be excluded from the program for the next school year.

Please be advised that grades received in post-secondary course work will be averaged into the NDA GPA. PSEO grades may adversely affect NDA Honors status. It is extremely important that students and parents thoroughly review the NDA calendar and college course syllabus in order to determine if conflicts will arise.

❖ COUNSELING & GUIDANCE (CONT'D)
SPECIAL ACADEMIC/TESTING CONSIDERATIONS

Notre Dame Academy is a college preparatory high school. Our curriculum is strictly college preparatory in nature. Programs for special educational needs are not available. We can, in some cases, work on a limited basis with individual learning styles within our existing curriculum. However, parents and students need to be aware that, during some testing situations, such as the OGT, AP tests, semester exams, ACT, and SAT tests, special arrangements CANNOT be made without extensive documentation specified by standardized testing purposes (IEP, 504, or formal psychological test reports).

STUDENT ASSISTANCE PROGRAM

Physical and psychological well being is essential to the development of the whole person. NDA is concerned with student attitudes and behaviors which may be detrimental to student well being.

PHILOSOPHY AND POLICY

Counselors coordinate prevention and intervention efforts within the school community. Such areas of concern may include:

- Unlawful use, sale, possession, and/or distribution of any mind-altering, intoxicating, or addictive chemicals
- Nicotine use/abuse
- Emotional/psychological disorders
- Suicide attempts
- Eating disorders
- Pregnancy, abortion, and sexually transmitted diseases
- Verbal, physical, or sexual harassment
- Self-mutilation

In all cases, we aim to support and guide the student concerned without condoning the unacceptable nature of her action(s). To these ends we implement the following procedures:

PROCEDURES REGARDING ALCOHOL/DRUG ABUSE

If a student is found to possess, use, or sell alcohol or drugs during school, on school property, at a school-sponsored activity, or outside activities, an automatic suspension will result with recommended expulsion based on the following suggestions:

1. The student will be given a minimum of a three-day suspension either in or out of school.

❖ COUNSELING & GUIDANCE (CONT'D)

PROCEDURES REGARDING ALCOHOL/DRUG ABUSE (CONT'D)

2. A mandatory meeting will be held with the student, parents/guardian, administration, and possibly members of the Intervention Assistance Team to establish a follow-up program.
3. The student will be required to follow the recommendations established and agreed to at the above-mentioned meeting.
4. Failure to cooperate may result in dismissal.

If a student is referred to us by a source for a violation outside of a school-sponsored activity, all or part of the above consequences may be enforced.

PROCEDURES IF A STUDENT IS HOSPITALIZED

1. Parents/guardians are asked to inform the school as to the nature of the hospitalization.
2. Once the school has been apprised of the situation, involved faculty will be notified. Efforts will be made to preserve student privacy/confidentiality.
3. **Prior to returning to Notre Dame Academy, there will be a mandatory meeting between the parent/guardian, student, administration, nurse, and other appropriate personnel.**
4. An "official" release from the hospital must be provided at the time of the meeting before being readmitted to school.
5. An appropriate follow-up program must be established. Cooperation with this procedure is expected.
6. Failure to cooperate may result in dismissal.

PROCEDURES FOR STUDENT PREGNANCY

In case of pregnancy, a student and her parents will refer the matter to the counselor, who will inform the Administration. Considering the sacredness of life our call as followers of Christ to be nonjudgmental, NDA will not expel a girl only on the grounds of pregnancy. It is our belief that what the student needs at this time is Christian acceptance and counsel. NDA has the right to demand counseling or other measures deemed necessary.

❖ COUNSELING & GUIDANCE (CONT'D)
PROCEDURES REGARDING ABORTIONS

Notre Dame Academy, in support of the teaching of the Church, does not view abortion as a viable alternative or a moral option. Parents see the Catholic school as the best learning environment for their teenage daughter. That environment should be one which helps the young person learn to exercise sound judgment and to arrive at reasonable, logical, and morally correct solutions to their problems.

Any student who publicly demonstrates for, and actively supports, abortion is to be referred to the administration, who has the right to mandate counseling or other measures deemed appropriate.

If the occurrence of an abortion is brought to the attention of school personnel, the administration has the right to mandate counseling or take appropriate measures as deemed necessary.

If a student who has chosen an abortion as a means to terminate a pregnancy confirms this action to a member of the school administration, faculty, her confidants, the members of the school, or her “extended family,” they must adhere to the philosophy by offering compassion and by encouraging her to seek emotional, physical, and spiritual help. A mandatory meeting will be held with the student, parent/guardian, and the appropriate school personnel to establish a follow-up program. After all measures have been taken, the administration has the right to institute suitable disciplinary action, including dismissal.

MARRIED STUDENTS

Notre Dame Academy exists for the formation of the adolescent student. Therefore, married students will not be permitted to remain at NDA, since we believe the high school atmosphere is not conducive to that adult responsibility which these students have chosen.

❖ DRESS CODE

Reasonable care and neatness in regard to dress and appearance are required of all students. All parts of the uniform are purchased from our uniform company, Schoolbelles.

DRESS CODE REQUIREMENTS

The Notre Dame Academy uniform consists of the following:

- Blue and gray plaid skirt. Skirt must be buttoned and no shorter than five (5) inches from the floor when kneeling.

❖ DRESS CODE (CONT'D)

DRESS CODE REQUIREMENTS (CONT'D)

- White, navy, or gray short- or long-sleeved overblouse. Overblouses may not be layered; only one is worn at a time.
- Navy, gray, or white vest, cardigan, or pullover sweaters.
- Navy fleece or sweatshirt purchased through Schoolbelles.
- Navy, black, or gray dress pants or navy walking shorts. All pants/walking shorts **must be purchased from Schoolbelles**.
- Navy, gray, or white turtleneck sweaters may be worn under the long sleeve overblouse and sweater.
- T-shirts, tank tops, and camisoles may not be worn.
- Boxer shorts and underwear should not be visible.
- Hats, headscarves or head-gear of any kind may not be worn, with the exception of the hijab by Islamic students.
- Headbands may be no wider than two (2) inches.
- Socks must be of a solid matching color; either navy, gray, white or yellow. Crew or knee socks must cover the ankles. Socks must extend at least five (5) inches above the heel. Footies and anklets are not acceptable. NDA Eagle socks purchased at the Spirit Shop may also be worn.
- Low-cut dress shoes of leather or leather substitute in **solid** black, brown, navy, or gray are required. Backless shoes will be permitted as long as the front of the foot is enclosed. Clogs and mules are acceptable. Sperry's are allowed as long as the primary part of the shoe is a solid color as stated above. Sandals, flip-flops, tennis, canvas, plastic, cloth, or athletic shoes are not permitted. Students must have shoes tied and on their feet **at all times**.

MISCELLANEOUS UNIFORM

- Students will accept a faculty/staff member's judgment regarding the appropriateness of jewelry.
- As we prepare students to enter the professional workplace, we are prohibiting any writing, drawing, or use of stickers, etc, on all visible body parts.
- Body piercing, other than pierced ears, and body art is not acceptable. This includes visible tattoos of any kind. Students may not enlarge pierced ear holes with gauges, skewers or discs, etc.
- No excessive hair coloring or styles are permitted. Excessive is defined as anything **other than** natural/normal hair color.

❖ DRESS CODE (CONT'D)

STUDENT ID BADGE

After school pictures are taken, each student will receive a plastic photo ID badge and a lanyard from the school. The ID badge must be attached to the lanyard that has been provided by the school and worn by the student as a required part of the school uniform. Any student not wearing the ID badge and lanyard will receive a uniform violation. The lanyard must be worn around the student's neck in the normal manner. Knotting or tying of the lanyard in any way or carrying it in the uniform skirt pocket is not permitted. The ID badge must stay in the original condition; students are not permitted to write or adhere anything on either side of the badge. If a student defaces or loses or ID badge, she is required to purchase a replacement ID badge at her own expense.

BLAZER DAYS

Blazers are needed for masses, prayer, and reconciliation services, honors assemblies, speaker/guests assemblies, and any other announced times. All blazer days are indicated on the school calendar or announced ahead of time.

DRESS CODE VIOLATIONS

Students are expected to be wearing a neat, orderly, and complete uniform upon entering the building each morning until dismissal. This includes during lunch periods, study halls, and Open Campus.

DRESS CODE VIOLATIONS WILL BE GIVEN FOR THE FOLLOWING:

- No blazer when required
- Disorderly, tattered, or soiled uniform
- Skirts that are too short, unbuttoned, or rolled
- Non-uniform sweater, overblouse, pants, visible T-shirts (short- and long-sleeved), tank tops, camisoles, boxers, or underwear
- Sandals, slippers, boots, tennis, canvas, or athletic shoes
- Sweatshirts, jackets, coats, etc.
- Socks with logos, designs, wrong color, or wrong length
- Hats, scarves, or head-gear of any kind, with the exception of the hijab by Islamic students
- Non-uniform day dress code violation
- Any other dress code issue deemed inappropriate by faculty/staff

❖ DRESS CODE (CONT'D)

NON-UNIFORM DAY/BIRTHDAY DRESS CODE

Students will accept a faculty/staff member's judgment regarding the following dress code. If in doubt... do not wear it!

Acceptable:

- Dresses and skirts are encouraged and should be of reasonable length. "Reasonable length" is defined as not shorter than five (5) inches above the knee.
- Shirts, sweaters, and tops are to be ample and modest.
- Dress pants or jeans are permitted. Distressed jeans are **not** permitted for school or school activities.
- Low-cut dress shoes of leather or canvas material may be worn.

Not Acceptable:

- Tight tee tops, tank tops, or see-through tops are **NOT** permitted. Any type of dress or top that implies immodesty is also not allowed, e.g., low-cut, narrow straps, etc. No midriffs should be showing. Underwear should not be visible.
- Coats or outdoor jackets may not be worn in the building during the school day.
- Clothing made of thermal or lycra/spandex material, hospital scrubs, or pajama bottoms are **NOT** allowed.
- Sweatsuits, sweatshirts, and sweatpants are **NOT** permitted, regardless of the material.
- Mini dresses/tops with leggings are **NOT** permitted.
- Running, or athletic-type shoes are **NOT** permitted, regardless of color. Sandals, flip-flops, or beach shoes are **NOT** permitted.

* On "Dress down" Days, Jeans Days, or Spirit Days, the above non-uniform day dress code will be modified.

** Students who choose to wear the uniform on dress-up days must wear the uniform according to dress code policies.

❖ EMERGENCY PROCEDURE DIRECTIVES

FIRE AND TORNADO DRILLS

Procedure:

- Instructions are posted in each classroom detailing how to leave the building in case of fire or where to go in case of a tornado
- Walk, no talking
- Move quickly and quietly to designated area

❖ EMERGENCY PROCEDURE DIRECTIVES (CONT'D)
RAPID DISMISSAL

This emergency procedure could be used for a variety of reasons:

- Explosion, fire in a nearby building, chemical spill, chemical emergency in the building, or a bomb threat.
- If it were the latter, the determination whether to do an immediate evacuation or a rapid dismissal as described below will be made after an assessment of the situation is made based on the facts at hand.

Procedure:

- An announcement will be made: “Please get your coats, jackets, and keys. Immediately leave the building from the nearest entrance in silence and go to Christ the King, where you will meet and receive further directives from your teacher.”

LOCKDOWN

If there is a volatile situation in or outside of the building, a determination will be made to secure all students, faculty, and staff in locked areas. An announcement will be made: “*Notre Dame Academy is now under a lockdown.*”

Procedure:

The teacher should immediately:

- Pull in any student(s) that may be in the hall, restroom, or nearby area. Student(s) should inform the teacher where they are supposed to be. Contact with that teacher should be made.
- Have a student pull the drapes in the room.
- Place light green hanger on the outside of the door before locking classroom.
- Remain with students until emergency is under control and you hear “CODE CLEAR.”

If students are in the Dining Hall, they should proceed to the back offices of Alumnae Hall and stay locked in. Some should go to the kitchen area where they will be locked in. Any faculty member in any area should evacuate the halls of students.

❖ FIELD TRIPS

Occasionally, students participate in school-sponsored field trips. Parental permission is required on the form provided by the school any time a student leaves during or outside of the school day. Permission for mode of transportation is also required. Medical forms may be required depending on duration of trip. If a trip/activity is during the school day and extends beyond the class time of the sponsoring teacher, another teacher, due to academic reasons or inappropriate behavior, may deny permission.

❖ HEALTH

The school nurse is available during the school day for students who feel ill or are injured. If the illness warrants it, the nurse or designated person in the Main Office will notify the parent/guardian. The student will be sent home in their custody or with parental approval.

If it is necessary that medication be taken during school hours, the student must follow these guidelines:

1. Medication may be taken under the supervision of the school nurse or designated person. A signed permission slip from the physician AND the parent/guardian is necessary. Inhalers and Epi-pens are the **only** prescription medications allowed to be carried by the student with appropriate documentation.
2. If the student needs over-the-counter (OTC) medication (i.e. Tylenol), the nurse will call the parent for permission. To alleviate phone calls, the parent may sign a permission form at the beginning of the school year for certain OTC medications.

At the beginning of each school year, parents are asked to complete an Emergency Medical Authorization Form, which is kept on file in the clinic. This legal form must be completed every year. Any changes in health or medication information should be directed to the nurse or a new emergency medical form should be completed. Students without proper immunization will be dismissed from school until the proper immunization is acquired. Complete screening including vision, hearing, and BMI (Body Mass Index) is done each year for 9th grade students only.

Students using crutches should report to the nurse with her physician's instruction and the length of time crutches will be used. If an elevator pass is necessary, it will be given at that time.

❖ HEALTH (CONT'D)

To obtain homework, students who are ill should email their teachers directly the day they are absent. If an absence is expected to exceed two days, the parents may contact the nurse's office (419-725-1284). In this case, **please allow 24 hours for the homework to be collected.**

It is at the parent's discretion to keep their child home from school when ill. Students should stay home when any of the following symptoms are present:

1. Fever over 100 degrees within the past 12 hours
2. Is considered contagious (ie, doctor's diagnosis, pink eye, mononucleosis, etc.)
3. Has vomited, or has continuous diarrhea in the past 12 hours
4. Continuous cough that cannot be controlled

If a student has surgery scheduled or will have an extended illness, please contact the Attendance Office (419-725-1276), and school nurse (419-725-1284), as soon as possible.

❖ PARENT ORGANIZATIONS

BOOSTERS

Booster Club is organized to assist the Athletic Program at NDA. Through active membership and fundraising activities, the sports programs at the school are supported and enhanced. The parents of all students who play a sport at NDA must be enrolled in the Boosters.

PANDA (PARENTS' ASSOCIATION OF NOTRE DAME ACADEMY)

The purposes of this organization are:

- To unite parents interested in furthering Catholic education at Notre Dame Academy through membership in PANDA.
- To provide opportunities for all parents to participate in the educational, spiritual, physical, and social development, enrichment, and progress of Notre Dame Academy students, faculty, and their families.
- To provide opportunities for parental and family involvement and exchange of ideas relative to Notre Dame Academy.
- To foster positive and open communication between school and home by promoting family support, awareness, and involvement.

PANDA meetings are held at 7:00 p.m. the first Thursday of each month. All are welcome!

❖ **SCHOOL CLOSING/DELAY/EARLY DISMISSAL**

NDA follows **Sylvania Schools** closing and delay policies.

When inclement weather prevents the buses from running, TV/radio announcements will be broadcast. The announcement will say: “Sylvania Schools are closed (or delayed).” Usually this will be taken care of by 6:30 a.m. However, since we are dependent on buses, we must wait until we have been notified before canceling school. Parents/guardian are asked NOT to call the school, but to listen to the TV/radio for this information. Listed below are the stations to listen to:

AM RADIO
WCWA-1230
WSPD-1370

FM RADIO
WRVF-101.5
WRQN-93.5
WKKO-99.9
WVKS-92.5
WIMX-95.7

TV
WTOL-11
WTVG-13
WNWO-24

When Notre Dame Academy closes early for a meeting, etc., buses will run at the usual time if the public school district is in session.

If there is a delay, the starting time will always be two hours later than normal. Delays will never be longer than two hours. If a delay turns into a closing, that announcement will be made by 7:30 a.m. Schedule 6 will be followed for a two-hour delay.

If the day before an unplanned free day is a blue day, the first day back will be a gold day. Or, if the day before an unplanned free day is a gold day, the first day back will be a blue day.

❖ **SPIRITUAL DEVELOPMENT**

PASTORAL SERVICES

The Pastoral Services Department provides a variety of spiritual experiences throughout the year so that an atmosphere of faith pervades the school.

All students participate in the monthly spiritual activities and are required to attend their annual class retreats.

Under the guidance of the Director of Pastoral Services, the students plan the spiritual activities of NDA. Any student who wishes to be part of the pastoral team may volunteer to serve.

❖ SPIRITUAL DEVELOPMENT (CONT'D)

PASTORAL TEAM VOLUNTEER OPPORTUNITIES:

PASTORAL CORE TEAM- LEADERSHIP – The 6-8 students making up the Core Team act as leaders in pastoral ministry meet bi-monthly to pray for the needs of the school community, and lead the Monday committee meetings.

PASTORAL CORE TEAM- SERVICE – Members try to keep the student body aware of mission needs in our own country and abroad. Committee members plan special collections and service activities to reach out to the poor, especially the Christmas trip to Appalachia.

PASTORAL CORE TEAM- SPIRITUALITY – Students on this committee plan the school masses held on Holy Days and other important occasions, trying to involve as many students as possible. They also plan school reconciliation services, Stations of the Cross during Lent, prayer services for Thanksgiving and Christmas, and create a spiritual atmosphere within the school.

MINISTRIES

Students who volunteer are prepared for various liturgical ministries. Seniors may serve as Extraordinary Ministers of Holy Communion. All students are able to act as lectors, altar servers, cantors, ministers of hospitality, and members of the liturgy combo.

THEOLOGY CLASSES

Notre Dame Academy is a Catholic school and during their tenure here, students are required to take four (4) years of Catholic Theology. In the spirit of faith seeking understanding, students will study the truths of the Catholic faith in order to develop a sound context for examining moral and ethical questions and to enhance their spiritual, social, and personal growth. What is taught in school should be supplemented in the home to foster a consistent faith formation.

While respecting religious diversity, all students are expected to participate in Theology class and religious functions at the school regardless of religious affiliation. Non-Catholic students are encouraged to relate these experiences to their faith and moral training.

❖ SPIRITUAL DEVELOPMENT (CONT'D)

RETREATS

Retreats are required for all students to provide additional time for reflection, prayer, and spiritual growth. Freshman and sophomore retreats are held during the school day at Notre Dame or a nearby facility. Junior and senior retreats are overnight at various retreat centers. Parents will be provided with all necessary information.

SERVICE PROGRAM

“We believe that it is the responsibility of the Catholic school to integrate religious truths and values with human knowledge. We believe that the Catholic school is distinguished from other schools by this integration, so we have the opportunity and obligation to be unique, contemporary, and oriented to Christian service.”

~ Philosophy of Notre Dame Academy

In keeping with our obligation to be “oriented to Christian service,” Notre Dame Academy requires that each student complete fifty (50) hours of service as a graduation requirement. One quarter (1/4) credit will be given for the 50 hours of community service. Awards will be given to students who are outstanding in **all three** areas of service: to the community, to their church, and to our school.

1. A student may begin to accumulate her 50 hours of service the summer before her freshman year. All 50 hours must be completed by **May 15** of her junior year.
2. The hours of community service are to be completed:
 - a) In organizations serving people
 - b) Outside of school time (unless tutoring during study halls)
 - c) Outside of one's home and for persons other than one's family/relatives
 - d) As an unpaid service
3. Thirty (30) hours of community service are to be done at not more than two places (as listed in #5 below). The other twenty (20) hours may be done at places of one's choice. Any service performed for NDA is **not** counted as part of the thirty hours. **All service hours must follow the criteria of #2 above.**
4. Upon completion of a number of service hours (at least at the end of each quarter), students are required to do the following:

❖ SPIRITUAL DEVELOPMENT (CONT'D)

SERVICE PROGRAM (CONT'D)

- a) Complete a Community Service Reflection Sheet found on the NDA web page. Document the place, dates of service, and number of hours served. After receiving a signature from the supervisor at the place of service, describe the service experience, and include a personal reflection.
 - b) Return the sheet to your theology teacher.
5. The thirty (30) community service hours must be done in one or two of the following areas:
- a) Education
 - Tutoring elementary school children in after-school programs, peer tutoring program, teaching in parish religious education programs or in Sunday school, teaching English as a second language in adult literacy programs, and/or helping in literacy and reading programs at the library
 - b) Health Care
 - Hospitals, Hospice of NW Ohio, Red Cross, Ronald McDonald House, and/or elderly care
 - c) Care for Persons with Disabilities
 - Sunshine Home, Ann Grady Center, Vail Meadows Therapeutic Riding Center, and/ or Special Olympics
 - d) Social Concerns:
 - Soup kitchens, homeless shelters, Salvation Army, Migrant ministry, Habitat for Humanity, Y.E.S. program, service projects in Appalachia, festivals sponsored by a church or religious community, animal shelters, and/or environmental agencies
 - e) Child Care:
 - Aurora House, Family House, Mom's House, CYO grade school coaching, and/or summer camp counselor

❖ TRANSPORTATION

Bus – Bus transportation is provided free to students from most public school districts at the discretion of the public school district in which the student resides. Public transportation is set by each individual school district and funded by those districts. Therefore, each district controls the availability of their bus service.

❖ **TRANSPORTATION (CONT'D)**

BUS (CONT'D)

Toledo Public School district contracts TARTA for most of their high schools. TARTA bus cards are distributed in the August parent meeting information packets. Lost bus cards will be replaced at a charge determined by Toledo Public Schools.

Students who are eligible for TARTA bus passes and those who have after-school obligations and activities may request a sticker each month to ride the bus after the designated time. The pass must be presented to the bus coordinator for the sticker. Unacceptable conduct may result in the loss of bus privileges. Bus drivers may request the bus card of any student who disrupts the order of the bus.

BICYCLES/MOPEDS/SCOOTERS – must be parked in the assigned area and locked.

CAR – Students driving to school must register their vehicle in the Main Office. A parking permit hanger will be issued during the first week of school, which must be visibly hung on the rear view mirror.

Parking is initially offered to Juniors and Seniors only. At a later date, Sophomores may be permitted to drive depending on parking availability. It is advised that all cars be locked. NDA is not responsible for any items stolen from a car or damage to a car.

The parking lot is considered off-limits during the school day unless the student obtains a signed permit from the Dean of Students. Leaving campus during school time requires a note from a parent and a permit from the Attendance Office. If a car must be left in the parking lot overnight, the office personnel must be notified.

Students who exceed the speed limit or drive in an unsafe manner on the NDA property may have their driving privileges revoked.

PARKING FOR ATHLETIC EVENTS – Parking for all outdoor athletic events should be in the back parking lot. Parking is not allowed in the NDJA/Sisters parking areas north of the garage (private lots), on the grass by the softball field, or in the area behind the Dining Hall. No parking is allowed at the Sisters of Notre Dame Provincial Center.

❖ TUITION & FINANCIAL POLICIES

In the spring of each year, a tuition scale and payment policies, including deadlines, are sent to each family. The tuition due must be paid by July 20 or a monthly payment plan in place with the FACTS Tuition Management Company. The Tuition Coordinator should be notified in advance if a monthly payment will be missed in order to make alternate arrangements. **Delinquent payments will jeopardize a student's continued attendance at Notre Dame Academy and result in the student being ineligible to take exams.**

Notre Dame Academy offers tuition assistance to many students who demonstrate need. Parents may request tuition assistance by completing the FACTS Grant and Aid Assessment by the established spring deadline.

Parents must reapply each year for tuition assistance. A Tuition Assistance Committee reviews each family's report from the FACTS need assessment and approves or denies aid on a case-by-case basis. Parents may appeal any decision by submitting additional information to the Tuition Assistance Committee.

Notre Dame Academy's tuition assistance policy requires a student receiving a work study grant to participate successfully in the student work study program for the number of hours awarded.

In case of withdrawal, refund of paid tuition is based on the total base tuition (excluding non-refundable registration and composite fees), divided by the four quarters of the school year. If a student completes six (6) weeks of a quarter, no refund will be given for that quarter. Tuition assistance will likewise be reduced. For students in the work study program, no refund of monetary credit based on completed work study hours will be given. Please note that grades and transcripts will not be released until all academic, athletic, and financial obligations are met.

❖ MISCELLANEOUS ANNOUNCEMENTS

Club, level, and athletic announcements may be publicized by students only with the approval of the respective moderator. Students may send the announcement online to **announcements@nda.org** by 8:30 each morning. Signs may be posted in the building only with prior approval by the moderator and with the permission of the Dean of Students.

❖ MISCELLANEOUS (CONT'D)

ASSEMBLIES

Assemblies make definite contributions to the quality of educational experiences. Since it is a gathering of the entire student body, the assembly presents an opportunity for developing democratic procedures and attitudes and for integrating ideals.

Courtesy and consideration should mark the student's behavior during the assembly and when entering and leaving. Prior to the assembly, students usually report to their homerooms. Books, etc., are to be left in the homeroom. Students sit with their homeroom, except during a Pep Rally where they may sit as a class level. After the assembly, all students return to their homerooms and wait for dismissal directives.

BIRTHDAYS

Students may follow the Non-Uniform Day Dress Code when celebrating their birthday. Bunches of balloons are not permitted in the building. If a student receives one, she may leave it in the Main Office or tie it to her locker. The Administration and faculty reserve the right to remove any balloon or sign with offensive language or pictures.

BOOK BAGS

Book bags are for student convenience to transport materials to/from school. In the interest of student health and safety, book bags must remain locked in lockers during the school day. Purses/bags carried to class should be no larger than 16x16 inches. This provides ample room for calculator, pencils, markers, wallets, and student planner.

CARE OF PROPERTY

All students must assume the responsibility of caring for the upkeep of the school and of all that is provided for their use. Students are liable if they are guilty of any damage to property. Students are discouraged from bringing valuables or large sums of money to school.

CLASSROOM PARTIES

Classroom parties are not permitted. Students having special requests should contact the Dean of Students for an alternate plan.

DELIVERIES

Notre Dame Academy **strongly discourages** deliveries of flowers, balloons, etc. **This includes food deliveries of any kind.**

❖ MISCELLANEOUS (CONT'D)

DINING HALL

The Dining Hall is a place where good human relations can be developed. Here, each student practices the rules of good manners:

- Walk upon entering, give each student her rightful place in line.
- Observe the table arrangement as provided.
- Listen when announcements are made.
- Leave the table clean and orderly, replace chairs under the table.
- Dispose of dishes and refuse in assigned places.
- Use of microwave should be based on courtesy to one another.
- Microwave should be left in good order.

EIGHTEEN-YEAR-OLD STUDENTS

All school regulations apply to students who are eighteen years of age or older so long as they are enrolled in school. If the student is living at home and/or is financially dependent upon her parents/guardian for her education, the school will continue to report to her parents/guardian concerning her grades and discipline, and require certification of absence and off-campus requests from her parent/guardian.

EXCHANGE STUDENTS

Students from some programs of international exchange may be accepted depending on available space. Diplomas ordinarily are not awarded since the requirements of NDA cannot be met in one year.

ID CARDS

ID cards are worn AT ALL TIMES. If the ID is lost, the student should apply for and purchase a new one. ID's must be presented for free admission to home sporting events. Seniors must present ID's during Open Campus.

LOCKERS/COMBINATION LOCKS

All lockers and locks are the property of Notre Dame Academy and should be kept neat, clean, and locked at all times. Simple decorations for birthday or congratulations may be taped on locker doors. For the safety and protection of all students, anything brought onto the school premises (in a locker, in a car, in a book bag, on their person, etc.), is subject to search by school authorities. Locks will be provided for each student the first day of school. Combinations are personal. NEVER give your combination to other students. Lost or damaged locks are replaced and paid for by the student. All locks are purchased through NDA.

❖ MISCELLANEOUS (CONT'D)

LOST AND FOUND

Lost and Found items are placed in a box in the Dining Hall. If a purse or other valuable is found, it should be taken to the Main Office. To report a lost item, a Missing Item Report (available in the Main Office), should be completed. It is highly recommended that all books and personal items be labeled with the name of the owner.

LUNCH PROGRAM

A nutritious meal is served daily at school. Students may purchase a whole meal or a la carte items; salad bar is available daily. Students may also pack their lunch. Microwaves are available. Lunch tickets are \$4 each and should be purchased before school in the morning. Individual items may also be purchased a la carte.

MESSAGE BOARD

Messages that come in during the day are placed on the message board located outside the Main Office; students are encouraged to check it often. We are not responsible for messages not picked up.

PASSES/PERMITS

A student must have a pass whenever leaving the classroom during class hours. The last page of the Student Planner contains a Hallway Passport section to be signed by teachers granting permission. Students will carry their Student Planner at all times while outside the classroom. Replacement planners may be purchased for \$5. Students who do not replace lost planners will be denied hallway privileges. Students may not use a planner belonging to another student.

SCHOOL SUPPLIES

School supplies may be purchased daily from 7:30-8:00 a.m. from the bookstore cart in the Resource Center. Transactions are cash only.

SOLICITATION

A student may not use school property to engage in any activity with the purpose of, or resulting in, personal financial gain.

SPIRIT SHOP

Spirit wear and spirit items are available for purchase in the Spirit Shop located in Lobby D. Order forms are available.

❖ MISCELLANEOUS (CONT'D)

STUDENT FUNDRAISING

Each year, students have the option to participate in a fundraiser, which is designed to provide financial assistance to NDA. If students/families choose not to participate, the annual amount of the fundraiser will be billed to their tuition account.

TELEPHONE/COURTESY PHONE

Students may use the courtesy phone located in Sr. Carol Gregory Hall outside regular class hours only. Calls made during class time may be made with written permission from the Dean of Students.

VISITORS

- Students may bring visitors only after obtaining permission from the Dean of Students well in advance of the visit. Students must have permission from parents/guardian and/or school.
- Eagle For a Day – Any current student wishing to have a visitor “shadow” her must make arrangements through the Admissions Office. Shadowing is reserved for students wishing to enroll at or transfer to NDA, and is arranged by the parents of the visitor and/or current student. Visitors arriving without notice will be invited to return at a prearranged time.
- Students are expected to be respectful and helpful to any adult or student visitor. Visitors should be directed to the Main Office. This is both a courtesy and a safety precaution.

WATER BOTTLES

Students may carry water **only** in clear plastic bottles. Any other type of beverage or container will result in disciplinary consequence.

WORK PERMITS

Students are to apply for all work permits in the Main Office. The application must be signed by the parents/guardians, employer, and physician, then returned to the Main Office. A work permit will be issued within one school day after receipt of the application.

❖ RIGHT TO AMEND

The Principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

SCHEDULE 3

(70 min. classes – 40 min. assembly)

Per. 1/5	8:00 – 9:10
Ann.	9:10 – 9:16
Per. 2/6	9:20 – 10:30
Per. 3/7	10:34 – 11:44
Lunch	11:48 – 12:38
Per. 4/8	12:42 – 1:52
Homeroom	1:56 – 2:06
Assembly	2:13 – 2:53

SCHEDULE 5

PRAYER SERVICE

(68 min. classes – 45 min. assembly)

HR/Ann.	8:00 – 8:10
Assembly	8:20 – 9:07
Per 1/5	9:13 – 10:23
Per 2/6	10:27 – 11:35
Lunch	11:39 – 12:29
Per 3/7	12:33 – 1:41
Per 4/8	1:45 – 2:53

SCHEDULE 6

2-HR DELAY

(55 min. classes, 50 min. lunch)

Per 1/5	10:00 – 10:55
Ann	10:55 – 11:02
Lunch	11:06 – 11:56
Per. 2/6	12:00 – 12:55
Per 3/7	12:59 – 1:54
Per. 4/8	1:58 – 2:53

SCHEDULE 7

CLASS MEETING

(70 min. classes, 53 min. lunch, 40 min. class mtg.)

Per. 1/5	8:00 – 9:10
Ann.	9:10 – 9:16
Per. 2/6	9:20 – 10:30
Lunch	10:34 – 11:44
Homeroom	11:48 – 12:41
Class Mtg	12:45 – 12:55
Per 3/7	12:59 – 1:39
Per. 4/8	1:43 – 2:53

SCHEDULE 8

FACULTY FRIDAY

(63 min. classes, 50 min. lunch)

Per. 1/5	9:30 – 10:33
Ann.	10:33 – 10:39
Per. 2/6	10:43 – 11:46
Lunch	11:50 – 12:40
Per 3/7	12:44 – 1:47
Per. 4/8	1:51 – 2:53

SCHEDULE 9

MINI PEP RALLY/ASSEMBLY

(81 min. classes, 60 min. lunch)

Per. 1/5	8:00 – 9:21
Ann.	9:21 – 9:28
Per. 2/6	9:32 – 10:52
Lunch	10:56 – 11:46
Per 3/7	11:50 – 1:10
Per. 4/8	1:14 – 2:34
Assembly	2:38 – 2:53

SCHEDULE 10

PLC SCHEDULE

(75 min. classes, 50 min. lunch)

PLC Time	8:00 – 8:30
Per 1/5	8:40 – 9:56
Ann.	9:56 – 10:02
Per 2/6	10:06 – 11:21
Lunch	11:25 – 12:15
Per 3/7	12:19 – 1:34
Per 4/8	1:38 – 2:53

SCHEDULE 11

FACULTY FRIDAY

(51 min. classes, 50 min. lunch, 30 min. class mtg.)

Per 1/5	9:30 – 10:21
Ann.	10:21 – 10:27
Per 2/6	10:31 – 11:22
Lunch	11:26 – 12:16
Homeroom	12:20 – 12:30
Class Mtg	12:34 – 1:04
Per 3/7	1:08 – 1:59
Per 4/8	2:03 – 2:53