

NOTRE DAME *Junior* ACADEMY

AN EARLY START  A BRILLIANT FUTURE

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NDJA Principal	Mrs. Nichole Flores	Ext. 6110
NDA Principal	Mrs. Kim Grilliot	Ext. 3120
Dean of Students	Ms. Judy Cousino	Ext. 3118
Admissions Director	Mrs. Theresa Emrick	Ext. 3119 or 419-725-1280
NDA Athletic Director	Mr. Gary Snyder	Ext. 3160
Attendance Coordinator	Mrs. Darlene Kuhr	Ext. 3127 or 419-7251276
Finance and Operations	Mrs. Patricia Dunn	Ext. 3123 or 419-725-1272
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Tuition	Sr. Linda Falquette, RSM	Ext. 3124 or 419-725-1271

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August 2010

Dear Parents and Students,

Welcome to Notre Dame Junior Academy! We are blessed to have you as part of the NDJA community. Notre Dame Junior Academy's mission is to provide adolescent women in grades seven and eight with a holistic education in the Catholic tradition that nurtures the development of individual strengths and gifts in an academically innovative environment. Through a warm, supportive environment, each student is encouraged to develop her gifts to better herself and the lives of whom she touches.

NDJA is in its fourth year and all of us here want you to have clear guidance. This handbook serves as a guide to help you plan your school year effectively, and to enable you to derive the most benefit from the NDJA experience. NDJA 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 feel 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 Parent/Student Handbook are your responsibility.

We are looking forward to watching you soar like the Eagle that you are. Don't be afraid to reach new heights, gain new perspectives, and enjoy the view at NDJA!

Many Blessings for a Wonderful Year,

Mrs. Nichole M. Flores

*Mrs. Nichole M. Flores
Principal*



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✠ MISSION

Notre Dame Junior Academy, for adolescent women in grades 7 and 8, provides a holistic education in the Catholic tradition that nurtures the development of individual strengths and gifts in an academically innovative environment.

✠ PHILOSOPHY

We, the faculty and staff of Notre Dame Junior 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 helped to become young women of faith and charity who possess moral vision and inner strength, young women ready to contribute these values to today's society.

These beliefs underlie our educational philosophy:

- We believe that each young woman has an inherent God-given dignity. Therefore, we strive to help them develop a deep respect for themselves and others as children of God in a setting permeated with Christian values.
- We believe that adolescent women learn best in an environment that is challenging and supportive, affording them opportunities to process knowledge and information through sharing and discussion. Therefore, we structure the learning experience accordingly.
- We believe adolescent women need an emotionally safe environment in which to explore and experience their strengths and weaknesses. Therefore, we provide a variety of curricular and co-curricular opportunities to promote these experiences.
- We believe adolescent women learn in different ways and at different paces. Therefore, our academic content and delivery are responsive to this.
- We believe in preparing adolescent women to succeed in the college preparatory environment. Therefore, we work closely with Notre Dame Academy to ensure spiritual, academic and social preparedness and ease of transition.

✠ OUR SCHOOL

Notre Dame Junior Academy is located on the campus of the Sisters of Notre Dame. It offers a program for young adolescent women in grades 7 and 8.

The curriculum stresses academic achievement within a Christian community where each student experiences respect, acceptance and encouragement from peers as well as staff. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life.

The Diocesan curriculum guidelines, consistent with the State of Ohio guidelines, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program that makes use of multiple resources, a wide variety of audio-visual and technology tools, and stresses connections across curricular areas.

☞ HISTORY OF NOTRE DAME ACADEMY (HIGH SCHOOL)

Notre Dame Academy is fully accredited by the State of Ohio Department of Education and is sponsored by the Sisters of Notre Dame who founded it in 1904. With Rome as the location for their Generalate, the Sisters belong to the Toledo Province of the Sisters of Note Dame. The present Notre Dame Academy was dedicated September 8, 1960. Since that time enrollment has more than doubled; yet each new year sees the Academy endeavoring to maintain the same spirit of over one hundred years of guidance and education of young women. In 2007 Notre Dame Junior Academy was founded and continues to provide academic excellence to adolescent women.

☞ ACADEMICS

Notre Dame Junior Academy follows the curriculum of the Dioceses of Toledo for grades 7 and 8. Students who qualify may take courses offered in the high school.

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	.7
B-	86-85	2.7	F	69-Below	
C+	84-83	2.3	I	Incomplete	

Any student and/or parent who wish to challenge a grade received will need to address the principal in writing within four weeks of the grades posting date.

Awards

SND Distinguished Graduate Award

This is awarded by the Sisters of Notre Dame to the student who exemplifies the Notre Dame spirit of service and academic achievement. This award is given to one eighth grader at graduation.

Academic Probation

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

Exams

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

Procedure for exams:

- Exam days are noted on the school calendar. Plans for family vacations, appointments, or work times should not be made between 8:00am – 2:53pm on these 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. Should an emergency arise, parents should contact the Principal.
- 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 suffer academic consequences.

Homework

Homework is an assignment to be completed outside the classroom setting. In general, the purpose of homework is to practice recent lessons and/or to prepare for an upcoming lesson. Students can expect homework daily, including weekends. Although the time spent on homework varies from student to student, a minimum of 1.5 hours daily should be spent in completing assignments and in studying. Long-range projects may require additional time above and beyond the minimum. Students must carefully attend to the classroom policies of each teacher regarding assignments, projects and preparation for tests.

Report Cards

Report cards are issued at the end of each quarter. **Students and parents are expected to monitor academic progress through the online grade system, PowerSchool.** Grades are posted weekly for your review. Parents/guardians 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.

If at any time 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 address as listed in the faculty/staff directory and on the faculty/staff web page.

Online Grades

NDJA 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). NDJA uses this as a communication tool and students and parents are expected to check online grades regularly.

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

Scheduling Changes

A student may only drop a class within the first two weeks of the semester without a grade transfer. A schedule change fee of \$50 will be assessed.

If a student requests a transfer to a different level within the same department (i.e. "Regular" to Honors" with instructor permission), after the two-week period the grades 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 schedule change **after** the first two weeks of the semester, a consultation will follow between the student, parent, teacher, counselor, and principal to determine the most appropriate course of action. A fee of \$50 will be assessed if a change is made.

» ACADEMIC RESOURCES

Counseling and Guidance

Guidance and Counseling services are an integral part of student life at NDJA. Each student is assigned a counselor who will work with her throughout her Notre Dame years. The counselors provide academic and personal 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 located in the Community Room and submitting them to the Principal, or by emailing their counselor directly.

<u>Counselor</u>	<u>Student's Last Name Initial</u>	<u>Phone Number</u> <u>Email Address</u>	<u>Appt. Card Color</u>
Ms. Lauren Boyles	A – L	419-475-9359 x3186 lboyles@nda.org	Yellow
Mr. Jim Sulier	M – Z	419-475-9359 x3190 jsulier@nda.org	Green

Academic Assist

Academic Assist is a designated time throughout the week for students to get additional help from teachers and from each other. This time is to be used wisely.

Above and Beyond

Individualized help is available for any student in need of academic assistance through *Above and Beyond*. Above and Beyond is a free tutoring session offered twice a week outside of school hours by teachers, as well as by NDA students. They will help any student who is looking to better understand content in any academic area. Students may be referred for tutoring via: (a) self referral, (b) teacher/principal referral, (c) counselor referral, or (d) parent referral.

⌘ ADMISSIONS

Non-Discrimination Policy

Notre Dame Junior 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 extracurricular 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 Junior Academy is open to students of other faiths and denominations.

Transcripts

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

Withdrawal/Transfers

Parents who would like to have their daughter transfer from Notre Dame to another school are asked to inform the administration in writing in advance so that the proper records may be completed.

Before leaving NDJA, the student is responsible for cleaning out her locker, returning all books, class-related materials 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 meeting her obligations, she will still be considered an NDJA student, and tuition charges will accumulate at a daily rate.**

⌘ ATHLETICS

NDJA is a member of CYO and offers the students the opportunity to participate in the following sports if there is enough student interest:

Fall: Cross Country, Soccer, and Volleyball

Winter: Basketball

Spring: Softball and Track & Field

Teams

All rules for athletic teams are established for the good of the team and the individuals involved. Competitive sports require commitment, dedication and responsibility.

- 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.
- In addition, students must be in attendance by 11:00 in order to be able to practice or compete that day. Students who abuse this policy may face sanctions and will be dealt with on an individual basis. Exceptions to this are funerals, doctor appointments and school-sponsored field trips.

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 Wednesday to Wednesday and will be re-evaluated each week. Each Wednesday 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. All grades must be passing to participate.

Athletic Uniform/ Required Paperwork

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

- CYO Physical Form; stamped by the physician's office, dated, and signed by the doctor. (Please make a copy of the physical form for you personal records before it is turned in.)
- Emergency Medical Form
- Athletic Fees must be paid
- Proof of medical insurance

Athletic Uniform Agreement

When students become a member of a sports team at NDJA, they are ultimately responsible for all uniforms and equipment issued at the beginning of the season. They are to wear these items only at designated scrimmages, contests, and games. They are not to be worn during or after school. They are responsible for the return in good, washed condition of all school uniforms at the designated time, which is usually determined by the coach. If an item is lost or damaged, the student athlete is responsible for the repair or replacement of the missing/damaged item.

Insurance

All athletes are required to have health insurance to participate in all NDJA athletics programs.

Parking for Outdoor Athletic Events

Parking for all outdoor athletic events should be in the back parking lot. Parking is not allowed in the NDJA/Sisters parking area 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 off of Monroe Street.

ATTENDANCE

School Hours

Classes begin at 8:00am and dismiss at 2:53pm. NDJA doors are open at 7:00am each morning for students who need to arrive early. Students arriving before 7:45am are to go to the Dining Hall or Community Room.

Students should be in their classrooms by 7:55am, ready to begin class at 8:00am. Students arriving after 8:00am will be marked tardy.

At dismissal, bus students will be escorted to the buses. All other students should wait for their rides in the Community Room until 3:30pm. Any student, who is not picked up by 3:30pm, will be escorted to the Dining Hall where there is supervision until 4:30pm. After 4:30 there will be limited supervision until 6:00pm in Lobby D. Students not involved in supervised extra-curricular activities must vacate the building by 6:00pm.

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 the 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:

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

NDJA considers all other absences unexcused. Consequences for an unexcused absence are as follows:

1. No teacher is required to allow missed work to be made up.
2. **Students must be in attendance by 11:00am 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.**

Parent Responsibilities

Absences are to be reported by a parent/guardian to the Attendance Office (direct dial 419-725-1276) no later than 9:00am.

Students may not report themselves absent. If the school is not notified of an absence, the Attendance Coordinator will attempt to reach you by phone. If we are unable to verify your daughter's absence, she must present a written note stating the reason for the absence, dated and signed by her parent/guardian upon her return to school. **Failure to present this note will result in an automatic 3-point demerit.**

Parents or legal guardians anticipating being out-of-town for any length of time should inform the Dean of Students so that alternate emergency information may be obtained.

Absence during the School Day

Medical or Dental Appointments

All medical/dental appointments should be scheduled outside of the school day. If the student must leave for a medical/dental appointment, a signed note from the parent/guardian containing the reason, date, and time of departure is to be presented to the Attendance Office before school. To be considered an excused absence, verification from the doctor/dentist must be presented to the Attendance Coordinator 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 NDJA student, parents are asked to notify the Attendance Coordinator. Students wishing to attend the funeral of someone other than an immediate family member should also notify the Attendance Coordinator. Absences due to funerals/bereavement will be considered excused.

Personal Convenience Absence

If parents request that students 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 that 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 parent/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, therefore, will be considered **UNEXCUSED**.

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 between 8:01am – 8:15am are required to sign in at the Community Room. At 8:16am the doors to the NDJA wing will be locked and students need to be dropped off at the NDA Main Entrance and are required to sign in with the Attendance Coordinator. In either case, a tardy slip will be issued to allow the student admittance into class.

Students arriving after 8:30am 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.

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 will equal one day of absence.

Attendance Probation

Students can be placed on attendance probation by the Dean of Students. A conference with the student, her parents, the student's counselor and the Dean of Students will be held to set up the terms of the probation. The probation period will be 18 weeks or one semester in length.

Academic Consequences Due to Absence

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

- *When a student is absent for three or more days due to illness*, a parent may call the school office before 9:30am to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 – 3:30pm.
- *For short absences*, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.
- Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.
- Arrangements for regular classroom tests missed because of an absence are to be made with individual teachers. These tests must be taken within one week of the original test date.
- Excessive absence (40 days) or the equivalent of 40 days including tardies can be cause for a student to be retained in the current grade for another year.

A student who is absent from any class for any reason—excused or unexcused—in excess of five 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.

☞ CELLULAR PHONES, PAGERS, BEEPERS, MP3 PLAYERS AND OTHER ELECTRONICS

Pagers and beepers are not permitted in the building and will be confiscated if seen or heard. The term “cell phone” is intended to encompass all of the personal devices capable of transmitting, storing, and accessing data. Cell phones may be brought to school under the following conditions:

- Cell phones must be dropped off in the NDJA Community Room before school and picked up at dismissal. No cell phone is to be carried by the student or placed in lockers during the school day.
- Students may NOT remove batteries from confiscated cell phones.
- Cell phones may not be used to text message during the school day.
- Cell phones may not be used for picture taking at any time.
- Harassment or threatening of persons via the cell phone is not permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- After the dismissal bell (2:53pm), students may use their cell phones in the Community Room and Dining Hall.
- **Confiscated cell phones will be returned to the parent after a \$50.00 fine has been paid, and a parent has contacted the Dean of Students.**
- **All cell phone fines must be paid before a student will be allowed to take exams.**
- **Cell phones confiscated during any testing situation will result in an automatic failure of the test, quiz or final exam.**

CD and tape players, radios, headphones, MP3 players, iPods and electronic games may not be used anytime during school hours. These items need to be handled the same way as cell phones and placed in the Community Room.

☞ CO-CURRICULAR ACTIVITIES

It is the aim of NDJA 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.

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.

☞ CODE OF BEHAVIOR

Philosophy

All at NDJA are members of a Christian Community, striving to create a climate of order and love that necessitates respect for self, for parents, staff members, and classmates. This interaction of refinement and love is the mark of a Christian. Families who choose to attend NDJA 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. Since an orderly atmosphere is essential for learning, the following guidelines are for the welfare of students as well as for the common good of the entire school community.

Anonymous Letters/Phone Calls/Contacts

The administration and faculty of NDJA 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.

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 only.
 - Students must bring necessary materials to classes; return requested forms; have books covered; present ID upon request.
 - Students must be in their classrooms before the bell rings at the beginning of each period.
 - Students must refrain from using iPods, MP3, CD and DVD players and all electronic devices during the school day. This includes lunch and study halls.

2. Infractions in any of the following areas will result in a three-point demerit:
 - Students must wear the prescribed uniform, as described in the dress code.
 - Students must attend all classes and functions within the school day.
 - Students must show respect for self, other students and faculty and staff.
 - Students must present a written excuse from parents for an unverified absence within 24 hours after they have returned.
 - Students must give respectful and appropriate attention and participation at religious functions and other assemblies.

3. Infractions on any of the following areas will result in a seven-point demerit:
- Students must be in school each day during the school year unless legitimately excused.
 - Students must have legitimate signature on forms and notes that require them.
 - Student must respect school property as well as that which belongs 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. The philosophy of NDJA is rooted in honesty, integrity and love. Therefore, the following 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 of in 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 material.
- 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: This is defined as signing someone else's name/signature to any type of document.

In the event that 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 also result in dismissal.

Gum Chewing

Gum chewing is not allowed ON CAMPUS ANY TIME OF THE DAY. It will result in an automatic ½ hour detention on the first offense. Subsequent detention for gum chewing will be one hour in length. Gum chewing is also not allowed on any field trips.

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.

Truancy

Truancy is defined as absence from school without the knowledge of and permission from parents. The six 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.

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**.

<u>Demerit Points</u>	<u>Consequences</u>
3	Conference with Dean of Students; ½ 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, and Counselor Suspension
18	Conference with parents, Dean of Students, and Counselor, administration Possible dismissal

After-School Detention

Detentions will be held on Tuesday and Thursday after school beginning at 3:00pm, or five 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 accumulation 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 in length.

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 term of the detention will be outlined for the student 24 hours in advance.

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 parent(s), and the Dean of Students will be held. The probation period will be nine weeks and within that time, 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.

Grounds for Dismissal

- NDJA has zero tolerance for possession, use, 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.

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.

☞ COMPUTER USAGE, TERMS & CONDITIONS

Acceptable Use Policy for Computer Systems

NDA/NDJA'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/NDJA ("the network"). Only current students, employees or residents are authorized to use the school network. Permission may be granted by the NDA/NDJA administration on an as needed basis.

To the extent practicable, NDA/NDJA 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/NDJA 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/NDJA Computer Network or the Internet

Each year school officials will verify that students using the computer network and Internet access have a signed document 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/NDJA's network due to violation of this policy, or is no longer a student at NDJA. Employees and other users are also required to follow this policy. 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/NDJA personnel. Access is provided primarily for education and NDA/NDJA 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/NDJA personnel.

Unacceptable Uses of the NDA/NDJA Computer Network or the Internet

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

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

- a. 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.
 - b. Deleting, copying, modifying or forging other users' names, emails, files or data; disguising one's identity, impersonating other users or sending anonymous email.
 - c. 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.
 - d. Using any NDA/NDJA computer to pursue "hacking," internal or external to NDA/NDJA, or attempting to access information protected by privacy laws.
 - e. 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:
- a. Using another's account password(s) or identifier(s).
 - b. Interfering with other user's ability to access their account(s).
 - c. 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:
- a. Using the Internet for personal financial gain.
 - b. Using the Internet for personal advertising, promotion or financial gain.
 - c. 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/NDJA 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 Resource Center only. One exception to this rule is for senior students who have shown responsibility as determined by the faculty.
3. When finished using a laptop, students must
 - a. Log off the computer
 - b. Correctly place the laptop in a storage slot
 - c. Plug in the laptop for charging

Email

NDA/NDJA currently uses a web-based email system hosted by the Northern Ohio Educational Computer Association (NOECA). At the beginning of each school year, accounts will be created for all students and new users. Login and password information will be distributed early in the school year. To access your email account, navigate to <http://webmail.student.nda.org>

Student email accounts will use the following format address:

Username: firstname.lastnamehighschoolgraduationyear@student.nda.org
 (i.e. Janet Smith 2010 would be Janet.Smith10)

Email Address: username@student.nda.org
 (i.e. Janet.Smith10@student.nda.org)

Student Printing

NDA/NDJA has implemented the use of print management software. This software is being used 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

NDJA currently uses PowerSchool for its Student Information System. PowerSchool allows parents and students to access the latest information regarding the student. Students and parents will be given 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>.

To access PowerSchool, navigate to <http://powerschool.nda.org> and login with your username and password.

The student and parent will each receive a separate username and password during the first few weeks of school. All student accounts will use the student number as the username, while parent accounts will use the letter P followed by the student number (i.e. student username: 12345, parent username: P12345). Passwords will be assigned and handed out during the first few weeks of school.

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.

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 – 4:00pm daily.

Along with the online catalog of over 10,000 books and studio-visual materials, the Resource Center has many computers with Microsoft Office 2007, the Internet, email, and other programs.

Materials are checked out electronically. Books are circulated for two weeks, renewable; magazines and newspapers are due in two school days, renewable; videos, tapes, CD ROMs and other non-print media vary in their circulation time depending upon need.

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.

Students are expected to return materials promptly on or before their due dates. Late materials are subject to fines at the rate of \$0.10 (ten cents) per day excluding weekends and holidays. Students with overdue materials and fines should take responsibility for these within a reasonable amount of time. A month is considered an acceptable amount of time. After a one-month period, disciplinary consequences will be enforced.

Eating lunch or snacking in the resource center is not allowed.

The school policy for cell phones and other electronic devices also applies to the Resource Center.

Technology Guidelines for the Resource Center

Students are to abide by the Acceptable Use Policy. This includes but is not restricted to the following:

- Computers are to be used for class assignments and homework. Cards, games, and other recreational use are not permitted during school hours from 8:00am – 3:00pm.
- E-mail is reserved for school business.
- Changing settings on computers is prohibited, e.g. downloading screen savers, wallpaper, etc.
- Using another student's login password is prohibited.
- Upon request, the RC Director can reset passwords.
- Laptops must remain in the Resource Center.
- Laptops must be returned to the cart after use.

☞ 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. The NDJA uniform consists of the following:

The Basics

- Blue and gray plaid skirt. Skirt must be zipped, buttoned and no shorter than five (5) inches from the floor when kneeling.
- Yellow, banded knit overblouse (long and short sleeve available)
- White NDJA sweatshirt with monogram
- For additional warmth in the colder months, white turtleneck sweaters may be worn under the long-sleeve overblouse.
- Socks must be of a solid matching color; either yellow, navy, or white. Crew or knee socks must cover the ankles. Socks must extend at least five inches above the heel. Footies and anklets are not acceptable. NDA Eagle socks purchased at the Spirit Shop may also be worn.

Shoes

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 if the primary part is leather in solid color. Sandals, flip-flops, tennis, canvas, plastic or cloth shoes are not permitted. Students must have shoes tied and on their feet **at all times**.

Miscellaneous Uniform

- Shirts may not be layered; only one is worn at a time.
- T-shirts, tank tops, and camisoles may not be worn.
- Hats or headscarves may not be worn, with the exception of the hijab by Islamic students.
- Headbands may be no wider than 2 inches.
- Students will accept a faculty member's judgment regarding appropriateness of jewelry.
- Body piercing, other than pierced ears, is not acceptable. This includes visible tattoos of any kind. Students may not enlarge pierced ear holes with skewers, discs, etc.
- No excessive hair coloring or styles are permitted. Excessive is defined as anything **other than** natural/normal hair color (i.e. blue, orange, green, bright red, etc.).

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 lunch periods and study halls.

Dress Code violations will be given for the following:

- Disorderly, tattered or soiled uniform
- Skirts that are too short, unzipped, unbuttoned or rolled
- Non-uniform overblouse or sweatshirt
- Pants
- Visible t-shirts (short and long-sleeved), tank tops and camisoles
- Visible boxers or undergarments
- Sandals, boots, tennis, canvas, cloth 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

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, skirts, and split 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. Shoulders must be covered.
- Dress pants or dress jeans are permissible. 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. Undergarments should not be visible.
- Coats or outdoor jackets may not be worn in the building during the day.
- Jeans/denim pants of any color, shorts or boxers are not allowed. Clothing made of thermal or lycra/spandex material, hospital scrubs or pajama bottoms are not allowed.
- Sweatsuits, sweatshirts and sweat-pants are not permitted, regardless of the material.
- Mini dresses/tops with leggings are not permitted.
- Tennis, 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 Drills 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

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 would be made after an assessment of the situation was made based on the facts at hand.

Procedure:

- An announcement would be made: *"Please get your coats, jackets, keys. Immediately leave the building from the nearest entrance in silence and go the 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 tell the teacher where they are supposed to be and contact with that teacher should be made.
- Have a student pull the blinds/drapes in the room.
- Place light green hanger on the outside 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.

☞ FIELDTRIPS

Occasionally, students participate in school-sponsored field trips. NDJA requires parental permission on the form provided by the school for any time a student leaves the school during or outside of the school day. Medical forms may also be required depending on duration of trip. Permission for mode of transportation is also required. 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 students permission.

Sweatshirts are not coats and if worn, students will receive a uniform violation. If necessary, students must wear a coat or jacket to the field trip.

HEALTH

The school nurse is available during the school day for any student who feels ill or is injured. If the illness warrants it, the nurse or a designated person in the Main Office will call the parent or responsible party. The student will be sent home in their custody or with parental approval. Once you have been notified that you have a sick child, you need to pick her up within one hour of the phone call.

- A. If it is necessary that medication be taken during school hours, the student must follow these guidelines:
- a. Medication may be taken under the supervision of the School Nurse or designated person. A signed permission slip from both the physician and the parent is necessary. Inhalers and Epi-pens are the only prescription medications allowed to be carried by the student with appropriate documentation.
 - b. If the student needs over-the-counter (OTC) medication (i.e. Tylenol), the School Nurse may 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/guardians 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. Students without proper immunization will be dismissed from school until the proper immunization is acquired.

Students using crutches should report to the nurse or NDJA Office with her physician's instructions/restrictions (e.g. no P.E.), and the length of time crutches will be used. If an elevator pass is necessary, it will be given at that time.

To obtain homework and assignments, students who are ill should email their teachers the day they are absent. If the student or their parents do not have access to email, they may contact the School Nurse (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 (i.e., 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.

Based on current evidence, casual person-to-person contact, as would occur among school children and staff, poses no risk in the transmission of AIDS. Students with AIDS will be allowed to attend school in a regular classroom setting provided:

- c. The health status of the student as determined by her physician allows participation in regular school activities.
- d. The student behaves acceptably in a manner that would not cause spread of the disease or in any way put others at risk.
- e. The student does not have open sores or skin eruptions that cannot be covered.

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

1. Student's name
2. Name of doctor prescribing the child's medication
3. Frequency
4. Dose
5. Date

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.
3. Prior to returning to NDJA, 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.

☞ PARENT'S ROLE IN EDUCATION

We, at NDJA, consider it a privilege to work with parents in the education of their daughters because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your daughter's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of NDJA involves a commitment and exhibits a concern for helping your daughter to recognize God as the greatest good in her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your daughter relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at NDJA, we trust you will be loyal to this commitment. During these formative years of early adolescence, your daughter needs constant support from both parents and faculty in order to develop her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your daughter may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security.

PARENT'S ROLE IN EDUCATION (CONT.)

It is essential that a student takes responsibility to grades she has earned and be accountable for homework, long-term assignments, major tests, service experiences, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person she is capable of becoming.

Parents as Partners

As partners in the educational process at NDJA, we ask parents;

- To set rules, times, and limits so that your daughter:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has lunch money or nutritional sack lunch every day
- To actively participate in school activities such as Parent/Teacher Conference
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school newsletters and check the school website frequently (www.nda.org) and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

☞ SCHOOL CLOSINGS/DELAYS/EARLY DISMISSALS

NDJA follows “**Sylvania Schools**” closing and delay policies.

- When inclement weather prevents the buses from running, the television and radio stations will be called and an announcement will be made. The announcement will say: “Sylvania City Schools are closed (or delayed).” Usually this will be announced by 6:30am. Since we are dependent on buses; however, we must wait until we have been notified before canceling school. Parents/Guardians are asked NOT to call the school but to listen to the radio/TV for this information. Listed below are the stations to listen to:

<u>Am Radio</u>	<u>FM Radio</u>	<u>TV</u>
WCWA-1230	WRVG-101.5	WTOL-11
WSPD-1370	WRQN-93.5	WTVG-13
	WKKO-99.9	WNWO-24
	WVKS-92.5	
	WIMX-95.7	

- When NDJA closes early for meeting, etc., buses will run at the usual time if the public school district is in session.
- If there is a school delay due to inclement weather, the starting time will always be two hours later than normal. Delays will never be longer than two hours. Schedule 6 will be followed for a two-hour delay. If a delay turns to a closing, that announcement will be made by 7:30am.
- 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.

Religious Studies

All students at NDJA are required to attend classes in Theology. They study the basic truths of the Catholic faith to enhance their spiritual, social, and personal growth. Theology classes are required both in 7th and 8th grades. In this all-important aspect of education, our reason for existing is underscored. What is taught in the school should be supplemented in the home to create a sturdy foundation on which an authentic spiritual life can be built.

All students, regardless of religious affiliation, are expected to attend religious functions planned for the student body. It is our belief that religious roots are necessary for all in order to build strong spiritual and ethical principles. Students are encouraged to relate the various religious experiences to their own background of faith and moral training.

Retreats

A retreat is required for all students each year in order to provide additional time for reflection, prayer, and spiritual growth. The pastoral services department will provide parents with all necessary information.

☞ STUDENT RECORDS/FILES

Non-Custodial Parent

NDJA abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their daughter, 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 data management system.

☞ TEACHER CONTACT

General Situations

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

Parent-Teacher Conferences

Parent-Teacher Conferences are held each year. Parents requiring additional conferences during the school year may make arrangements with the individual teachers. If the student/parent still has concerns after initiating contact with the teacher, the student's Counselor, or Principal should be contacted for further assistance.

☞ TRANSPORTATION

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.

Toledo Public School district contracts TARTA for most of their high schools. TARTA bus cards are distributed on the first day of school. Lost 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. Students must request each month and present the pass to the bus coordinator for the sticker. Unacceptable conduct may result in the loss of the privilege to ride the bus. Bus drivers may request the bus card of any student who disrupts the order of the bus.

∞ 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 August 1 or a monthly payment plan in place with the FACTS Tuition Management Company. **Delinquent payments may result in a student being ineligible to take semester exams, and may jeopardize her continued attendance at Notre Dame Academy.**

NDJA 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 school year for financial 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.

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 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.

∞ 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 8:30am 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.

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.

Attending a high school assembly is a privilege, not a right. In order to attend most high school events, the student needs to have no missing work, unless the teacher has worked on a plan with the student. During the time of the assembly, the students with missing work will have this time to complete missing assignments.

Birthdays

Students may follow the "Non-uniform day Dress Code" when celebrating their birthdays. Students are not permitted to have bunches of balloons in the building. If a student receives one, she may leave it in the 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 and from school. In the interest of student health and safety, book bags must remain in lockers during the school day. Purse/bags that are carried during the school day should be no larger than 16" x 16". This will provide ample room for the calculator, pens, pencils, markers, and wallets.

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.

Deliveries

NDJA **strongly discourages** deliveries of flowers, balloons, etc. for birthdays or other occasions. **This includes food deliveries of any kind.**

Dining Hall

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

- Walk into the Dining Hall; 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.
- Dispose of dishes in assigned places
- Replace chair under the table.
- Use of microwave should be based on courtesy to one another. Microwave should be left in good order.

ID Cards

ID cards are carried AT ALL TIMES. Faculty or staff members may request it at any time. ID's are to be placed on the desk when entering the Resource Center. 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.

Lockers

All lockers are the property of NDJA and should be kept neat and clean at all times. 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. NDJA students will be assigned a locker the first day of school. All NDJA lockers are to remain unlocked, so please refrain from bringing in valuable items.

Lost and Found

Lost and Found items are kept in the Community Room. If a valuable is found, it should be taken to the Principal. To report a lost item, a Missing Item Report should be completed. It is highly recommended that all books and personal articles 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 \$4.00 each and should be purchased before school in the morning. Individual items may also be purchased a la carte.

Passes/Permits

A student must have a pass whenever she leaves 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 7:30am – 7:55am from the bookstore cart in the Resource Center. Transactions are cash only.

Solicitation

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

Telephone

Students may use the office telephone in an emergency. Emergency does not mean “forgotten homework, gym clothes, lunch”, etc.

Visitors

- Students may bring visitors to school only after obtaining permission from the Dean of Students well in advance of the visit. Students must have permission from parents/guardians and/or school.
- Eagle for a Day-any current student wishing to have a visitor “shadow” them must make arrangements through the Principal. Shadowing is reserved only for those students wishing to apply to NDJA and is arranged by phone call from the parents of the visitor and/or current student. Visitors arriving without notice will be asked to leave and will be invited to return at a prearranged time.
- Students are expected to treat with respect and be helpful to any adult or other student visitor; she should direct the person to the Main Office. This is both a courtesy and a safety precaution.
- NDJA students are not to visit the campus of any other school during school hours unless they have an invitation and a pass from the administrator of the school.

Water Bottles

Students are allowed to carry water **only in clear plastic bottles**. The water must be plain water. Using any other type of beverage or container will result in disciplinary consequences.

✎ RIGHT TO AMEND

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