

NOTRE DAME ACADEMY

2021 -
2022

**PLEASE SIGN THIS ACKNOWLEDGEMENT
IN FINAL FORMS BY AUGUST 27**

Dear Parents and Students,

Welcome to Notre Dame Academy, home of the Eagles! I am excited that you are a part of the NDA community, and I wish each of you a great year.

May the policies in this handbook give you direction. Through this handbook, you will become acquainted with the different daily procedures that help our school to operate smoothly. The policies in this handbook direct the formational activities here at Notre Dame Academy. It is our hope that you will read, accept, and cooperate with the regulations, as given in this handbook, that will promote the spirit of Notre Dame.

Keep in mind the higher you fly, the more you see. Keep your vision clear. Believe in yourself! Believe in God's help! It's time to spread your wings and soar!

Have a great year, Eagles!
Mrs. Zimmerman
Principal

I acknowledge that I will abide by and support the policies in spirit and content contained in the Notre Dame Academy Planner/Handbook.



NOTRE DAME ACADEMY

3535 WEST SYLVANIA AVENUE • TOLEDO, OHIO 43623
PHONE 419-475-9359 • FAX 419-724-2640
WWW.NDA.ORG

IMPORTANT TELEPHONE NUMBERS

Direct line phone numbers (if available), and phone extensions are listed as follows:

President	Mrs. Kim Grilliot	Ext. 1289
NDA Principal	Mrs. Andrea Zimmerman	Ext. 1263
Dean of Students	Mrs. Jessica Beaverson	Ext. 1278
Dean of Academics	Mrs. Beth Corrigan	Ext. 1286
Admissions Director 419-725-1280	Mrs. Jamie Orians	Ext. 1280
Athletic Director 419-725-1287	Mr. Gary Snyder	Ext. 1287
Attendance 419-725-1276	Mrs. Laura Firsdon	Ext. 1276
Career Counselor 419-724-1009	Ms. Sydni Harmon	Ext. 1009
College Counselor 419-724-1008	Mrs. Erin Young	Ext. 1008
Counselor 419-724-1007	Ms. Abby Beham (A-L)	Ext. 1007
Counselor 419-724-1013	Mrs. Kristin Schank (M-Z)	Ext. 1013
Director of Sports Ministry	Mrs. Aimee Parks	Ext. 1249
Finance & Operations 419-725-1272	Mrs. Patricia Dunn	Ext. 1272
Intervention Services Coordinator	Mrs. Tammy Garno	Ext. 6204
School Nurses 419-725-1284	Mrs. Kris Beeks/Mrs. Sara Mazur	Ext. 1284
Transportation 419-725-1297	Mrs. Jackie Terrill	Ext. 1297
Tuition 419-725-1271	Mrs. Karen Miller	Ext. 1271



NOTRE DAME ACADEMY

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Schedules

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DATES TO REMEMBER 2021-2022

*DATES SUBJECT TO CHANGE

August 12	FIRST DAY OF SCHOOL & Underclass Pictures – BLAZERS
August 27	Classes dismiss at 12:15 pm
September 2	Parent/Teacher Night
September 3	SCHEDULE 4 – 2 Hour Delay
September 6	NO CLASSES - Labor Day
Schedule 8	SCHEDULE 4 – 2 Hour Delay
October 15	End of First Quarter
October 28	TCB Day Parent/Teacher Virtual Conferences
October 29	SCHEDULE 4 – 2 Hour Delay
November 5	Classes dismiss at 12:30 pm
November 7	Open House
November 11	SCHEDULE 4 – 2 Hour Delay (Freshman Enrichment 8 – 10 am)
November 24-26	NO CLASSES - Thanksgiving Break
December 14	End of Second Quarter
December 15-17	Exams
December 18-January 3	NO CLASSES - Christmas Break
January 4	Classes Resume SCHEDULE 4 – 2 Hour Delay (Financial Literacy Seminar)
January 5	SCHEDULE 4 – 2 Hour Delay (Financial Literacy Seminar)
January 17	NO CLASSES – Martin Luther King Day
February 4	SCHEDULE 4 – 2 Hour Delay
February 21	NO CLASSES - President's Day
February 23	SCHEDULE 4 – 2 Hour Delay
February 25	NO CLASSES
March 4	NO CLASSES – Faculty/Staff Formation
March 9	SCHEDULE 4 – 2 Hour Delay
March 18	End of Third Quarter
March 24	SCHEDULE 4 – 2 Hour Delay (Freshman Enrichment 8 – 10 am)
April 11-April 18	NO CLASSES - Easter Break
April 19	Classes Resume
May 4-5	Senior Exams
May 6	May Crowning (Full Day of School)
May 19	GRADUATION CLASS OF 2022
May 20	SCHEDULE 4 - 2 Hour Delay
May 24	End of Quarter 4
May 25 – 27	Exams
May 26	8 th Grade Graduation
May 27	LAST DAY OF SCHOOL

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 Gospel 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! With God's guidance and the support of your NDA family, amazing things are ahead. Be brave, stay humble, ask questions, and be willing to spread your wings. Be well and blessings on this new 2021-22 school year.

Our Lady of Notre Dame, pray for us.

Blessings,

Mrs. Andrea Zimmerman, M.Ed.
Principal

Creating Women of Vision for 100 Years!

**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!!

❖ HISTORY OF NOTRE DAME ACADEMY

In 1900, two Sisters of Notre Dame from Cleveland came to Toledo to take charge of then St. Ann's School at the corner of Bancroft and Detroit. They soon realized the need for an academy that would serve both day students and borders. In 1902 construction began on the first Notre Dame Academy building. From the very beginning, the emphasis of Notre Dame Academy was to provide students with a deep and solid foundation of knowledge, "...to train Christian women, to encourage habits of industry, to form the heart to virtue and manners....." Early curriculum focus included Art, Fancy Needlework, Elocution and Music as well as the core academic subjects.

In 1934, the Academy restructured and began a "Catholic Junior High School" for girls grades 7-9 in addition to the high school. The next years saw continued growth in programming and especially enrollment.

In the late 1950's, it became evident that a larger space and different location were required to meet the growing needs of the high school program of the Academy. The Sisters of Notre Dame of the Toledo Province had purchased property in 1924 at Sylvania, Monroe and Secor which was the site of the Toledo Provincial Center of the Sisters of Notre Dame. In February, 1959, ground was broken on the west end of the property bordering Sylvania Ave. for a new Notre Dame Academy. A unique and modern building design incorporating significant use of glass included a 1000-seat theater with a stage doubling as the gymnasium, science labs, a chapel, a large dining hall, library and numerous classrooms. The present site was officially dedicated September 8, 1960. A trademark of Notre Dame Academy students is their plaid skirts, a part of the school uniform since 1963.

The 1970's saw continued growth in the academic program and also the arrival of city league sports programs. Over the years, enrollment continued to grow and peaked in the 1980's with over 700 students. In 1980, a new Chapel was added to the existing structure and dedicated to Our Lady of Good Counsel

The 21st century has seen continued growth in response to the changing needs of young women. A first-ever capital campaign was launched in 2001 and resulted in the erection of a new gymnasium, locker rooms, Athletic offices, theater lobby and renovated theater seating, lights and sound systems. In May 2002, Notre Dame Academy was recognized by the U.S. Department of Education as a Blue Ribbon School of Excellence. The 02-03 school year saw the beginning of the separate

❖ HISTORY OF NOTRE DAME ACADEMY (CONT'D)

President-Principal model of Administration. In 2004, Notre Dame Academy was separately incorporated under a combined lay and Sisters Board of Trustees and continues to be sponsored by the Sisters of Notre Dame. Curriculum growth has continued to reflect the educational and spiritual needs of young women. In February, 2011, Notre Dame Academy received approval to be recognized as an International Baccalaureate (IB) World School and to offer the prestigious IB Diploma Programme for Juniors and Seniors.

Notre Dame Academy is fully accredited by the State of Ohio Department of Education through the Catholic Conference of Ohio.

~ Revised 2011

❖ HISTORY OF NOTRE DAME JUNIOR ACADEMY

Mindful of the Academy's 100 year history and solid reputation for educating young women, the Notre Dame Academy Administration and Board of Trustees began to explore the possibility of re-extending our 9-12 program to include 7th and 8th grade young women. The Notre Dame Academy Board of Trustees commissioned an Ad Hoc committee of the Board to research this initiative and develop a proposal to be reviewed by the Board of Trustees. During the 2004-2005 school year, this committee researched numerous aspects of a 7th and 8th grade program. On December 8, 2005 (Feast of Mary Immaculate) the Notre Dame Academy Board of Trustees unanimously approved extending our current program to once again serve 7th and 8th grade young women. On February 3, 2006, the Sisters of Note Dame granted approval of the 7th and 8th grade initiative. On June 19, 2006, Bishop Leonard Blair, Diocese of Toledo, issued a letter of approval for Notre Dame Academy to "open a 7th and 8th grade academy for girls beginning in the 2007-2008 school year." Notre Dame Junior Academy opened in August, 2007, with an enrollment of 45 students.

~ Revised 2011

❖ SCHOOL CREST

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 a 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 cardinal 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).

❖ VISION STATEMENT

In the spirit of the Gospel, we foster globally minded women of vision who are bold, brilliant, beautiful and blessed.

~2020

❖ MISSION STATEMENT

Notre Dame Academy,
a Catholic college preparatory school for young women,
educates in the tradition, vision and principles of the Sisters of Notre Dame.
We empower students to be intellectually curious,
passionately faith-filled
and socially responsible servant leaders.

~2020

❖ SPIRIT OF INCLUSION

Impelled by Jesus Christ and His mission and our rich educational heritage, we, the Board, Administration, Faculty, and Staff of Notre Dame Academy are committed to maintaining a healthy and inclusive Catholic environment of educational excellence for the transformation of individuals and society. We strive to form women who are skilled and committed to journey together in hope as witnesses and catalysts for the responsible care of all God's creation and for justice and peace, especially for those on the margins of society. (From The Educational Vision of the Sisters of Notre Dame)

The intent of this statement is to affirm our commitment as a Catholic school to inclusivity. We welcome all into this Gospel community including but not limited to people of all colors, religions, ethnicities, sexual orientations, gender expression, abilities, economic classes and nationalities. We receive and love all here as God's children. Accordingly, we will not tolerate discrimination of any kind. We remain vigilant to create an environment of mutual respect, of welcoming hospitality and of genuine warmth in which none is a stranger and in which all may flourish according to God's plan as articulated through the teachings of the Catholic Church.

~ 2019



ELECTED STUDENT LEADERS 2021 ~ 2022

EXECUTIVE STUDENT COUNCIL

PRESIDENT	Ava Bowers
VICE PRESIDENT	Sophie Wolfinger
SECRETARY	Sammy Giordano
TREASURER	Dahlia Daboul

CABINET MEMBERS

COMMUNICATIONS	Tori Barkhimer Tamara Salameh
EVENTS AND PUBLICITY	Mollie Badoni Mercedes Evener Chelsea Fall
INCLUSION	Niah Lee Emersyn Rindler
MEDIA TECH	Joan Hartlage Katie Hoyt
PEP CLUB	Jordyn Bailey Gina Napoli Lauren Susor
SPIRITUALITY/SERVICE	Natalie Chryst Lauren O'Brien
HONOR GUARD	Dana Warner (Captain) Alina Jordan Dina Kanaan
7TH/8TH GRADE ADVISOR	Megan Sturgeon
MODERATORS	Mrs. Jean Walker Mrs. Amanda Mariasy



STUDENT COUNCIL CLASS OFFICERS 2021 ~ 2022

SENIORS ~ CLASS OF 2022

PRESIDENT

Amanda Ngo

VICE PRESIDENT

Marielle Smith

SECRETARY

Anna Cornell

TREASURER

JUNIORS ~ CLASS OF 2023

PRESIDENT

Jordan Tracy

VICE PRESIDENT

Katie Bissell

SECRETARY

Carly McMahon

TREASURER

Maya Fister

SOPHOMORES ~ CLASS OF 2024

PRESIDENT

Siona Naik

VICE PRESIDENT

Jesika Jacobs

SECRETARY

Laura Amezquita-Cadavid

TREASURER

Bella Hsia

CLASS REPRESENTATIVES 2021 ~ 2022

CLASS OF 2022

Zoe Greenbaum
Mollie Malone
Cimran Naik
Paige Reece
Grace Sanford
Alexis Sherman

MODERATORS:

Mrs. Kate Caventer
Mrs. Kelly Wood

CLASS OF 2023

Mallory Caldwell
Marcel Gammoh
Josie Jurek
Brooke Madison
Julia Nester
Stephanie Sosko
Rose Thaman

MODERATORS:

Ms. Shiloh Jackson
Mr. Jim Sulier

CLASS OF 2024

Margeaux Allen
Kelby Armstrong
Marin Gaubert
Abby Goulding
Grace Jeffer
Maya Johnson (alt)
Macey Malek
Ally Westmeyer

MODERATORS:

Mrs. Michelle Kusina
Mr. Mark Richards

CLASS OF 2025

To Be Announced

MODERATORS:

Ms. Bethany Borton
Mr. Casey Feldstein

CLASS OF 2026/2027

To Be Announced

MODERATOR:

Ms. Cindy Rodriguez



◆ 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.



❖ ACADEMICS

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	

Grades of C- or higher in Honors courses will receive a 0.5 weight. Grades of C- or higher in AP, IB, and CCP 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.

GRADE POINT AVERAGE (GPA)

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

- Financial Literacy
- Fine Arts Assistant
- Foreign Language Assistant
- Music Assistant
- Office Assistant
- Physical Education Assistant
- Team & Individual Activities
- Technology Assistant
- Senior Project
- Service Learning Program

All other courses taken at NDA **are** counted toward honors and the cumulative GPA. Grades for courses taken through CCP courses will be counted towards honors and calculated into the cumulative GPA. Credit Flex courses will **not** be counted toward honors or toward the GPA unless prior approval was granted through the credit flex application. Transfer student courses will also be counted in calculating final cumulative GPA.

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

SCHOLASTIC HONORS

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

❖ ACADEMICS (CONT'D)

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.

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. A student who fails a required class must make it up in summer school or through an online class.

If you have concerns or questions about an assignment, assessment, or grades, please contact the teacher by email as listed on our Faculty/Staff webpage.

❖ ACADEMICS (CONT'D)

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, Music Technology, or Web Design and Coding
 - 1/4 credit in Financial Literacy (fulfilled by attending an in-school seminar beginning 2020/21)
 - 1/4 credit for Senior Project
 - 1 credit for 70 accumulated hours of service
 - 1 Retreat per year

The total number of credits required for graduation is 24.

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.

❖ ACADEMICS (CONT'D)

OHIO GRADUATION REQUIREMENTS CLASS OF 2023 AND BEYOND

In compliance with Ohio Revised Code section 3301.0712 College and work read assessment system and section 3313.6114 State Diploma Seals, all students in the class of 2023 and beyond will be required to show academic competency in English Language Arts 1, English Language Arts 2, Science, Algebra I, Geometry, American History, and American Government. IOWA standardized tests given in the spring of each academic year will be used to measure academic competencies in these areas. Additionally, state law created 12 diploma seals for students to demonstrate academic, technical, and professional readiness for careers, college, the military, or self-sustaining professions. Each seal allows students to demonstrate knowledge and skills essential for future success in their chosen post-high school paths. NDA offers six (6) seals that are defined by the state of Ohio and three (3) seals that are locally defined by NDA. Students need to earn two (2) seals, with one being state defined, to graduate high school in the state of Ohio. Further details will be shared with the class of 2023 and 2024 during the fall of 2021 semester.

CREDITS

A student receives a half credit in a subject for each semester she passes. Students are permitted to receive credit for taking a maximum of 8 classes only, per semester. Exceptions are noted in the NDA course catalog.

If a student takes and passes a required course for graduation, via credit flex option, the student receives the credit, but the grade **may or may not** be computed in the grade point average subject to credit flex committee approval. If a student takes and passes a course **not required** for graduation, the student receives the credit, but the grade is not necessarily computed in the GPA. See credit flex application for further guidelines.

❖ ACADEMICS (CONT'D) CREDITS (CONT'D)

Classes taken as part of the College Credit Plus Program (CCP) will receive credit and be calculated in the GPA on an AP/IB scale. Grades from CCP 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 if the class is a requirement for graduation. If a student chooses to drop AND has been approved to be exempt from an AP class/exam, the credit will be weighted as Honors.

COLLEGE CREDIT PLUS (CCP)

The College Credit Plus program is available to 7-12th graders at Notre Dame Academy. This program enables students, **who are also Ohio residents and US citizens**, to enroll in courses at any accredited college or university in the State of Ohio. Students are required to successfully create an OH ID account and complete an application for CCP funding through the Ohio Department of Education. Student must also meet college admission requirements prior to enrolling in a course. Information concerning eligibility, rules, regulations, and potential benefits and consequences of participation are available on the Department of Higher Education website.

Students who wish to participate in College Credit Plus (CCP) should attend a student and parent meeting in January where information about the application process will be provided. The intent to participate form is due at the time of registration. **Failure to submit the intent to participate form at the time of registration 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. Enrollment criteria change from year to year, and vary among institutions.

Grades received in CCP course work will be averaged into the NDA GPA on an AP/IB scale. 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.

All participating CCP students are required to declare their intention to take a class on campus and/or take a class at an off-site location to the Career Counselor. Students who opt to stay on the NDA campus are required to sign in with the Resource Center Director for each period they have CCP assigned. Students wishing to leave NDA during the CCP period must notify the Attendance Office prior to departure. Taking a CCP class does not release the student from her commitments to NDA.

❖ ACADEMICS (CONT'D)

CREDIT FLEXIBILITY AND INDEPENDENT STUDY

Credit Flexibility (Credit Flex) applies to any alternative coursework, assessment and/or performance that a student wishes to pursue for NDA credit. Recognizing that some students have advanced skills and/or special interests in particular content areas, credit flex provides a venue for demonstrating learning and proficiency; allowing students to earn credit and/or move into more advanced coursework, bypassing traditional “in class” requirements. Credit flex encourages student self-direction and motivates learners to develop new skills toward mastery of an area of interest. It also recognizes that, while learning experiences must be meaningful, not all learning occurs within the confines of formal educational settings. **High school experience during or prior to enrollment at NDA that might qualify for high school credit must be approved through credit flex (downloadable form on the NDA website.) by the end of the semester at NDA. If student attended NDA for the 7th/8th grade, they must get approval from their school counselor to receive high school credit by the end of the first semester at NDA. Any exceptions to this policy must be submitted by way of an appeal, in writing, to the school principal.**

Any Student interested in credit flex must meet with her counselor to complete the credit flex paper work and submit it to the appropriate Department Chair for approval. Once the course is approved by the Department Chair, the student may register for the course. Approved credit awarded through credit flex will be posted on the student’s transcript. GPA application requires review board approval and will be evaluated on a case by case basis per the graduation and core class requirements. (PE courses are not included in the GPA) **The credit flex application is available on the NDA website. Please note there is a \$20.00 administrative fee for each BYU test taken at NDA.**

A NOTE TO STUDENT-ATHLETES: The Ohio High School Athletic Association (OHSAA) has specific credit flex guidelines. When choosing this option, please speak with the NDA Athletic Director or visit the OHSAA website at www.ohsaa.org for additional information.

The National Collegiate Athletic Association (NCAA) will not recognize the credit flex “test-out” option for course work required of prospective Division I student athletes. Any coursework earned via credit flex must be comparable in length, content, and rigor to credits earned in the traditional classroom setting. The course must also be four-year college preparatory in nature and have a defined time period for completion. Prospective college athletes are advised to contact the NCAA Eligibility Center for specific advice on this issue. In addition to the credit flex paperwork, **student-athletes must also download and complete the Credit Flexibility for Student-Athletes form**, also available on the NDA website.

❖ ACADEMICS (CONT'D)

SUMMER ACADEMY

Credits earned through the NDA Summer Academy (with the exception of P.E.) will be averaged into the student's NDA GPA. The course work will also appear on the student's transcript.

SEMESTER FAILURE/CREDIT RECOVERY

Parents will receive notification of semester failure, by the school counselor, following the conclusion of each semester. Students are responsible for making arrangements to make up credit for required courses in summer school prior to entering the next academic year. Recommendations, in terms of credit recovery options, will be provided by the counselor. If a student fails an Ohio graduation requirement and transfers out of NDA, they will still have to recover that credit at their new academic institution. Once credit recovery is completed, earned credit will be added to the final transcript, but is not counted in the GPA. The original failure grade will be recorded on the permanent record and computed in the GPA.

ACADEMIC PROBATION

The Dean of Academics may place a student on academic probation if a student is falling behind their academic potential. 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 enrollment at NDA.

ONLINE GRADES

NDA is pleased to offer a chance to view grades and attendance online. The program we use is called PowerSchool, and accessible under the PowerSchool tab on the NDA app. Passwords have been assigned to parents/guardians and their 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

❖ ACADEMICS (CONT'D)

NON-CUSTODIAL PARENT (CONT'D)

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.

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.

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 8:15 a.m. and 3:05 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.
- 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 or IB exam as the final exam for all AP or IB courses.

❖ **ACADEMICS (CONT'D)**

PROCEDURE FOR EXAMS (CONT'D)

- 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.
- AP and IB exams are required. To be exempt from AP or IB exams you must submit an appeal in writing to the Principal. Grade weighting will change to Honors level should a student receive the exemption.

Exemption approval does not exempt students from end of course exams.

INTERVENTION SERVICES

PEER TUTORING

Peer tutoring is available for any student in need of academic assistance. The Intervention Services Coordinator handles peer tutoring.

Students may be referred for tutoring via:

- Self-referral (<http://bit.ly/eagleshelpme>)
- Teacher referral
- Counselor referral
- Parent referral

Students interested in and qualified to become a peer tutor should contact the Intervention Services Coordinator or sign up at <http://bit.ly/eagleshelpingeagles>

Service learning hours are awarded to dedicated peer tutors to complete and submit the peer tutoring contact log.

❖ **ACADEMICS (CONT'D)** **INTERVENTION SERVICES (CONT'D)**

SPECIAL ACADEMIC/TESTING CONSIDERATIONS

Notre Dame Academy is a college preparatory high school. Programs for special educational needs are available. Notre Dame Academy is a provider for the Jon Peterson Scholarship for students with special educational considerations. However, the curriculum will remain strictly college preparatory in nature. Intervention Services, accommodations, and reasonable modifications will be implemented for those students with extensive documentation (ETR, IEP, 504, and formal psychological test reports) indicating a need for specially designed instruction and direct interventions, accommodations, and modifications. The IEP will serve as a guidance document, as there are no requirements that Notre Dame Academy provide all of the services set forth on the IEP. **Students must take all statewide assessments required for the grade level unless excused under federal law or through the IEP. As a JPSNS provider, Notre Dame must administer all required state assessments to students participating in the scholarship program. The Intervention Services Coordinator, in collaboration with the Parents, Students, Academic Counselor, District of Residence, and District of Service, will formally define the interventions to be provided for the student, both in the classroom and on AP tests, semester exams, ACT, and SAT tests, and will communicate this plan to the necessary teachers/faculty involved.**

INTERNATIONAL BACCALAUREATE (IB)

Each IB course is 2 years, part one and part two. Students may take 1 or up to 6 which is full Diploma. IB exams are part of the final IB score. Students will receive this score at the end of the two-year program (score 1-7) and this score is then sent to their college of choice.

Because the IB Program is a 2-year program, individuals who take an IB course their junior year and then drop it, will have their GPA adjusted to reflect the course as an honors elective instead of an IB course. Seniors must take their IB exams in May and pay their IB fees in order to graduate and to receive their final transcripts that are sent to colleges.

GPA adjustment would also apply if a senior in an IB course drops at any time during the senior year. Her year one IB grade would be adjusted on her transcripts before being sent out to colleges.

❖ ACADEMICS (CONT'D)

INTERNATIONAL BACCALAUREATE LANGUAGE POLICY

The working language in the NDA/IB program is English, both for teachers and students. That means that written and oral information from the school staff to both parents and students is in English. Language is important when delivering academic content, orally and written. We therefore correct language in assignments and in-class to facilitate a continuous improvement of the student's level of English which, in turn, improves the student's ability to express herself/himself nuanced and academically.

We believe in an inclusive educational program with a diverse learning community that enables all types of students to be successful.

An inclusive education is a place where:

- All students feel valued
- Learning is student-centered
- All students are held to high, yet manageable expectations
- Students are assessed through a variety of assessment types to meet all learning styles.
- Teachers use differentiated instruction when possible and a variety of teaching methods to meet the needs of all learners.
- Resources match student needs.
- All students are always met with positive encouragement to enhance learning.
- All students are an important part of the school community and are treated as such by their peers.

Inclusive education in Practice for NDA/IB:

- Student-centered learning that fosters independence and critical thinking
- Teachers that all believe in each and every student's desire and ability to learn and thrive.
- A strong support network of a guidance department, IB Coordinator, International Student Coordinator who follow each student's progress closely and support any student who is struggling, academically or socially.
- Learning support to maximize learning for students with special needs with Intervention Specialist

❖ ACADEMICS (CONT'D)

INTERNATIONAL BACCALAUREATE ASSESSMENT POLICY

We believe in assessment as learning that fosters student growth and reflection and encourages students to continue to develop as learners. We also believe in assessment for learning; i.e. assessment as a teaching tool that allows for differentiated instruction and the ability of teachers to meet the needs of all learners in the classroom.

We are guided by the following principles:

Students:

- Have different learning styles
- Perform differently in different learning settings
- Learn from self-assessment and peer assessment.
- Reflect on their own learning by recognizing own strengths and areas for improvement.
- Thrive in an environment of positive and constructive criticism.

Teachers:

- Design various types of assessments that take into consideration the different learning styles of students and put the student at the center.
- Share the belief in 'assessment for learning'. Assessment is the teacher's tool to provide evidence-informed instruction on a daily basis to accurately meet the level and needs of each individual student.
- Assessment and instruction are integrated: teachers need to know their students to maximize learning for all.
- Assessment is designed to help students and may lead to further learning support, if needed.

❖ ACADEMICS (CONT'D)
INTERNATIONAL BACCALAUREATE ASSESSMENT POLICY
(CONT'D)

Why do we assess?

We assess according to three types of assessment:

Assessment for learning

- To give teachers information on student learning to be able to modify and differentiated teaching and learning activities.
- To set targets for where the student needs to go and how best to get there.
- Assess the effectiveness of the learning environment for each individual student.
- Check-for-understanding

Assessment as learning

- To support reflection among students on own learning. By monitoring own learning, students are able to use the feedback to make adjustments to their own understanding.
- Assessment feedback to students form ways for the student to link curriculum and assessment.

Assessment of learning

- Summative assessment confirms what students know, and demonstrates whether they have achieved the curriculum outcomes.
- Summative assessment informs curriculum review.
- Help evaluate the suitability of courses

❖ ACADEMICS (CONT'D)
INTERNATIONAL BACCALAUREATE ASSESSMENT POLICY
(CONT'D)

How do we assess for IB specifically?

Assessment is based on the principle of student success for all, and is rooted in the IB learner profile and the IB criterion-based assessment practices.

To ensure a full range of assessment strategies, as described above, assessment includes:

- Diagnostic assessment to provide teachers with students' readiness to learn and to identify prior knowledge.
- Formative assessment: classroom assessments of various types within the classroom, timely and descriptive feedback on assessment tasks, whether in class or at home
- Formative written work that draws on the IB criterion-based assessment, and prepares students for exam expectations.
- Summative assessment: designed to monitor student progress in relation to the final examinations in each subject.
- Summative IB internal assessment grades, moderated by an external IB examiner, given in each subject once throughout the course, upon completion of the internal assessment paper.

❖ ACADEMICS (CONT'D)

SENIOR AWARDS & RECOGNITION

BISHOP'S CROSS – awarded to the student who clearly strives to love God with all her heart, soul, mind and strength. Likewise, she should be one who manifests an active life of Christian charity in the way she relates to and serves her neighbor. (as per Department of Catholic Education, Diocese of Toledo, 2016.)

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 unrounded GPA of 4.00 or higher at the end of eight (8) semesters for the class of 2022 and consecutive years. Seniors enrolled in coursework taken outside of Notre Dame Academy, (CCP or Credit Flex), must complete all requirements and tests by the end of the third quarter of the academic year in order to be considered for Gold Honor Cords and other awards. Transfer students who were enrolled at NDA for 5 out of 8 semesters will be eligible for this gold honor cord. Transfer students are not eligible for academic department awards.

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.

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

❖ ACADEMICS (CONT'D)

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 receiving a certificate of recognition.

All students having demonstrated outstanding service and leadership in Student Council as Executive Student Council Class Officers or Cabinet Members or as Senior Class Officers will be recognized at the Honors Assembly by being presented with cords.

SENIOR PROJECT

The Senior Project is a capstone project that through direct experience, students can effectively broaden their learning about the topics that mean the most to them. Five (5) school days are given for the Senior Project at the end of the school year, and a minimum of twenty-five (25) hours must be completed for the graduation requirement. Students are required to have a sponsor outside of Notre Dame Academy, who is not a parent, to oversee their project. The student will plan with her Senior Project Sponsor, the best possible way to complete her project.

Students can choose which career field they would like to explore for their project and may choose up to 3 career fields. As part of the project, students **are required to complete several forms and a reflection detailing their experiences throughout their project, as well as turn in a daily log signed by her sponsor. Sponsors will also send in an evaluation which will be taken into consideration when evaluating the student's overall experience with the Senior Project.**

Upon completion of the project, the student will receive $\frac{1}{4}$ credit, a requisite for graduation from NDA. In lieu of Senior Project, IB Full Diploma students will complete the CAS project requirement.

❖ ADMISSIONS

NON-DISCRIMINATION POLICY

Notre Dame Academy 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.

TRANSCRIPTS

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

WITHDRAWAL/TRANSFERS

A student who intends to transfer from Notre Dame Academy to another school is **required** to have a parent/guardian inform her counselor in advance so that the withdrawal process can be initiated.

Before leaving NDA, the student is responsible for cleaning out both her personal and gym/athletic lockers, returning all books, class-related materials, iPad, 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.

❖ ATHLETICS

CONFERENCE/CLUB SPORTS

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

FALL

- Varsity Cross Country
- + Equestrian
- Varsity Golf
- JV Golf
- + Rowing
- Varsity Soccer
- JV Soccer
- Varsity Tennis
- JV Tennis
- Varsity Volleyball
- JV Volleyball
- Freshmen Volleyball

WINTER

- Varsity Basketball
- JV Basketball
- Freshmen Basketball
- + Broomball
- Varsity Gymnastics
- Varsity Swimming & Diving
- + Indoor Track & Field
- + Club sports

SPRING

- Varsity Lacrosse
- JV Lacrosse
- + Rowing
- Varsity Softball
- JV Softball
- Track & Field



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, vaping 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. When in season, student athletes should **not** plan vacations after July 31st or during Labor Day weekend, in the winter during Thanksgiving or Christmas breaks, 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.

❖ ATHLETICS (CONT'D)

TEAMS (CONT'D)

- When students are in season in one sport, they may **not** participate in another sport's open gyms.
- Winter student athletes in the sports of basketball, gymnastics, and swimming and diving are not permitted to participate in the NDA Ski and Snowboard Club until their season is completed.
- Student-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

- Athletes may have a locker in the varsity 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 students when not in use by teams. No student may be in the Fitness Center without adult supervision.
- An athletic trainer is provided through NDA and The University of Toledo Medical Center. The trainer is typically available after school in the training room.
- A student-athlete's fitness for return to play after an injury is determined by the athletic 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 via email of the student-athlete's eligibility standing.

❖ ATHLETICS (CONT'D)

ACADEMIC ELIGIBILITY (CONT'D)

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 still be checked during these times.

OHSAA (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

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

MANDATORY ATHLETIC FORMS

Before participating in any NDA athletic event, the following forms must be completed online through Final Forms. Visit NDA's athletics website for instructions and a link to NDA's Final Forms website.

- Final Forms/OHSAA Physical Form- must be completed on Final Forms, printed off, and taken to the student-athlete's medical professional for her physical examination. The medical professional must complete the physical form, clear the student, sign, and date the form. The completed physical form must be returned to the athletic department.
- Physical forms are valid for 13 months from the date of the examination.

The following documents must be completed and electronically signed through Final Forms by a parent/guardian and the student-athlete:

- HIPAA Authorization Form
- ODH Concussion Form
- OHSAA Eligibility Statement

❖ ATHLETICS (CONT'D) MANDATORY ATHLETIC FORMS (CONT'D)

- NDA Transportation Form
- Emergency Authorization Form
- Sudden Cardiac Arrest Form
- NDA Athletics Handbook Form
- Any additional required forms that may include a COVID-19 waiver

Please visit NDA's athletics website through www.nda.org for instructions on how to complete the mandatory athletic forms through Final Forms.

NDA ATHLETIC BOOSTERS

The NDA Athletic Boosters Club membership is made up of parents/guardians of NDA students-athletes. The Boosters Club is organized to assist and enhance the athletic programs at NDA through membership fees and fundraising activities. The Boosters Board is elected from the general membership and is made up of at least one parent rep per sport. Boosters meet on the second Tuesday of every month at 7:00 pm at NDA except for the months of December, January, and July when there is no Boosters meeting.

Boosters membership is required by the parents/guardians of all NDA (non-club sport) student-athletes. Booster membership fees can be found in the NDA Athletics Handbook and on the athletics website. Minimum Boosters fees will be billed to each sports family automatically through their FACTS account. Families will have three weeks after being billed to pay their Booster fee. No form is required.

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 unless otherwise notified.

❖ ATHLETICS (CONT'D)

ATHLETIC UNIFORM AGREEMENT (CONT'D)

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.

NCAA ELIGIBILITY CENTER

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

It is recommended that students register their sophomore year. All NCAA eligibility standards for college freshman can be found at www.eligibilitycenter.org

There are various requirements for eligibility at the NCAA DI, DII, and DIII levels. Please go to the NCAA Eligibility Center website for more information.

NAIA ELIGIBILITY CENTER

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

7TH & 8TH GRADE ATHLETICS

NDA is a member of CYO at the 7th and 8th grade levels 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: Track & Field

❖ ATTENDANCE

SCHOOL HOURS

Classes begin at **8:15 a.m.** and dismiss at **3:05 p.m.** Lobby D doors are open by **7:00 a.m.** each morning for students who need to arrive early. Students are welcome to study/wait in the Dining Commons 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 from 4:30 p.m. until 6:00 p.m.

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

ARRIVAL/DISMISSAL

Classes begin at 8:15 a.m. and dismiss at 3:05 p.m. Students should be in their classroom, **ready to begin class at 8:15 a.m.** Students arriving before 8:00 a.m. are to go to the Dining Commons. The academic wing opens at 8:00 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 against 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:

❖ ATTENDANCE (CONT'D) ABSENCE (CONT'D)

1. No teacher is required to allow schoolwork to be made up.
2. **Students must be in attendance for the last two blocks of the day 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.**

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.

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 may result in a 1-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.

NON-CATHOLIC FAMILIES

All students enrolled at NDA, despite religious beliefs or affiliations, are required to attend all religious functions offered in accordance with our mission statement.

MEDICAL/DENTAL APPOINTMENTS

All appointments should be scheduled outside of the school day. In the rare instance when that is not possible, please send your daughter with a note to be handed in to the attendance office by 8:15 am.

Parents/guardian are asked to send a **signed** note indicating the reason for leaving school early along with the date and time of departure. Your daughter will then be given a permit to leave class at the scheduled time. It is the student's responsibility to pick up the permit to leave class from the attendance office prior to the departure time. To

❖ ATTENDANCE (CONT'D) MEDICAL/DENTAL APPOINTMENTS (CONT'D)

be considered an excused absence, verification from the doctor/dentist must be presented to the attendance office when the student returns.

If you need to schedule an appointment with the doctor's office, you must notify the attendance office no later than 11:00 am the day of the appointment. Your daughter will be given a pass at the beginning of the lunch period to leave the building at the designated time.

Once students have returned to class after lunch we will not be able to contact them for an appointment. Doing so interrupts the educational process of all the students and teacher in that particular classroom.

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 two (2) college visits during their senior year, and three (3) college visits during second semester junior year. The Class of 2022 will be allowed the three (3) college visits. The Dean of Students may grant additional college days on an individual basis. A parent/guardian note must be submitted 1 week beforehand and a dated letter from the college admissions office must be presented upon return in order for the college visit to be recorded as an excused absence.

Students are expected to notify the Attendance Office with a written note and advise their teachers one week in advance of the intended college visit via a Personal Convenience Form.

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.

❖ ATTENDANCE (CONT'D)

PERSONAL CONVENIENCE ABSENCE (CONT'D)

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 8:45 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 may 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.

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.

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 a written appeal. Students with excessive absences may also jeopardize their academic standing in that class.

❖ ELECTRONIC COMMUNICATION DIGITAL COMMUNICATION DEVICES (DCD'S)

The term “digital communication device (DCD)” is intended to encompass all of the personal devices capable of transmitting, storing, and accessing data which *includes wearable devices*.

- **Cell phones must be turned off, locked inside lockers, and never carried by students during the school day. If you need to contact your daughter during the school day, please call the main office.**
- DCDs may not be used to text message during school.
- DCDs may not be used for picture taking at any time.
- Harassing or threatening persons via DCDs is not permitted.
- DCDs may not be used for game playing, Internet or email access, gambling, or making purchases of any kind.
- Before 8:10 a.m., DCDs may be used in the Dining Commons, Lobby D, Sr. Carol Gregory Hall, and all adjacent hallways.
- After the dismissal bell at 3:05 p.m., DCDs may be used in any area except classrooms and the Main Office.
- DCDs confiscated during **any testing situation** will result in an automatic failure of the test, quiz or final exam.

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

CYBER BULLYING

Cyber bullying is the process of using the Internet, cell phones or social media apps 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 two (2) 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. Any student in grade 9-11, interested in starting a new club

❖ CO-CURRICULAR ACTIVITIES (CONT'D)

should download an “Application To Form A New Club” found under Student Life/Student Forms on the NDA website.

CLUBS

The following are activities or active clubs at NDA:

African American Club	FIAT Discipleship	Math Club
American Sign Language	FIAT Retreat	NAHS
Anatomy Club	FIAT Worship	Pep Club
Anime Club	FIAT KAIROS Core Team	Quiz Bowl
Archery Club	FIAT for Life	Ski Club
Art Club	FIAT Mission Core Team	Spanish Club
Coding Club	Film Studies	Student Council
Craft Club (7 th /8 th)	French Club	Student Council (7 th /8 th)
Current Events Club	Horror Club	Tea Club
Disney Club	International Culture Club	Varsity Dance
Environmental Club	Knitting Club	Video Game Club
Fashion Club (7 th /8 th)	Maker's Club	Writing Team (7 th /8 th)

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.

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 other extracurricular activities.

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.

❖ CO-CURRICULAR ACTIVITIES (CONT'D)

DANCE CONTRACT (CONT'D)

- Dance in a manner that is appropriate for a school function.
- Adhere to the dance dress code
- 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 from other schools will be required to sign the Notre Dame Academy Dance Contract.

CLASS LEVEL TRADITIONS

7TH GRADE TOLEDO DAYS

The 7th grade takes time to bond as a class and spend some time touring the city we live in.

8TH GRADE TRIP

Our 8th graders travel together as a class for bonding and community building before beginning their freshman year.

FRESHMEN

Freshmen are placed into small crews led by senior Link Crew leaders. In these crews, freshmen become acquainted with the NDA community and their classmates in special enrichment activities as well as special lunches throughout the year.

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."

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.

❖ **CO-CURRICULAR ACTIVITIES (CONT'D)**
CLASS LEVEL TRADITIONS (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. The administration shall be the sole determiner of what constitutes as offensive behavior.

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.

EXPECTED BEHAVIOR

1. INFRACTIONS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN A ONE-POINT DEMERIT:

- Wear the prescribed uniform, as described in the dress code
- Eating and drinking are only permitted in the Dining Commons, Fitz Commons, Lobby D, and Sr. Carol Hall.
- Bring iPad and necessary materials to classes, return requested forms, have books covered, present ID upon request.
- Be present in their classrooms before the bell rings at the beginning of each period.
- Refrain from using all electronic devices during the school day without teacher permission.

2. INFRACTIONS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN A THREE-POINT DEMERIT:

- Attend all classes and functions within the school day.
- Show respect for self, other students, and faculty and staff.
- Give respectful and appropriate attention and participation at religious functions and other assemblies.

❖ **CODE OF BEHAVIOR (CONT'D)** **EXPECTED BEHAVIOR (CONT'D)**

- Register vehicle, and park in assigned areas.
- Leaving iPad unattended.

3. INFRACTIONS IN ANY OF THE FOLLOWING AREAS WILL RESULT IN A SEVEN-POINT DEMERIT:

- Be 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 property belonging to another.
- Students must not use, distribute, or possess tobacco in any form such as vaping on the school campus.

SENIOR PRIVILEGES

Senior privileges are given if the following requirements are met:

- Written permission by parents/guardian
- Passing all classes with a D- or above
- Conscientious in turning in assignments on time
- Recommended by teachers
- Cooperative regarding NDA rules, including regular attendance and dress code

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 Commons, Lobby D, Senior Lounge, back courtyard, Fitz Commons, assigned study hall
- Being out of uniform after uniform sale

Senior privileges can be revoked due to :

- Having to serve detention
- Earning an F in an academic class
- Not following the rules or dress code
- Attendance issues

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.
- Reckless disregard for proper citation methods also constitutes plagiarism and will have the same consequences. If you do not understand how or when to cite an outside source, it is your responsibility to consult your teacher before your assignment is due.

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

- The Dean of Students, Dean of Academics, 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)

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 some Fridays after school beginning at 3:15 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 can be suspended by accumulating 12 demerits and having 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. The administration shall be the sole determiner of what constitutes as offensive behavior.

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)

DRESS CODE

Students at Notre Dame Academy are required to wear the school uniform, which emphasizes a traditional dress code. This code is intended to: encourage cleanliness, neatness and pride in one's appearance; foster respect for the way in which one presents herself to others; create a semi-formal atmosphere needed for a disciplined learning environment; provide a uniform manner of dressing which minimizes social differences that may exist among students. By choosing to be a student at Notre Dame Academy, this code becomes the student's responsibility, and it is her responsibility to know the spirit of NDA's dress code and to be in compliance with that dress code while on school property. The cleanliness, length and neatness of the uniform skirt and uniform top reflect this pride. Students should rarely be out of uniform during the school day. Any exception requires a note from the parents and a permit from the school office to be presented to each teacher.

DRESS CODE REQUIREMENTS

The Notre Dame Academy uniform consists of the following items that can be purchased from either Schoolbelles or the NDA Spirit Store as indicated.

HIGH SCHOOL STUDENTS

THESE ITEMS MUST BE PURCHASED AT SCHOOLBELLES

- Blue and gray plaid skirt. ***Skirt must be buttoned and no shorter than three (3) inches from the floor when kneeling.*** (To provide a visual, a 3x5 index card from the crease of the back of the knee should touch the bottom hem of the skirt.)
- Navy or Charcoal Gray long or short-sleeved banded shirt with NDA logo embroidery. *Banded shirts may not be layered; only one is worn at a time.*
- Navy or gray vest or pullover sweater.
- Navy, black, or gray dress pants.

NDA SPIRIT STORE

- Light blue button down shirt with embroidery which should be *tucked in at all times.* Light blue senior socks. (***Seniors Only***)
- Navy or White Eagle socks purchased from Spirit Store.

❖ CODE OF BEHAVIOR (CONT'D) DRESS CODE (CONT'D)

JUNIOR ACADEMY STUDENTS

THESE ITEMS MUST BE PURCHASED AT SCHOOLBELLES

- Blue and gray plaid skirt. *Skirt must be buttoned and no shorter than three (3) inches from the floor when kneeling.*
- Yellow long or short sleeved banded shirt with NDJA logo embroidery. *Banded shirts may not be layered; only one is worn at a time.*
- White cardigan or pullover with logo
- Navy, black, or gray dress pants.

NDA SPIRIT STORE

- Navy/White/Gold ¼ zip with approved NDJA logo.
- NDJA polo with approved NDJA logo.
- Navy or White Eagle socks purchased from Spirit Store.

DRESS CODE REQUIREMENTS

- Students are expected to be in uniform throughout the school day and to wear the uniform skirt zipped and buttoned. It may not be rolled at the waist and may be *no more than three inches above the knee*. NDA encourages parents to check how the uniform fits at the beginning of each school year and to purchase a new one if necessary. Schoolbelles is NDA's official uniform provider. ****Any girl who does not abide by this reasonable expectation may lose her privilege to wear the skirt for the remainder of the semester****
- Dress shoes or athletic shoes must be worn with the standard uniforms and need to be primarily black, brown, navy, tan, white, or gray. Shoes must be closed-toe in loafer or tie style. Slippers, "cros," moccasins, high heels, and sandals are not part of the uniform (Students must have shoes tied and on their feet at all times.)
- 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.
- Socks must be of a **solid** color; either navy, gray, black, white or yellow with no logos. Socks must extend at least five (5) inches above the heel. **Footies and anklets are not acceptable.**

❖ CODE OF BEHAVIOR (CONT'D) DRESS CODE (CONT'D)

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.
- Any visible body piercing, except the ear, and simple nose stud are prohibited at school. Visible tattoos are also prohibited. Extreme unnatural hair coloring is not permitted. No accessory may be worn that is contrary to the philosophy of the school.
- Extreme spiking, shaved sides or backs, carvings, and unnatural colors or combinations of colors are some examples of hairstyle extremes. Students may not wear hats.
- Ear buds and/or head phones are not permitted during the school day. They are not to be worn in hallways between classes. Students should not have ear buds around their neck, hanging over their ears, or in pockets.

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 12x12 inches. This provides ample room for calculator, pencils, markers, wallets, and student planner.

WATER BOTTLES

Students may carry **water only in clear plastic bottles**. No metal or glass. Any other type of beverage or container will result in disciplinary consequence. Clear NDA water bottles are found in the Spirit Store.

STUDENT ID CARD

After school pictures are taken, each student will receive a plastic photo ID card. The ID card can be used to purchase lunch and needs to be on the student at all times. If a student defaces or loses their ID card, she is required to purchase a replacement ID card at her own expense from the Business Office.

❖ CODE OF BEHAVIOR (CONT'D) DRESS CODE (CONT'D)

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.**

1 POINT 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, bandanas, 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:

- Jeans or Khakis: Jeans should not have holes or be distressed in any way. Denim skirts are not acceptable.
- NDA Spirit Wear Tops: NDA shirts purchased from the Spirit Store or class/club shirts are acceptable. **Exception: Tank tops are not acceptable.**

❖ CODE OF BEHAVIOR (CONT'D)

NON-UNIFORM DAY/BIRTHDAY DRESS CODE (CONT'D)

Not Acceptable:

- Coats or outdoor jackets may not be worn in the building during the school day.
- Sandals, flip-flops, or beach shoes are **NOT** permitted.
-

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

FAILURE TO PARTNER

Notre Dame Academy believes that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of our mission. Therefore, Notre Dame Academy reserves the right not to continue enrollment or not to re-enroll a student if we reasonably conclude that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interferes with the accomplishment of the educational mission.

POLICY REGARDING ALCOHOL AND OTHER DRUGS

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, heroin, 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

**❖ CODE OF BEHAVIOR (CONT'D)
POLICY REGARDING ALCOHOL AND OTHER DRUGS
(CONT'D)**

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.
- 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.

MISCELLANEOUS CODE OF BEHAVIOR

CYBER BULLYING

Cyber bullying is the process of using any form of social media to send or post words 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. Ipads are property of NDA and as such are subject to inspection if cyber bullying is suspected.

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.

❖ CODE OF BEHAVIOR (CONT'D)

HARASSMENT/BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel at Notre Dame Academy is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying in accordance with House Bill 276, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.” (Source: Ohio Association of Secondary School Principals)

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.

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.

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.

❖ COMPUTER USAGE & CONDITIONS

COMPUTER USAGE AND CONDITIONS

Students are responsible for the care of the iPad **AT ALL TIMES**. Students are responsible for the replacement of the iPad and accessories purchased by NDA. If an iPad is not available due to theft, loss or damage due to intentional or unintentional abuse or misuse, the

❖COMPUTER USAGE & CONDITIONS (CONT'D)

student must immediately notify the Technology Department and may receive a loaner iPad for up to 2 weeks. Loaner devices are issued at the discretion of the Technology Department or Administration. Students must use the iPad appropriately.

All acceptable use policies for the school computers and computing system apply to all devices. It is strongly recommended to bring the iPad to school each day charged and ready to use. However, where available, there are charging stations on campus. If a student chooses to charge their device at school, the student must remain within reach of the device at all times. The iPad is a focal point of instruction and must be brought to every content area class. Students will be using the iPad for selected activities in classes. At all other times in class, they must be stored safely away. Students are able to use their iPad at breaks and before and after school.

Students are able to transfer music and files to their iPad. It is the responsibility of each student to ensure that student-loaded files and applications **do not consume memory needed for instructional or educational requirements such as testing**. All school applications must be on the iPad each day and any applications required by a teacher during the school year must be added as well. Social media apps are not permitted for use during the school day (ie. Facebook, snapchat, etc.) All installed digital material must follow U.S. copyright laws and adding a VPN is never permitted.

Students must use good judgment and follow the predefined Notre Dame Academy rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. The student must receive permission when using the camera in class or when taking photos of faculty, staff, or other students. Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation

The iPad cannot be used to listen to music during class without explicit permission of the teacher. The devices must not be used to send material that defames an individual, organization, association, company or business. NDA will maintain a web filter and network priority system. Students are always responsible to use device as an educational tool.

❖COMPUTER USAGE & CONDITIONS (CONT'D)

If the devices are found to contain material that the school deems inappropriate, they will be withdrawn from student use. Students should never loan their iPad to anyone nor leave it unattended. NDA reserves the right to look at the contents of a student's iPad at any time. The content of your iPad and your browsing history are subject to audit on a random basis throughout the school year.

The iPad will remain the property of NDA and are on loan to the student. The student must maintain the iPad in working condition while at NDA. The use of a passcode lock is required on the NDA iPad at all times.

Disciplinary Action: Student misuse will result in disciplinary consequences including loss of iPad privileges. Please refer to the Code of Behavior section of the Student Handbook. The following schedule will be applied specifically for iPad Policy non-compliance:

- 1st Offense: 3 demerits
- 2nd Offense: 3 demerits + meeting with Parents and Dean of Students
- 3rd Offense: 3 demerits + elevated restrictions put in place by NDA

Students must take care of the iPad:

- Treat the iPad like a piece of glass. It will break if mistreated.
- Keep the iPad and attachments in a bag or case. Grades 7-10 must use the case provided to reduce damage.
- Keep the iPad from extreme temperatures, food, drink, water, cleaning agent, etc.
- Clean the iPad with a soft polyester cloth, such as one used to clean eyeglasses.

USE AT HOME

Parents are encouraged to talk to their children about the responsibilities of using this device as it is a Wi-Fi enabled device and can access the internet. NDA will restrict what type of content can be viewed online at school. However, while off campus we cannot filter or restrict the type of content they can access.

❖ **COMPUTER USAGE & CONDITIONS (CONT'D)** **USE AT HOME (CONT'D)**

Parents are able to use the “Parental Restrictions” setting included on the iPad. Instructions on how to setup and use these restrictions can be found online at apples support site:

<https://support.apple.com/en-us/HT201304>

GENERAL INFORMATION GUIDELINES

CLASSROOM IPAD POLICY

1. No other digital communication devices are allowed in classroom unless expressly permitted.
2. All iPads are turned off when the bell rings at the beginning of class and stays off until otherwise indicated by the teacher
3. All social media and messaging apps and notifications are turned off during class
4. Video and/or audio recording and/or photographing during classes is prohibited unless you have permission from the classroom teacher.
5. iPads may not be used before, during or after a test/quiz unless otherwise indicated by the teacher.

1:1 IPAD PROGRAM

NDA has implemented a one device to one student program utilizing iPads. The Handbook Signature page must be signed and returned before students will be issued their iPad. The iPad is a required item for all classes at NDA

STUDENT EMAIL

NDA uses a web-based email system hosted by Google. At the beginning of each school year accounts will be reset or created for all students and users. Login and password information will be distributed very early in the school year. All email accounts can be accessed at: <http://mail.nda.org>. Graduating seniors will have access to their NDA email accounts through August. After that time the accounts will be deleted.

STUDENT PRINTING

Students will be given a quarterly allotment of \$4.00 for printing, with a rate of \$0.05 per page for a single sided job and \$0.08 for a double

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

sided job. At the beginning of every quarter, an additional allotment of \$4.00 will be given to each student. Students shall not accrue an amount greater than \$6.00. Faculty may request additional pages for students to meet any special project requirements. Students may also buy additional allotments in \$1.00 increments.

POWERSCHOOL

NDA currently uses PowerSchool as its Student Information System. PowerSchool allows students and parents to access the latest information regarding the student. Students and parents will be given a unique student code which will allow them to create a username and password to access the system. Both students and parents can access PowerSchool at <http://nda.powerschool.com>

DR. SUZANNE OPENLANDER RESOURCE CENTER & MAKERSPACE

The Dr. Suzanne Openlander Resource Center & Makerspace is open from 7:30 a.m. until 4:00 p.m. Monday through Thursday, and 7:30 a.m. until 3:30 p.m. on Fridays. Along with access to 15 research databases and e-book collections including the INFOhio bundle and tools for college preparation, the Resource Center also has laptops and iPad keyboards available for student use. All of NDA's e-book collections and research databases can be accessed through the Resource Center Google Classroom. Contact the Resource Center Director for details on accessing these resources at home.

Materials are checked out electronically. Students must have a school issued ID to check out materials and equipment. Books are circulated for four weeks and are renewable.

The Resource Center is not a location for socializing with friends. Students should only be in the Resource Center if they are studying, working on collaborative projects, or utilizing the available resources and tools. Students who are being disruptive will be sent back to study hall.

- Students must sign in upon entering and sign out upon exiting the Resource Center.
- Teachers reserving the Resource Center or Makerspace have priority over its use. If space allows, other students may also use the RC.

❖ **COMPUTER USAGE & CONDITIONS (CONT'D)** **DR. SUZANNE OPENLANDER RESOURCE CENTER & MAKERSPACE (CONT'D)**

- The glass room is a designated quiet study area.
- Noise-cancelling headphones for audio recording and modern language practice are available for use in the RC, along with iPad keyboards and laptops.

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 excluding weekends and holidays. Students are responsible for replacement cost for lost, damaged, or stolen items. Replacement cost will include the cost of the new item and processing fees. 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 in the Resource Center is not permitted. Beverages other than water are not allowed, and water must be in a clear bottle. Disciplinary actions will be enforced for students who bring food in the Resource Center.

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:

- RC computers and iPads are to be used for class assignments, homework, or makerspace activities.
- Email is reserved for school business.
- Changing settings on computers is prohibited, e.g., downloading screensavers, apps, wallpaper, backgrounds, etc.
- Using another student's login password is prohibited.
- Report any problems to the Resource Center Director immediately.

MAKERSPACE GUIDELINES

NDA offers students access to new and emerging technologies such as 3D printers, a 3D scanner, vinyl cutter, GoPro cameras, drones, and the Adobe Creative Suite to inspire student creativity and an interest in

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

MAKERSPACE GUIDELINES (CONT'D)

design. NDA's makerspace equipment may be used only for lawful purposes. Students will not be permitted to use the equipment to create material that is:

- Prohibited by local, state or federal law.
- Unsafe, harmful, dangerous or poses an immediate threat to the wellbeing of others. (Such use may violate the terms of use of the manufacturer.)
- Obscene or otherwise inappropriate for the school environment at NDA.
- In violation of another's intellectual property rights. For example, the 3D printer cannot be used to reproduce material that is subject to copyright, patent or trademark protection.
- NDA reserves the right to refuse any makerspace project requests. All projects must be pre-approved by the RC staff.
- Students are not permitted to use the 3D printer or vinyl cutter without RC staff supervision. Permission is not needed to use the other makerspace stations, such as arts/crafts or puzzles/games during the RC hours of operation.
- Projects for class assignments will be given priority over those for personal interest during school hours.
- For personal projects students are responsible for the cost of the materials, including the materials used on successful and defective jobs. NDA is not responsible for any defects in the quality of the products.

3D PRINTER

- The 3D printer is available to students to make three-dimensional objects in plastic using a design that is uploaded from a digital computer file.
- Students who wish to print must have their print approved by the Resource Center staff.
- The 3D printer is available by appointment only.
- For personal projects NDA will charge each 3D printing job \$0.10 per gram of filament used. The initial cost of the print job will be estimated upon print request. Students must pay the initial fee prior to starting the project.
- An additional charge may be added to complicated, multi-step, multicolored, or excessively large print jobs.

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

MAKERSPACE GUIDELINES (CONT'D)

VINYL CUTTER

- NDA's vinyl cutter is available to students who wish to create custom vinyl decals for signage, wall art, and more. Up to 24" wide decals can be created.
- For personal projects the cost of vinyl is assessed by the amount of vinyl used, at a rate of \$0.10 per linear inch for regular colors and \$0.20 per linear inch for metallic vinyl.
- The procedures governing the use of NDA's makerspace equipment are subject to change.

❖ **COUNSELING**

<p>HIGH SCHOOL CEEB CODE: 365040 (FEDERAL SCHOOL CODE)</p>
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Counseling services are an integral part of student life at NDA. Each student is assigned a counselor, who will provide academic and personal counseling. Each student will also be provided a college counselor and a career counselor. 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 emailing their counselor directly.

❖ COUNSELING (CONT'D)

COUNSELING SERVICES (CONT'D)

The Notre Dame Academy Counseling Department works to meet students' social, emotional, college, career, and academic needs through data-driven direct and indirect services in line with the tradition, vision, and principles of the Sisters of Notre Dame. We empower students to be advocates for themselves and to become holistically well and socially responsible servant-leaders.

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, college/scholarship search opportunities, application process, and information on financial aid presentations. Also, topics pertinent to the students' class levels are offered throughout the year.

SCHEDULING PROCEDURES

In February, students receive a Course Registration Form for the following school year. Students have one week to make selections, select alternates (back-up courses), and return to the Counseling Center, with a signature of parent approval. Counselors will meet with students to discuss course choices and provide counseling on graduation requirements and other course opportunities. If changes are discussed, the student will be asked to discuss with her family, which can approve or consult with counselor about other options. Changes can be made up through June 1st through the counselor.

The Master Schedule is then created based on accommodating student requests. Additional considerations that factor into the scheduling process include teacher availability, logistics, class size, room assignments, etc. Every effort is made to provide each student with the best-case scenario available, considering their first requests. When the combination of requests is not possible, alternates are used. Personalized schedules are sent before the school year begins.

After final schedules are released, if schedule changes appear necessary prior to the start of the school year, the student needs to notify the counselor through e-mail of the reason for the change, and it will be considered. Schedule Changes will only be permitted for the following reasons:

- 1) Did not receive a course required for graduation.
- 2) Enrolled in a course for which the student has already completed and received credit.

❖ COUNSELING (CONT'D)

SCHEDULING PROCEDURES (CONT'D)

- 3) Enrolled in a course for which the student has not met the prerequisite.
- 4) Did not have a full schedule of 8 blocks.
- 5) Received a course the student did not request as an original or alternate during registration.
- 6) The student wants to move up or down a level in a core class (English, Math, Foreign Language, Social Studies, and/or Science.) If a student is moving up a level, this requires a teacher's approval from the subject area from the previous year. If this is IB Coursework, the IB Coordinator must be notified.
- 7) If student requests a change after the first two weeks of starting class, the student must first schedule a meeting with the current teacher to discuss circumstances and appropriate course of action. If the teacher agrees with the change, she/he must notify the student's counselor, who will give the form to the student to obtain signatures of both the present and "receiving" teachers. All changes must be approved by the Dean of Academics. A \$50 fee will be charged.

Requests for schedule changes due to teacher preference or time of day will be denied. Students will be allowed one study hall per semester. In special cases, the principal will need to approve a second study hall.

TEACHER/COUNSELOR CONTACT

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 two (2) college visits during their senior year, and Juniors are allowed three (3) college visits during their junior year. The Class of 2022 will be allowed the three (3) college visits. Students are expected to notify the Attendance Office and advise their teachers one week in advance of the intended college visit. Student must bring in a form from the college admissions office after the visit and turn in to the Attendance Office.

COLLEGE APPLICATIONS

If any student is caught cheating on any aspect of the college admissions process, the involved student will be immediately dismissed and will not receive a Notre Dame Academy diploma.

❖ COUNSELING (CONT'D)

NCAA CLEARINGHOUSE

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

It is the student's responsibility to request that the college counselor send a transcript to the NCAA. It is also the student's responsibility to have ACT/SAT scores sent to the NCAA.

It is recommended that students register by sophomore year.

TESTING

Testing occurs at various times throughout the school year including but not limited to the PSAT, PreACT, and ACT. NDA hosts most ACT tests. SAT tests are offered at a number of venues in the area. Registration for the ACT (www.actstudent.org), and the SAT (www.collegeboard.org), must be completed online. Registration deadlines are generally six (6) weeks prior to the test dates. It is the student's responsibility to register for the ACT and/or SAT tests.

STUDENT ASSISTANCE

Each NDA student is assigned a counselor that focuses on mental and emotional health as well as academic needs. NDA recognizes that we are fostering growth in the whole NDA student, not just their academics.

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-harm

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

❖ COUNSELING (CONT'D)

PROCEDURES REGARDING ALCOHOL/DRUG ABUSE (CONT'D)

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.
2. A mandatory meeting will be held with the student, parents/guardian, administration, and counselor.
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 nurse and counselor 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, counselor, 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 is 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 (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, Notre Dame Academy has the right to refer students to counseling or other measures deemed appropriate.

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.

CONFIDENTIALITY

The Counseling Department considers it a privilege to offer academic, social, emotional, and spiritual guidance to the young women whom we serve. The counselors believe that a student’s safety and overall health and well-being are of paramount importance. The counselors believe that students have a right to privacy and confidentiality. An authentic and purposeful counseling relationship requires a foundation of trust between student and counselor. The counselors strive to uphold this trust and will respect and protect every student’s right to privacy unless legally obligated to act otherwise. For instance, the law requires that counselors take action if students engage in behavior that presents clear

❖ **COUNSELING (CONT'D)**

CONFIDENTIALITY (CONT'D)

and imminent danger to themselves or those around them. The law also states that counselors operate as mandated reporters, and as such, are required to report known or suspected child abuse or neglect.

Furthermore, counselors are required to respond to court orders such as subpoenas, etc.

Counselors are always available to work with a student on individual needs and concerns. If an issue arises which warrants more in-depth counseling than our staff is able to provide within the confines of a school day, referrals will be made to the student and her family for appropriate community professionals.

❖ **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

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.”

❖ EMERGENCY PROCEDURE DIRECTIVES (CONT'D)

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:

LEVEL 1 - LOCKDOWN

External Incident in Area

- Draw Shades
- Close and lock classroom doors
- Girls can move freely inside building only
- Courtyard and all external access closed
- Continue to teach
- ALL CLEAR will be announced when over

LEVEL 2 - LOCKDOWN

Angry Adult Scenario

- Draw Shades
- All students remain in their classroom
- Students in hall, bathroom, or Senior Lounge report to nearest classroom
- Teachers lock classroom doors; OK to let any student in locked door
- Continue to teach
- Courtyard and all external access closed
- Police are called
- ALL CLEAR will be announced when over

CODE RED - DEADLY THREAT

- Announcement will be made with Zone
- Get out if you can; RUN!!
- **If in CODE RED, DO SOMETHING!**
Throw things; distract; barricade door if needed

LEVEL 1 LOCKDOWN

External Incident in Area

- Draw Shades
- Close and lock classroom doors
- Girls can move freely inside building only
- Courtyard and all external access closed
- Continue to teach
- ALL CLEAR will be announced when over

LEVEL 2 LOCKDOWN

Angry Adult Scenario

- Draw Shades
- All students remain in their classroom
- Students in hall, bathroom, or Senior Lounge report to nearest classroom
- Teachers lock classroom doors; OK to let any student in locked door
- Continue to teach
- Courtyard and all external access closed
- Police are called
- ALL CLEAR will be announced when over

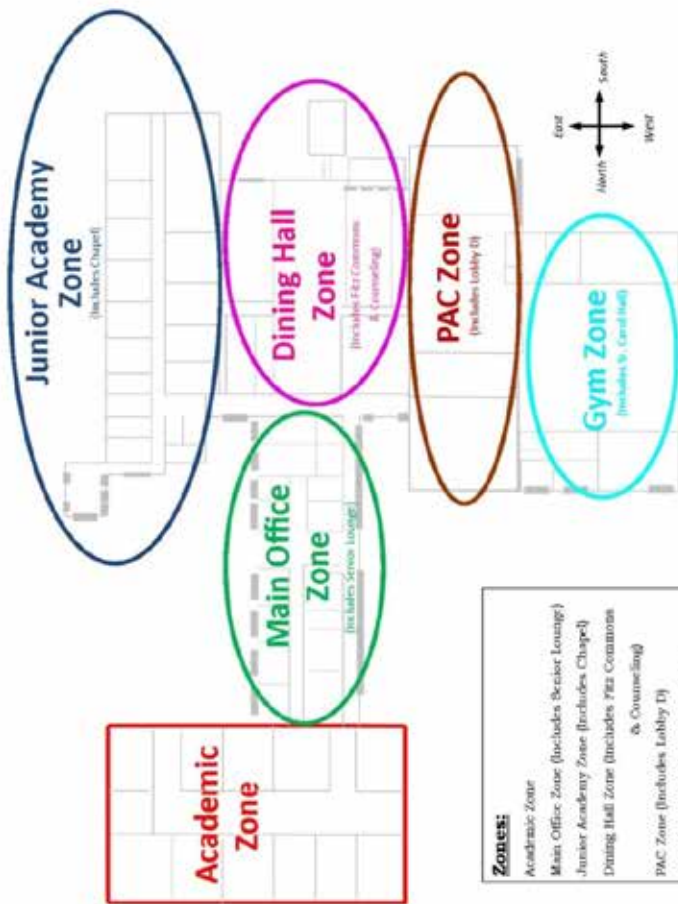
CODE RED

DEADLY THREAT

- Announcement will be made with Zone
- Get out if you can; RUN!
- **If in CODE RED, DO SOMETHING!**
Threaten, distract, barricade door if needed

STAY SAFE

USE YOUR BEST JUDGEMENT!



Zones:

- Academic Zone
- Main Office Zone (includes Senior Lounge)
- Junior Academy Zone (includes Chapel)
- Dining Hall Zone (includes 7th Commonrooms & Counseling)
- PAC Zone (includes Lobby D)
- Gym Zone (includes Sr. Carol Hall)

❖ 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 the 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 the school nurse does call and your daughter has a temperature, we will need someone who is on the emergency contact sheet to pick them up within 30 minutes, if parents are unable to do so.

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. Forms are online. Please have your doctor sign and return the form to school.

2. Tylenol and Advil (or generic equivalent) are available for the student and dispensed in the nurse's clinic. Notre Dame Academy does not have chewable tablets. If your daughter is unable to swallow a pill please provide a bottle at the beginning of the school year to keep in the clinic. Permission for Tylenol/Advil is on Final Forms.
3. Unless there is documentation from a doctor, we will not send a student home for cramps. Medications are also available to help ease the pain.

❖ HEALTH (CONT'D)

Parents/guardians **must** update Emergency Medical Authorization Forms in Final Forms yearly and when changes occur.

The school nurse keeps on file both Emergency Medical Authorization and student immunization records. Ohio law requires vaccinations to be current and on file for your daughter to be in attendance at school. Students without proper immunization will be dismissed from school until the proper immunization is acquired. Yearly health screens including vision and hearing are completed on all 7th grade and freshman students. Hearing screenings will be conducted on all juniors.

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.

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 with fever of greater than or equal 100 degrees within past 12 hours without fever reducing medicine, etc.)
3. Has vomited, or has continuous diarrhea in the past 12 hours
4. Continuous cough that cannot be controlled

To prevent the spread of mono and other contagious diseases:

- Wash hands with soap and water prior to and after eating
- Wash hands after using the restroom
- Do not share utensils or beverage containers

❖ HEALTH (CONT'D)

If your daughter has been diagnosed with a condition such as diabetes, POTTS, or neurocardiogenic syncope, please send in appropriate drinks and/or salty snacks to be kept in the nurse's clinic. Please place appropriate items in a bag/container labeled with your daughter's name on it. If your daughter carries an issued pass to carry drinks and/or salty snacks on her person, there is no change to that allowance, but rather this request is in addition to that. This will allow us to treat your daughter timely with the best possible care.

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

ATHLETIC 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

❖ SCHOOL CLOSING/DELAY/EARLY DISMISSAL (CONT'D)

care of by 6:30 a.m. As a courtesy, NDA will send out a notification by email and text message stating that Sylvania Public Schools have delayed or closed, therefore, NDA has delayed or closed. NDA hears about the delay and/or closings through the local news media.

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. **Schedule 6** will be followed for a two-hour delay. If a delay turns into a closing, that announcement will usually be made by 7:30 a.m. If the day before an unplanned school closing is a blue day, the first day back will be a gold day. Or, if the day before an unplanned school closing is a gold day, the first day back will be a blue day.

❖ SPIRITUAL DEVELOPMENT

CAMPUS MINISTRY

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

All students participate in all school prayer and worship activities and are required to attend their annual class retreats.

Under the guidance of the Co-Directors of Campus Ministry, the students plan the spiritual and service activities of NDA. Any student who wishes to be part of the campus ministry team may apply to serve.

❖ SPIRITUAL DEVELOPMENT (CONT'D)

CAMPUS MINISTRY LEADERSHIP OPPORTUNITIES:

MISSION CORE TEAM – The Mission Core Team focuses on planning and operating the Christmas Appalachia Mission program which serves the people of Harlan County, KY and South Toledo. This team is open to students of all grades that are committed to participating in the mission. Priority is given to those that have previously participated in the mission.

WORSHIP CORE TEAM – Students on this team include freshman, sophomores, juniors, and seniors who want to grow in their relationship with Christ while learning how to be sacristans, altar servers, or singers for all school liturgies. We will meet once a month to plan for liturgies.

KAIROS CORE TEAM – Students on this team learn about leading retreats in a Catholic setting. They plan and help to carry out several grade-level retreats throughout the year for the NDA students. This team is only open to juniors and seniors and requires a 2-year commitment.

FIAT FOR LIFE – This team assists with organizing educational programming and advocacy efforts that strive to bring awareness to issues that impact the dignity of the human person from the moment of conception to natural death.

FIAT DISCIPLESHIP

Learn how to strengthen your prayer life and grow as a community of believers as you share your faith journey with others seeking Christ.

FIAT WORSHIP

Help plan and set up for Liturgies as well as learn the place of music within the liturgy. You will also have the opportunity to grow in the ability to lead praise and worship.

MINISTRIES

Students who volunteer are prepared for various liturgical ministries. Seniors may serve as Extraordinary Ministers of Holy Communion.

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

❖ SPIRITUAL DEVELOPMENT (CONT'D) THEOLOGY CLASSES (CONT'D)

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.

RETREATS

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

SERVICE LEARNING PROGRAM

Service learning is the practice of performing intentional service directed at meeting an authentic community need and includes reflecting on whether or not the need was met by the service performed, reflecting on how the service or interaction with those served impacted one's own world view, considering next steps one may take should one continue to engage in service to meet that need.

The NDA service learning program exists to assist our students in becoming "socially responsible servant leaders" as indicated in our mission statement. To be *social* is to understand that one is a social being who interacts with other persons, the natural world, and the community at large. To be *responsible* is to take ownership of those interactions and understand that one's words and actions have power. To be a *servant leader* is to use that power for the good. A service learning program helps students acknowledge that power, recognize the impact of that power on others and the natural world, and consider how one should use that power.

❖ SPIRITUAL DEVELOPMENT (CONT'D) SERVICE LEARNING PROGRAM (CONT'D)

The NDA service learning program is a course with parameters outlined in the NDA Service Learning Guide which is made available to students at the beginning of every academic year via the Campus Ministry Google Classroom. This guide also includes a list of non-profit organizations that students may call to inquire about volunteering. The course begins freshman year and concludes senior year. Completion of the course is required for graduation and includes setting aside 70hrs in service to the community by the end of the 1st Semester Senior Year. Progress towards that goal is assessed each semester with an indication of progress included on the semester grade cards. Additionally, a letter of progress is sent at the end of Junior year.

❖ TRANSPORTATION

BUS – Bus transportation is provided free to students from some 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.

CAR – Parking is initially offered to Juniors and Seniors only. At a later date, Sophomores may be permitted to drive depending on parking availability and prior permission from the Dean of Students. Sophomores requesting to drive must submit, in writing, a note from a parent explaining the reason why they would like their daughter to drive. This should be submitted to the Dean of Students prior to permission being granted. All cars must be locked, and NDA is not responsible for any items stolen or damage to a car. All accidents will be recorded by security guard. Any formal complaints are to be handled by police and insurance agents of involved parties.

All vehicles must be registered. Students may purchase a parking permit hanger which will be issued during the first week of school. The permit must be displayed on the rear view mirror with the number visible. If a parking permit is not purchased, students who drive must still register their vehicle, pay \$1 a day, and sign in at the main office.

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.

❖ TRANSPORTATION (CONT'D)

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 Commons.

❖ TUITION & FINANCIAL POLICIES

In the spring of each year, a tuition scale and payment policies, including deadlines, are sent to each family. All tuition must be paid through FACTS Tuition Management Company. The tuition due must be paid in full by July 12 or through a monthly payment plan with FACTS. All monthly plans are assessed a 3% finance fee. The Tuition Coordinator should be notified in advance if a monthly payment will be missed in order to make alternate arrangements. **Delinquent payments, outstanding fees, and other outstanding obligations 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 winter (January and February) 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.

❖ TUITION & FINANCIAL POLICIES (CONT'D)

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. 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.*

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 pick it up at the end of the day from the main office. The Administration and faculty reserve the right to remove any balloon or sign with offensive language or pictures.

❖ MISCELLANEOUS (CONT'D)

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/DROP OFFS

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

- In our ongoing effort to assist in forming responsible and self-reliant young women, we will not allow parents to drop off items (iPads, blazers, projects, homework, lunches, etc.) to the main office. Students who are not prepared for class due to missing items will need to resolve these issues with their teacher.
- Parents or students from other schools or colleges will not be permitted to drop off lunches for NDA students.
- Anything dropped off will remain in the main office until the end of the day.

DINING COMMONS

The Dining Commons 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.
- Plasticware is for lunches/items purchased through/from AVI. Please make sure your daughter is prepared.

❖ MISCELLANEOUS (CONT'D)

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.

INTERNATIONAL STUDENTS

Students are accepted from ALL countries. We accept short-term and long-term students that graduate. These students must go through the designated and accredited international program the school approves. Students must also meet the same requirements as NDA students and an interview is required before acceptance. They should have a workable knowledge of the English language as we do not have ESL available. They will have a coordinator assist them and be available to them. More information is available on the website.

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 and removed each Friday. 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.

LOST AND FOUND

Lost and Found items are placed in a box in the Dining Commons. 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.

❖ MISCELLANEOUS (CONT'D)

LUNCH PROGRAM

A nutritious meal is served daily at school. Students may purchase a whole meal or a la carte items; salad bar or premade salads are available daily. Students may also pack their lunch. Microwaves are available.

LUNCH DROP OFFS

Parents and students from other schools or colleges will not be permitted to drop off lunches for NDA students. **Anything dropped off can be picked up at the end of the school day.**

LUNCH PROGRAM & STUDENT ID CARD

A student's ID also serves as a prepaid card. This card may be loaded with funds to pay for food and beverages in the Dining Commons, as well as items in the Spirit Store. This may be accomplished through the Dining tab on the NDA app. Here funds may be loaded onto the card and purchases may be monitored. Payment by cash, check, or credit card may also be made in the Business Office. The use of the student ID card allows students an expedient checkout process during lunch. The NDA app can be downloaded from the App Store or Google Play.

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 \$8. Students who do not replace lost planners will be denied hallway privileges. Students may not use a planner belonging to another student.

SOLICITATION

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

SPIRIT STORE

Spirit wear and spirit items are available for purchase in the Spirit Store located in Lobby D. Normal store hours are Monday, Wednesday, and Friday from 9-3. You can also order items online by accessing the Shop Spirit Store tab on the NDA app or through Quicklinks at www.nda.org. The NDA app can be downloaded from App Store or Google Play.

❖ MISCELLANEOUS (CONT'D)

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.

WORK PERMITS

Students are to apply for all work permits in the Main Office or Counseling Center. The application must be signed by the parents/guardians, employer, and physician, then returned to the Main Office or Counseling Center. A work permit will be issued within one school day after receipt of the application. NOTE: A physician signature is not needed if a current sports physical is on Final Forms.

❖ RIGHT TO AMEND

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

APPENDIX A
COMPUTER USAGE AND CONDITIONS
ACCEPTABLE USE POLICY

To ensure that our students become proficient in the Information and Communication Technologies (ICT) competencies essential for success in a 21st century learning environment, Notre Dame Academy (NDA) provides a variety of resources in support of our instructional and administrative programs. Students and staff may also, at NDA approved times, use their own personal ICT for educational purposes. Therefore, it is incumbent upon all members of the school community to use technology responsibly, ethically and respectfully.

Access to ICT resources is a privilege and not a right. To ensure that ICT resources remain available and in working order, NDA has established an Acceptable Use Policy (AUP) and Guidelines which define the procedures and parameters under which these resources may be used by all staff, students and volunteers. To accommodate future needs and circumstances, the AUP, procedures and guidelines related to ICT resources will be regularly reviewed.

In order to initiate and maintain access to ICT resources, all users must submit annually a signed Acceptable Use Agreement, non-adherence of which may result in loss of non-course related access and/or appropriate disciplinary and/or legal action. Students will signify acceptance of the policy by digitally signing the agreement page through Final Forms. Violations of the AUP are deemed as violations of school behavioral expectations and codes.

Temporary Policy during Remote Learning:

NDA needs to continue to ensure secure access to student data; Family Educational Right and Privacy Act (FERPA) requires it. The school will NOT change access based on an email, or phone call. This is because NDA needs to be able to ensure we are making changes for someone who is allowed to make changes. Face to face Virtual meetings (Facetime, Zoom, Google Meets, etc) will be required during remote learning. A letter mailed from the school via USPS to the address of the student would also be an acceptable form of communication. If the form is sent to the address on record, the school does not need to confirm the license. During Virtual meetings, the school personnel member will need to check a valid ID and ensure we are talking to who they say they are for any parent who school personnel does not know. Then the school can make a change to ensure data privacy.

During Face to Face school:

NDA continues to ensure secure access to student data; FERPA requires it. The school should NOT change access based on an email or phone call due to online safety and security. It is the school's responsibility to ensure it is making changes for someone who is authorized to make address/contact information changes. Some acceptable options for change requests include:

1. Face to face Virtual meetings (Facetime, Zoom, Google Meets, etc): IF a meeting with a parent is made virtually, the school will need to check a valid ID (for those personnel who may not know the parent/guardian) and ensure the school is talking to who they say they are.
2. Face to face meetings in person (on campus)
3. A letter sent home with the student in an envelope will be needed for any changes to take place. A letter mailed from the school via USPS to the address of the student would also be an acceptable form of communication. If the form is sent to the address on the school record, or home with the student, the school does not need to confirm the license.

As long as one of the options above are adhered to, the school can make a change to ensure data privacy.

INTERNET USE AND ICT ACCESS

Internet access is available on campus for the purposes of educational communication and research and for administrative organizational purposes. Communications via ICT resources are often public in nature and general school rules for behavior and communications apply. It is expected that users will at all times comply with NDA standards and will act in a responsible and legal manner, in accordance with NDA standards, as well as with state and federal laws. Professional development opportunities to enhance the internet skills of NDA personnel will be provided and rules related to the Internet will be included in each student handbook.

APPENDIX A (CONT'D)

The Administration will take measures to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; prohibit unauthorized access, including “hacking” and other unlawful activities by minors online; prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and to restrict students’ access to online materials harmful to minors.

MONITORING AND PRIVACY ISSUES

To provide ready access for all users, age-appropriate material, an Internet environment that is safe and appropriate for the maturity level and need of student users, and to proactively maintain and secure increasingly complex ICT resources and systems NDA, as the owner of the ICT resources, reserves the right to monitor and review the use of these ICT resources and will do so as needed to ensure that the systems are being used for NDA-related educational purposes and to maximize utilization of the systems for such. It is important that all users and parents understand this and recognize that monitoring access helps accomplish the following:

- maximizes the safety and security of people and resources by supporting a positive learning and work environment safe from harassment, intimidation or threats
- discourages breaches of confidentiality, copyright infringements and inappropriate file downloads and print requests
- promotes appropriate internet access, electronic communication messages (such as email, blogs, chats and discussion forums).

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these ICT resources. Personal information, however, is not publicly accessible outside of the school network. Password systems implemented by NDA are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. This provision applies to all users of NDA’s ICT resources, including any incidental personal use permitted in accordance with these regulations.

APPENDIX A (CONT'D)

PUBLISHING GUIDELINES

The premise that all individuals are authors and distributors of content is an underlying basis of 21st Century Learning. School use of ICT Resources to distribute intellectual property, images, videos and information shall be related to school curriculum and instruction, school-authorized activities, and other information relating to school goals.

- All distributed content shall follow the standards for ethical behavior in regard to information and communication technologies by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of the information and communication technologies. It is understood that all distributed content may be accessible beyond the NDA community and viewed by a global audience.
- All content shall be age appropriate to safeguard students by shielding the identification of students' identification and locations. Content may include names of individuals; however identifying information, such as names of family members, e-mail addresses, addresses and phone numbers will remain private.
- Content shall not contain objectionable material or point to objectionable material. The determination of what constitutes objectionable material shall be made on a case by case basis, as determined by NDA Technology Director and a Building Administrator. The distribution of content shall follow Copyright Law and Fair Use Guidelines.
- All content representing the school NDA shall follow NDA policies and state/federal laws pertaining to content standards, student records, copyright, and technical standards.

Anyone who is aware of problems with, or misuse of these ICT resources, or has a question regarding the proper use of these ICT resources, should see a teacher or administrator immediately. Most importantly, the Administration urges any person who receives any harassing, threatening, intimidating or other improper message through ICT Resources to immediately report it.

APPENDIX A (CONT'D)

ACCEPTABLE USE AGREEMENT

ICT users are permitted to use NDA's ICT resources for legitimate educational purposes. Personal use of NDA ICT resources at appropriate times is authorized. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of ICT resources for the purpose of carrying out such behavior or activity is prohibited.

By signing and turning in the student handbook receipt page, ICT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

1. Behave ethically and responsibly when using ICT resources
 - a. Refrain from utilizing proxy gateways, Virtual Private Networks (VPN) or similar technologies, to bypass the ICT monitoring and filtering.
 - b. Handle ICT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized ICT resources.
 - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of NDA's licensure agreement(s) and/or without authorization from the ICT Department.

2. Use ICT resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.
 - a. Refrain from sending any form of communication that breaches NDA's confidentiality requirements, or the confidentiality of students.
 - b. Refrain from sending any form of communication that harasses, threatens or is discriminatory.
 - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
 - d. Refrain from using social network tools for personal use.

APPENDIX A (CONT'D)

3. Respect the privacy of others and treat information created by others as the private property of the creator.
 - a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
 - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
 - c. Protect the confidentiality and safety of others when sharing work and images.
 - d. Share, post and publish only within the context of NDA Publishing Guidelines.
 - e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited

CHILDREN'S INTERNET PROTECTION ACT COMPLIANCE POLICY

Notre Dame Academy (NDA) or designated representatives will provide age-appropriate training for students who use NDA Internet facilities. The training provided will be designed to promote the NDA commitment to:

- The standards and acceptable use of Internet services as set forth in the Notre Dame Academy Internet Safety Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyber bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following this training, attendance records will be used to verify each student receives training.

APPENDIX B

NOTRE DAME ACADEMY IPAD USERS AGREEMENT

A COMPLETED AND SIGNED AGREEMENT MUST BE RECEIVED IN THE NOTRE DAME ACADEMY TECHNOLOGY DEPARTMENT BEFORE THE DATE OF STUDENT IPAD TRAINING

No iPad will be released to the student without this signed agreement.

Students and parents are accountable for the care and return of the iPad, which remains the property of Notre Dame Academy (NDA). A screen protector and a protective case are issued by NDA and are required items while using the iPad.

FOR PARENTS

Off campus, students have the ability to use the iPad to access the internet anywhere they can connect to a wireless network.

An iTunes Store account must be **pre-established** so that students can download required applications. Due to Apple restrictions on children younger than 13 years old, a parent or guardian must create an Apple ID for their student. Students will be required to download required applications and may also download and install personal applications on their iPad. **Students will be shown how to create an iTunes account without the need for a credit card.** You may enter a credit card if you wish, but any apps purchased by the student will be charged to that card. One option that you might choose is to purchase an iTunes gift card. These can be used for any iTunes purchase.

Please note that personal applications that do not meet NDA standards will be removed. Students are able to download music to their iPad via iCloud.

IPAD USE AT SCHOOL

Students will be using the iPad at school and may use it for various educational activities. Students may use the iPad to take notes by writing or typing in accord with a teacher's classroom policies. Recording a teacher or student requires his or her explicit permission. Failure to follow this rule will result in disciplinary action.

- All iPads are turned off when the bell rings at the beginning of class and stays off until otherwise indicated by the teacher. Using outlets in classroom for charging device is prohibited.
- Messaging apps and notifications are turned off during class time.
- Video recording or picture taking of anyone during class is prohibited (pictures or videos cannot be taken unless you have permission from the subject).
- iPads may not be used before, during or after a test/quiz unless otherwise indicated by the teacher.

IPAD BACKUP

The iPad must be backed up to iCloud. NDA will provide training on the use and management of iCloud. Preloaded apps must not be removed as these are part of the NDA curriculum.

FIND MY IPAD

Students must set their iPad to use Find My iPad. NDA will provide training on using this mandatory feature.

APPENDIX C

Diocese of Toledo, Ohio

Policy on Weapons, Firearms and Destructive Devices In Diocesan Catholic Schools or at Any School Sponsored Event

The Diocese of Toledo is committed to promoting a safe environment where both children and adults can thrive to create holy disciples, holy families, and holy vocations. To ensure the safety of individuals, the following policy on weapons applies to parish, private, and non-parochial Catholic schools or at any school-sponsored event within the Diocese of Toledo.

All students, employees, vendors, suppliers, contractors, subcontractors, and visitors are prohibited from using, possessing or concealing any weapons, whether licensed or not, on school premises.

For the purpose of this policy, the term weapon includes: any item that is made intentionally or unintentionally to appear as a weapon; any item that is perceived to be a weapon; any item manufactured for play (as a toy) that imitates a weapon in appearance or action (a “look-alike”); any item that is manufactured with the intent of physically harming another person, including any item that is considered an explosive or does explode upon impact, any incendiary device, or projectile.

“School premises” includes, but is not limited to, school/parish owned, rented or leased buildings, parking lots, vehicles and equipment.

To create a safe environment, all Catholic schools are required to implement the following procedure and process:

- All schools must post “no weapons signs.”

- Each school must follow a “zero tolerance” policy on weapons, which addresses the prohibition of weapons and the serious consequences, potentially including expulsion or termination of employment, to students and employees who bring weapons on school premises or to any school function. “Zero tolerance” is defined as “a policy of very strict, uncompromising enforcement of rules or laws.”
- No weapons will be permitted on school premises for any reason, including for fundraising efforts.
- If any student/employee violates the policy on weapons, the local administrator, after contacting local law enforcement and ensuring the safety of students and colleagues, must immediately contact the Senior Director of Catholic Education who will then contact the appropriate individuals at the Pastoral Center.

In the event a weapon is suspected on school property:

- If it can be accomplished safely, the weapon should immediately be confiscated and controlled by the local administrator.
- The local administrator must contact local law enforcement immediately to report the incident.
- If the matter involves a student, parents must be notified by the local administrator that their child brought a weapon, or what may be considered a weapon, to school and that law enforcement representatives have been notified.
- School administration should not determine the authenticity of a weapon.
- When authorities arrive to the school building, the confiscated weapon should be turned over by the local administrator to the authorities for examination and determination if it is, indeed, a weapon.
- The local administrator should work in concert with local authorities to allow building and student access for possible investigative interviews.
- The local administrator should turn matters of investigation related to the “weapon” over to their local police.

- If the matter involves a student, the local administrator, as outlined in the school's student handbook, has the responsibility to implement policy regarding consequences for student behavior, independent of a legal investigation.

Exceptions to this policy include:

- Weapons under the control of law enforcement personnel.
- Items approved by a principal as part of a class if used for the purpose of and in the manner approved (working firearms and ammunition shall never be approved). An example would be a replica of a Civil War "weapon" considered a "historical artifact."
- Pre-approved and disabled theatrical props used in appropriate settings.
- Starter pistols used only by an adult officiating in appropriate sporting events.
- Mace, or other similar defensive devices intended to temporarily disable a person, would not normally be considered a weapon for purposes of this policy.

Approved: January 17, 2017

Date: *Teresa Richardson*

APPENDIX D

Diocese of Toledo, Ohio **Policy Statement on Gender-Related Matters**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created¹, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

¹ Pope Francis, *Amoris Laetitia* 56.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
 - i. What is the specific request of the adult, student and/or parent(s)/guardian?
 - ii. Is the request in keeping with the teaching of the Catholic Church?
 - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according to biological sex.
7. Consult the Office of Marriage and Family Life with extenuating circumstances.

Catechesis Regarding Human Dignity and Gender-Related Matters

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are¹. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth². Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

¹ *Gaudium et Spes* 27.

² Pope Francis, *Amoris Laetitia* 285.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the “sacramentality of the body.” Our bodies are “icons” that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit³.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today’s society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator’s plan for salvation history.

³ *Catechism of the Catholic Church* 221.



NOTRE DAME ACADEMY

Student Social Media Policy

Revised June 3, 2021

At Notre Dame Academy, we believe in the power of community and recognize that social media can bring people together when used appropriately but hurt individuals and communities when used inappropriately. The appropriate way to resolve negative comments is through dialogue, so negative comments on social media about NDA or NDA community members are not acceptable. Posts that are disrespectful of race, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability, or marital status are unacceptable. Likewise, personal insults, abusive remarks, belittling comments, obscenity, or conduct that would not be permitted while at NDA are also not acceptable within social media. Students are also not to post anything that includes nudity or alcohol.

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
		New Faculty/Staff Mtg. 2 - 5 pm	College App Bootcamp for Seniors 9 - 12 pm New Faculty/Staff Mtg. 2 - 5 pm	IB Orientation for Juniors 8 - 11:30 am Fall Sports Mtg 6:30 pm	Link Crew Training 8 - 12 pm	
8	9	10	11	12	13	14
	Link Crew Training 8 - 12 pm Transfer Orientation 10 - 11 am Freshman Welcome Party 1-3 pm Fall Sports Pictures 3:30 pm International Students Mtg.	Opening Faculty/Staff Mtg. 8 - 3 pm Freshman Parent Mtg 6:30 pm Boosters 7 pm	Freshman Orientation 8 - 3 pm NDUA Orientation NDUA Parent Mtg 6:30 pm	FIRST DAY OF SCHOOL BLAZERS Underclass Picture Day	SCHEDULE 5 SC Induction & Opening Assembly	
15	16	17	18	19	20	21
		Club Moderators Mtg 3:30 pm	SCHEDULE 2 PLC	Department Chair Mtg.	SCHEDULE 3 BLAZERS Liturgy	SC Opening Activity
22	23	24	25	26	27	28
			SCHEDULE 2 PLC Senior Grad Announcement Presentation	PAN/D.A. Bake & Sale College Meeting for Parents of Seniors 6 pm PAN/D.A. 7 pm	SPECIAL SCHEDULE Classes/Dismiss at 12:15 pm Faculty In-Service	SAT
29	30	31				
		Senior Retreat				

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6 NO CLASSES Labor Day	7	8 SCHEDULE 4 - 2 hr Delay Extended PLC OCSAA	9 SCHEDULE 3 BLAZERS Liturgy	10	11 ACT
12 NHS Induction 1 pm	13	14 Boosters 7 pm	15 SCHEDULE 6 Fall Sports Pep Rally	16 Faculty/Staff Mts 8th Grade Shadow Day in HS	17 Club Fair Link Lunch	18
19	20	21 NJJA Retreat	22 SCHEDULE 2 PLC	23	24 NJJA Bond Fire 6 - 7:30 pm	25
26	27 SCHEDULE 6 Visitation Practice	28 SCHEDULE 6 Visitation Practice	29 SPECIAL SCHEDULE Visitation	30 SPECIAL SCHEDULE Visitation		

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4	5 Picture Retake Day NDA Bring a Buddy Day	6 SCHEDULE 2 PLC	7 SCHEDULE 3 BLAZERS Liturgy P.A.N.D.A. Bake Sale Department Chair Mtg. P.A.N.D.A. 7 pm	8	9
10	11	12 Boozlers 7 pm	13 SPECIAL SCHEDULE Attendance Required PSAT NDA MAP Testing Freshman Retreat	14	15 End of Quarter 1	16
17	18 SPECIAL SCHEDULE Red Ribbon Kick-off Assembly	19	20 SCHEDULE 2 PLC	21 SPECIAL SCHEDULE Red Ribbon Speaker/Activity Faculty/Staff Mtg.	22 Sophomore Retreat Musical Invited Dress Rehearsal	23 NDA Musical ACT
24 NDA Musical	25	26	27 SCHEDULE 2 PLC	28 TCB Day Parent/Teacher Virtual Conferences 10:00 - 6:30 pm	29 SCHEDULE 4 - 2 Hr Chorus NDA Musical Halloween Costume Day	30 NDA Musical
31 HALLOWEEN NDA Musical						

RED RIBBON WEEK/MUSICAL TECH WEEK

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SCHEDULE 3 BLAZERS All Saint's Day, Laundry Memorial Mass	2 SCHEDULE 3 BLAZERS Freshman Class Elections Sophomore Signing Junior Induction Practice Class Meetings Junior Induction 7 pm	3 SCHEDULE 2 PLC Winter Sports Mtg 6:30 pm	4 P.A.N.D.A. Bake Sale Department Chair Mtg. P.A.N.D.A. 7 pm	5 SPECIAL SCHEDULE Classes dismiss at 12:30 pm Open House Guide Training 12:30 pm	6 SAT
7 Open House 12 - 3 pm	8 Winter Sports Pictures 3:30 pm	9 Boosters 7 pm	10 SCHEDULE 6 Pep Rally with Signing HSPT Prep Experience I 6:30 - 8 pm	11 SCHEDULE 4 - 2 hr Day Freshman Enrichment 8 - 10 am HSPT Prep Experience II 6:30 - 8 pm	12 Link Lunch	13 SC Fall Activity
14 Father/Daughter Dance 6 - 9 pm	15	16	17 SCHEDULE 2 PLC Junior Class Ring Resizing 8 am Main Lobby	18 Faculty/Staff Mtg.	19 NDA Retreat	20 Speech Tournament
21 Fall Sports Awards 12 pm	22 Junior Retreat	23 Junior Retreat	24 THANKSGIVING BREAK	25 THANKSGIVING BREAK Thanksgiving Day	26 THANKSGIVING BREAK	27
28	29	30 Virtual HSPT Prep Experience I 6:30 - 8 pm				

December 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Virtual HSPT Prep Experience III 6:30 - 8 pm	2 P.A.N.D.A. Bake Sale College Meeting for Juniors and Parents 6 pm P.A.N.D.A. 7 pm	3 SCHEDULE 3 Mass with the Bishop Tuition Payment Deadline for Exam Clearance (all grades)	4 SAT HSPT Christmas Dance
5	6 Reconciliation St. Nicholas Day	7 Reconciliation Cocoa & Cram 3:15 - 4:30 pm	8 SCHEDULE 3 BLAZERS Liturgy The Immaculate Conception	9 Cocoa & Cram 3:15 - 4:30 pm	10 SCHEDULE 5 Christmas Assembly	11 ACT HSPT
12	13 St. Lucy's Day (NDJA) Orchestra Christmas Concert	14 Choir Christmas Concert Senior Service Learning Hours Due End of Quarter 2	15 SPECIAL SCHEDULE Exams	16 SPECIAL SCHEDULE Exams Faculty/Staff Luncheon	17 SPECIAL SCHEDULE Exams	18
19	20 CHRISTMAS BREAK Exams (make-up)	21 CHRISTMAS BREAK Exams (make-up)	22 CHRISTMAS BREAK	23 CHRISTMAS BREAK	24 CHRISTMAS BREAK Christmas Eve	25 CHRISTMAS BREAK Christmas Day
Appalachia Service Trip						
26 CHRISTMAS BREAK	27 CHRISTMAS BREAK	28 CHRISTMAS BREAK	29 CHRISTMAS BREAK	30 CHRISTMAS BREAK	31 CHRISTMAS BREAK New Year's Eve	

January 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 NO CLASSES Teacher Record Day	4 SCHEDULE 4 - 2 hr Delay Financial Literacy Seminar 8 - 10 am	5 SCHEDULE 4 - 2 hr Delay Financial Literacy Seminar 8 - 10 am	6	7	8 HSPT Mr. NDA
9	10	11	12 SCHEDULE 2 PLC	13 Club Picture Day Department Chair Mtg.	14	15
16	17 NO CLASSES Martin Luther King Day	18	19 SCHEDULE 2 PLC College Credit Plus Student/Family Mtg. 6 pm	20 SCHEDULE 3 BLAZERS Mass for Life	21	22
23	24	25	26 SCHEDULE 2 PLC	27 Faculty/Staff Mtg.	28 MARCH FOR LIFE	29
30	31	Catholic Schools Week				

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8 Boasters 7 pm	9 CATHOLIC SCHOOLS WEEK SPECIAL SCHEDULE Registration/Scheduling Assembly for Sophomores PLC Spirit Week Assembly	10 Department Chair Mtg	11 Link Lunch	12 ACT HSPT SC Valentine Dance
13	14	15 SCHEDULE 3 BLAZERS Liturgy NDJA Parent Info Mtg 7 pm	16 SCHEDULE 6 Think Fast (Soph/Jrs.) NDJA Bring a Buddy Day	17 NDJA Bring a Buddy Day	18 SPECIAL SCHEDULE Variety Show Speech & Debate National Qualifiers	19 Speech & Debate National Qualifiers
20	21 NO CLASSES President's Day	22	23 SPRIT WEEK SCHEDULE 4 - 2 Hr Daily Extended PLC - OCSAA Registration/Scheduling Assembly for Freshman JA Mission Day	24 Faculty/Staff Mtg	25 NO CLASSES Mad for PledgHall of Fame	26
27	28 Deadline for 2022-2023 Financial Aid Application Ed Choice Renewal Applications Due					

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6	7	8	9	10	11	12
		1 SPECIAL SCHEDULE Mandi Gras	2 SCHEDULE 3 BLAZERS Ash Wednesday Liturgy	3 SC Leadership Session Spring Sports Mfg 6:30 pm Speech & Debate States (Not @ NDA) P.A.N.D.A. 7 pm	4 NO CLASSES Faculty/Staff Formation Speech & Debate States (Not @ NDA)	5 Speech & Debate States (Not @ NDA)
		8 SC Leadership Session Boosters 7 pm Fine Arts Concert	9 SCHEDULE 4 - 2 hr Delay Extended PLC - OCSAA Class of 2028 Registration 4 & 6 pm IB Visual Arts Reception 4:30 - 6 pm	10 Department Chair Mtg.		12 JA Speech & Debate States SAT
13	14	15	16	17	18	19
	Campaign for Exec Office Spring Sports Pictures 3:30 pm	15 NO CLASSES NDJA Spring Day ACT @ NDA (Grades 11) Pre-Act (Grades 8 & 10) Campaign for Exec Office	16 SCHEDULE 2 PLC Campaign for Exec Office	17 Campaign for Exec Office	18 SCHEDULE 3 BLAZERS Reception Campaign for Exec Office End of Quarter 3 NDJA Dance	
20	21	22	23	24	25	26
Winter Sports Awards 6 pm	21 SCHEDULE 3 SC Questioning Assembly Executive SC Election		23 SCHEDULE 2 PLC Sophomore Class Ring Presentation (PAC)	24 SCHEDULE 4 - 2 hr Delay Freshman Enrichment 8 - 10 am Faculty/Staff Mtg.		26 Prom
27	28	29	30	31		
			30 SCHEDULE 2 PLC Sophomore Class Ring Signing/Ordering 8 am Main Lobby	31 2022-2023 Registration Pmt Due AP & IB Testing Fees due		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					I 7th & 8th Stations of the Cross	2 ACT SC Spring Activity
3 Mom & Me 1 - 3 pm	4	5 Boosters 7 pm	6 SCHEDULE 2 FLC NDJA Registration 6pm	7 P.A.N.D.A 7 pm	8 SCHEDULE 3 BLAZERS Stations of the Cross	9
10	11 EASTER BREAK	12 EASTER BREAK	13 EASTER BREAK	14 EASTER BREAK	15 EASTER BREAK Good Friday	16 EASTER BREAK Holy Saturday
17 EASTER	18 EASTER BREAK	19 CLASSES RESUME	20 SCHEDULE 5 Spring Sports Prep Rally with Spinning 7th Grade Bring A Buddy Day Tuition Payment Deadline for Exam Clearance (Class of 2022)	21 SCHEDULE 3 BLAZERS Easter Luncheon Department Chair Mtg. 7th Grade Toledo Days	22 7th Grade Toledo Days Lunch Used Uniform Pre-Sale	23 Used Uniform Sale
24	25	26	27 SCHEDULE 2 FLC Class of 2022 Parent/Daughter Mtg 6:30 pm	8th Grade Camp Damascus		30 Spring Play
				28 SPECIAL SCHEDULE Arts Assembly/Arts Exhibit	29 7th - 8th May Crowning Spring Play Sr College Declaration/Decision IB Testing	
Arts Exhibition						

May 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Spring Play	2 IB Testing Campaign for Class Office	3 SPECIAL SCHEDULE IB Testing Campaign for Class Office Senior Locker Cleaning Spirit Award Assembly	4 SCHEDULE 2 P.L.C. Senior Exams IB Testing Campaign for Class Office	5 Senior Exams Faculty/Staff Mtg IB Testing Campaign for Class Office P.A.N.D.A. 7 pm	6 SPECIAL SCHEDULE (Full Day of School) Senior Mother/Daughter Luncheon Notre Dame Day IB Testing Class Officer Elections	7 SAT
AP/IB Testing (Daily Schedule Subject to Change) FACULTY/STAFF APPRECIATION WEEK							
8		9 May Development Day	10 Boysers 7 pm Choir Pops Concert IB Testing	11 SCHEDULE 2 P.L.C. Orchestra Spring Concert IB Testing	12 IB Testing Cabinet Letters Due	13	14
AP/IB Testing (Daily Schedule Subject to Change) SENIOR PROJECT							
15	16 IB Testing Homeroom Rep Elections	17 SCHEDULE 6 Senior Project Sharing Senior Parents Honors Assembly 7 pm IB Testing	18 SCHEDULE 2 P.L.C.	19 SPECIAL SCHEDULE BLAZERS Senior Honors Assembly Graduation Class of 2022 IB Testing	20 SCHEDULE 4 - 2 hr Delay Tuition Payment Deadline for Exam Clearance (Grades 7-11) NDJA Play IB Testing	21	
AP/IB Testing (Daily Schedule Subject to Change)							
22	23	24 SCHEDULE 3 BLAZERS Liturgy End of Quarter 4	25 SPECIAL SCHEDULE Exams	26 SPECIAL SCHEDULE Exams 8th Grade Graduation 4:30 pm	27 SPECIAL SCHEDULE Exams Last Day of School	28	
29	30 NO CLASSES Memorial Day	31 Exams (make-up)					

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Exams (make-up)	2 Teacher Record Day SC Leadership Session	3	4 SAT
5	6 Spring Sports Awards 6 pm	7	8	9	10 Reunion	11 ACT
12	13	14 Booklets 7 pm	Jamaica Mission			
			15	16	17	18
19	20	21	Rural Immersion Mission			
			22	23	24	25
26	27	28	29	30		

July 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16 ACT
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 1 – August 7

AUGUST							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

*Teach on all occasions not only by word but by conduct and habits...
a drop which falls incessantly wears the hardest stone. – Father Bernard Overberg*

SUNDAY	August 1	

MONDAY	August 2	

TUESDAY	August 3	New Faculty/Staff Mtg 2–5 pm

WEDNESDAY	August 4	College App Bootcamp for Seniors 9 – 12 pm New Faculty/Staff Mtg 2 – 5 pm

THURSDAY	August 5	IB Orientation for Juniors 8 – 11:30 am Fall Sports Mtg 6:30 pm

FRIDAY	August 6	Link Crew Training 8 – 12 pm

SATURDAY	August 7	

August 8 – August 14

AUGUST							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

How much the good God does—so much more than we can imagine or desire—when we leave Him free to act. – Saint Julie Billiart

SUNDAY	August 8	

MONDAY	August 9	Link Crew Training 8–12 pm NDA Transfer Student Orientation 10–11 am Freshman Welcome Party 1–3 pm Fall Sports Pictures 3:30 pm International Student Mtg

TUESDAY	August 10	Opening Faculty/Staff Mtg 8–3 pm Freshman Parent Mtg 6:30 pm Boosters 7 pm

WEDNESDAY	August 11	Freshman Orientation 8-3 pm
		NDJA Orientation
		NDJA Parent Mtg 6:30 pm

THURSDAY	August 12	FIRST DAY OF SCHOOL BLAZERS
		Underclass Picture Day

FRIDAY	August 13	SCHEDULE 5
		SC Induction & Opening Assembly

SATURDAY	August 14	

August 15 – August 21

AUGUST								THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

There must be nothing little among us; we must have hearts of apostles. – Saint Julie Billiart

SUNDAY	August 15	

MONDAY	August 16	

TUESDAY	August 17	Club Moderators Mtg 3:30 pm

WEDNESDAY	August 18	SCHEDULE 2 PLC

THURSDAY	August 19	Department Chair Mtg

FRIDAY	August 20	SCHEDULE 3 BLAZERS Liturgy

SATURDAY	August 21	SC Opening Activity

August 22 – August 28

AUGUST							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

What you are, be wholly; what you do, do thoroughly. – Sister Mary Bernarda

SUNDAY	August 22	

MONDAY	August 23	

TUESDAY	August 24	

WEDNESDAY	August 25	SCHEDULE 2 PLC Senior Grad Announcement Presentation

THURSDAY	August 26	P.A.N.D.A. Bake Sale College Meeting for Parents of Seniors 6 pm P.A.N.D.A. 7 pm

FRIDAY	August 27	SPECIAL SCHEDULE Classes dismiss at 12:15 pm Faculty In-Service

SATURDAY	August 28	SAT

August 29 – September 4

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

THIS WEEK'S PRIORITIES AND GOALS:

If God's will is the guiding star of our life, we shall want for nothing.

SUNDAY	August 29	

MONDAY	August 30	

TUESDAY	August 31	Senior Retreat

WEDNESDAY	September 1	SCHEDULE 2 PLC Senior Grad Announcement Cap/Gown Ordering 8 am Main Lobby

THURSDAY	September 2	SCHEDULE 3 Growth Mindset Assembly Parent/Teacher Night 6:15 pm

FRIDAY	September 3	SCHEDULE 4- 2 hr Delay Faculty/Staff In-Service

SATURDAY	September 4	

September 5 – September 11

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

THIS WEEK'S PRIORITIES AND GOALS:

Joy and gratitude for your own vocation should radiate from your whole being. – Mother Mary Anna

SUNDAY	September 5	

MONDAY	September 6	NO CLASSES Labor Day

TUESDAY	September 7	

WEDNESDAY	September 8	SCHEDULE 4 – 2 hr Delay Extended PLC OCSAA

THURSDAY	September 9	SCHEDULE 3 BLAZERS Liturgy

FRIDAY	September 10	

SATURDAY	September 11	ACT

September 12 – September 18

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

THIS WEEK'S PRIORITIES AND GOALS:

Look to Mary, the lily of innocence. She will teach you how to pray and how to live. Your work is Christ's work. – Father Theodore Elting

SUNDAY	September 12	NAHS Induction 1 pm

MONDAY	September 13	

TUESDAY	September 14	Boosters 7 pm

WEDNESDAY	September 15	SCHEDULE 6 Fall Sports Pep Rally

THURSDAY	September 16	Faculty/Staff Mtg 8th Grade Shadow Day in HS

FRIDAY	September 17	Club Fair Link Lunch

SATURDAY	September 18	

September 19 – September 25

SEPTEMBER							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Fullness of life cannot come when we have everything... Securities and possessions do not generate hope. But trust in God does. – Sister Mary Sujita

SUNDAY	September 19	

MONDAY	September 20	

TUESDAY	September 21	NDJA Retreat

WEDNESDAY	September 22	SCHEDULE 2 PLC

THURSDAY	September 23	

FRIDAY	September 24	NDJA Bon'd Fire 6-7:30 pm

SATURDAY	September 25	

September 26 – October 2

SEPTEMBER							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

The dear Mother of God will protect and bless a family who very often calls upon her with this prayer (the rosary) she loves to hear. – Mother Mary Chrysostom

SUNDAY	September 26	

MONDAY	September 27	SCHEDULE 6 Visitation Practice

TUESDAY	September 28	SCHEDULE 6 Visitation Practice

WEDNESDAY	September 29	SPECIAL SCHEDULE Visitation

THURSDAY	September 30	SPECIAL SCHEDULE Visitation

FRIDAY	October 1	SCHEDULE 6 Founder's Day Celebration

SATURDAY	October 2	SAT

October 3 – October 9

OCTOBER							THIS WEEK'S PRIORITIES AND GOALS:	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
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The Eucharist invites us to make a total change of both our exterior and our interior lives—to give room in our lives for the Eucharistic Savior, so that he can change our lives into his life. – Sister Mary Sujita

SUNDAY	October 3	

MONDAY	October 4	

TUESDAY	October 5	Picture Retake Day NDJA Bring a Buddy Day

WEDNESDAY	October 6	SCHEDULE 2 PLC

THURSDAY	October 7	SCHEDULE 3 BLAZERS Liturgy P.A.N.D.A Bake Sale Department Chair Mtg P.A.N.D.A. 7 pm

FRIDAY	October 8	

SATURDAY	October 9	

October 10 – October 16

OCTOBER							THIS WEEK'S PRIORITIES AND GOALS:	
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Preserve a safe balance between external activity and spiritual strength. – Mother Mary Antonie

SUNDAY	October 10	

MONDAY	October 11	

TUESDAY	October 12	Boosters 7pm

WEDNESDAY	October 13	SPECIAL SCHEDULE Attendance Required PSAT NDJA MAP Testing Freshman Retreat

THURSDAY	October 14	

FRIDAY	October 15	End of Quarter 1

SATURDAY	October 16	

October 17 – October 23

OCTOBER						
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THIS WEEK'S PRIORITIES AND GOALS:

Hope is like a light which affects our attitude and our availability for service to others. – Sister Mary Joell

SUNDAY	October 17	

MONDAY	October 18	SPECIAL SCHEDULE Red Ribbon Kick-Off Assembly

TUESDAY	October 19	

WEDNESDAY	October 20	SCHEDULE 2 PLC

THURSDAY	October 21	SPECIAL SCHEDULE Red Ribbon Speaker/ Activity Faculty/Staff Mtg

FRIDAY	October 22	Sophomore Retreat Musical Invited Dress Rehearsal

SATURDAY	October 23	NDA Musical ACT

October 24 – October 30

OCTOBER

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THIS WEEK'S PRIORITIES AND GOALS:

Let us be women of the Gospel, women who make a difference in the line of holiness and wholeness, women who are seen and experienced as credible reflections of Jesus Christ in today's world and Church. – Sister Mary Sujita

SUNDAY	October 24	NDA Musical

MONDAY	October 25	

TUESDAY	October 26	

WEDNESDAY	October 27	SCHEDULE 2 PLC

THURSDAY	October 28	TCB Day Parent/Teacher Virtual Conferences 10 – 6:30 pm

FRIDAY	October 29	SCHEDULE 4 – 2 hr Delay NDA Musical Halloween Costume Day

SATURDAY	October 30	NDA Musical

October 31 – November 6

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THIS WEEK'S PRIORITIES AND GOALS:

Most important in our work is the uniting of all our actions with the works of the Divine Savior. Thus we make gold out of stones. – Sister Maria Aloysia

SUNDAY	October 31	HALLOWEEN NDA Musical

MONDAY	November 1	SCHEDULE 3 BLAZERS All Saint's Day Liturgy Memorial Mass

TUESDAY	November 2	SCHEDULE 3 BLAZERS Freshman Class Elections Sophomore Signing Junior Induction Practice Class Meetings Junior Induction 7 pm

WEDNESDAY	November 3	SCHEDULE 2 PLC Winter Sports Mtg 6:30 pm

THURSDAY	November 4	P.A.N.D.A Bake Sale Department Chair Mtg P.A.N.D.A. 7 pm

FRIDAY	November 5	SPECIAL SCHEDULE Classes dismiss at 12:30 pm Open House Guide Training 12:30 pm

SATURDAY	November 6	SAT

November 7 – November 13

NOVEMBER						
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THIS WEEK'S PRIORITIES AND GOALS:

It matters not what we do, provided we do all for God and for souls. – Mother Mary Cecilia

SUNDAY	November 7	Open House 12–3 pm

MONDAY	November 8	Winter Sports Pictures 3:30 pm

TUESDAY	November 9	Boosters 7 pm

WEDNESDAY	November 10	SCHEDULE 6 Pep Rally with Signing HSPT Prep Experience I 6:30 – 8 pm

THURSDAY	November 11	SCHEDULE 4 – 2 hr Delay Freshman Enrichment 8 – 10 am HSPT Prep Experience II 6:30 – 8 pm

FRIDAY	November 12	Link Lunch

SATURDAY	November 13	SC Fall Activity

November 14 – November 20

NOVEMBER							THIS WEEK'S PRIORITIES AND GOALS:
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The dear God has not forgotten us... his cross, the mark of his love, has been our portion. – Mother Mary Chrysoptom

SUNDAY	November 14	Father/Daughter Dance 6–9 pm

MONDAY	November 15	

TUESDAY	November 16	

WEDNESDAY	November 17	SCHEDULE 2 PLC Junior Class Ring Resizing 8 am Main Lobby

THURSDAY	November 18	Faculty/Staff Mtg

FRIDAY	November 19	NDJA Retreat

SATURDAY	November 20	Speech Tournament

November 21 – November 27

NOVEMBER							THIS WEEK'S PRIORITIES AND GOALS:
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When we get involved because of Christ, we are transformed and we find true meaning and peace.

SUNDAY	November 21	Fall Sports Awards 12 pm

MONDAY	November 22	Junior Retreat

TUESDAY	November 23	Junior Retreat

WEDNESDAY	November 24	THANKSGIVING BREAK

THURSDAY	November 25	THANKSGIVING BREAK Thanksgiving Day

FRIDAY	November 26	THANKSGIVING BREAK

SATURDAY	November 27	

November 28 – December 4

DECEMBER							THIS WEEK'S PRIORITIES AND GOALS:
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Mary is our ideal, our Queen, our Mother. Human as we are, we need an ideal to inspire and encourage us. Our line of vision must be higher. We must look up to Mary. – Mother Mary Cecilia

SUNDAY	November 28	

MONDAY	November 29	

TUESDAY	November 30	Virtual HSPT Prep Experience I 6:30 – 8 pm

WEDNESDAY	December 1	Virtual HSPT Prep Experience II 6:30 – 8 pm

THURSDAY	December 2	P.A.N.D.A. Bake Sale College Meeting for Juniors and Parents 6 pm P.A.N.D.A. 7 pm

FRIDAY	December 3	SCHEDULE 3 Mass with the Bishop Tuition Payment Deadline For Exam Clearance (all grades)

SATURDAY	December 4	SAT HSPT Christmas Dance

December 5 – December 11

DECEMBER							THIS WEEK'S PRIORITIES AND GOALS:
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Behold Mary! She is always ready to accept the cross unselfishly and cheerfully, following Jesus. What was it that made her the 'valiant woman'... Was it not her burning love of Jesus?

SUNDAY	December 5	

MONDAY	December 6	Reconciliation St. Nicholas Day

TUESDAY	December 7	Reconciliation Cocoa & Cram 3:15 – 4:30 pm

WEDNESDAY	December 8	SCHEDULE 3 BLAZERS Liturgy The Immaculate Conception

THURSDAY	December 9	Cocoa & Cram 3:15 – 4:30 pm

FRIDAY	December 10	SCHEDULE 5 Christmas Assembly

SATURDAY	December 11	ACT HSPT

December 12 – December 18

DECEMBER						
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THIS WEEK'S PRIORITIES AND GOALS:

Live a life of faith. Accept in the spirit of faith what the good God sends you no matter whether it be difficult or easy, agreeable or disagreeable. – Mother Mary Cecilia

SUNDAY	December 12	

MONDAY	December 13	St. Lucy's Day (NDJA) Orchestra Christmas Concert

TUESDAY	December 14	Choir Christmas Concert Senior Service Learning Hours Due End of Quarter 2

WEDNESDAY	December 15	SPECIAL SCHEDULE Exams

THURSDAY	December 16	SPECIAL SCHEDULE Exams Faculty/Staff Luncheon

FRIDAY	December 17	SPECIAL SCHEDULE Exams

SATURDAY	December 18	

December 19 – December 25

DECEMBER							THIS WEEK'S PRIORITIES AND GOALS:
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Put your hands out to hard work, but say little. Depth and thoroughness must be your aim... Sow the seeds of knowledge deeply. – Sister Mary Bernarda

SUNDAY	December 19	

MONDAY	December 20	CHRISTMAS BREAK Exams (make-up)

TUESDAY	December 21	CHRISTMAS BREAK Exams (make-up)

WEDNESDAY	December 22	CHRISTMAS BREAK

THURSDAY	December 23	CHRISTMAS BREAK

FRIDAY	December 24	CHRISTMAS BREAK Christmas Eve

SATURDAY	December 25	CHRISTMAS BREAK Christmas Day

December 26 – January 1

DECEMBER

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THIS WEEK'S PRIORITIES AND GOALS:

You are contributing to the construction of God's work. You are a co-creator. Everything is made by God, but He wishes us to finish the work. – Sister Mary Agnetis

SUNDAY	December 26	CHRISTMAS BREAK

MONDAY	December 27	CHRISTMAS BREAK

TUESDAY	December 28	CHRISTMAS BREAK

WEDNESDAY	December 29	CHRISTMAS BREAK

THURSDAY	December 30	CHRISTMAS BREAK

FRIDAY	December 31	CHRISTMAS BREAK New Year's Eve

SATURDAY	January 1	CHRISTMAS BREAK New Year's Day

January 2 – January 8

JANUARY								THIS WEEK'S PRIORITIES AND GOALS:
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The Lord has not forgotten us... His cross, the sign of His love, has been our portion. – Sister Maria Aloysia

SUNDAY	January 2	

MONDAY	January 3	NO CLASSES Teacher Record Day

TUESDAY	January 4	SCHEDULE 4 – 2 hr Delay Financial Literacy Seminar 8–10 am

WEDNESDAY	January 5	SCHEDULE 4 – 2 hr Delay Financial Literacy Seminar 8–10 am

THURSDAY	January 6	

FRIDAY	January 7	

SATURDAY	January 8	HSPT Mr. NDA

January 9 – January 15

JANUARY

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THIS WEEK'S PRIORITIES AND GOALS:

You are not asked to do all the good in the world, but just the bit that lies in your power. – Saint Julie Billiart

SUNDAY	January 9	

MONDAY	January 10	

TUESDAY	January 11	

WEDNESDAY	January 12	SCHEDULE 2 PLC

THURSDAY	January 13	Club Picture Day Department Chair Mtg

FRIDAY	January 14	

SATURDAY	January 15	

January 16 – January 22

JANUARY							THIS WEEK'S PRIORITIES AND GOALS:
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We accept the little ones so much more lovingly the poorer and more abandoned they are. – Sister Maria Aloysia

SUNDAY	January 16	

MONDAY	January 17	NO CLASSES Martin Luther King Day

TUESDAY	January 18	

WEDNESDAY	January 19	SCHEDULE 2 PLC <i>College Credit Plus</i> Student/Family Mtg 6 pm

THURSDAY	January 20	SCHEDULE 3 BLAZERS Mass for Life

FRIDAY	January 21	

SATURDAY	January 22	

January 23 – January 29

JANUARY

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THIS WEEK'S PRIORITIES AND GOALS:

Our heart should resemble a honeycomb which will yield only honey when cut and wounded. – Mother Mary Anna

SUNDAY	January 23	

MONDAY	January 24	

TUESDAY	January 25	

WEDNESDAY	January 26	SCHEDULE 2 PLC

THURSDAY	January 27	Faculty/Staff Mtg

FRIDAY	January 28	

SATURDAY	January 29	

January 30 – February 5

FEBRUARY

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THIS WEEK'S PRIORITIES AND GOALS:

The value of prayer is tested not by the way we feel, but by the way we live. – Mother Mary Benedict

SUNDAY	January 30	

MONDAY	January 31	

TUESDAY	February 1	Senior Parent Mtg 6:30 pm

WEDNESDAY	February 2	SPECIAL SCHEDULE Registration/ Scheduling Assembly for Juniors PLC Winter Sports Pep Rally

THURSDAY	February 3	SPECIAL SCHEDULE African American Club Speaker P.A.N.D.A Bake Sale P.A.N.D.A. 7 pm

FRIDAY	February 4	SCHEDULE 4 – 2 hr Delay Faculty/Staff In-Service OCSAA

SATURDAY	February 5	Speech & Debate State Qualifiers

February 6 – February 12

FEBRUARY

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THIS WEEK'S PRIORITIES AND GOALS:

The word "simplicity" signifies that we must have one aim, one intent, one goal before our eyes, namely God. – Sister Maria Ignatia

SUNDAY	February 6	

MONDAY	February 7	

TUESDAY	February 8	Boosters 7pm

WEDNESDAY	February 9	SPECIAL SCHEDULE Registration/ Scheduling Assembly for Sophomores PLC Spirit Week Assembly

THURSDAY	February 10	Department Chair Mtg

FRIDAY	February 11	Link Lunch

SATURDAY	February 12	ACT HSPT SC Valentine Dance

February 13 – February 19

FEBRUARY							THIS WEEK'S PRIORITIES AND GOALS:
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We can do anything we want as long as we are women of faith, unafraid to tap our own resources, to dream and to do. – Sister Margaret Mary McGovern

SUNDAY	February 13	

MONDAY	February 14	

TUESDAY	February 15	SCHEDULE 3 BLAZERS Liturgy NDJA Parent Info Mtg 7 pm

WEDNESDAY	February 16	SCHEDULE 5 Think Fast (Soph/Jrs) NDJA Bring a Buddy Day

THURSDAY	February 17	NDJA Bring a Buddy Day

FRIDAY	February 18	SPECIAL SCHEDULE Variety Show Speech & Debate National Qualifiers

SATURDAY	February 19	Speech & Debate National Qualifiers

February 20 – February 26

FEBRUARY						
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THIS WEEK'S PRIORITIES AND GOALS:

*Imitate our Lady in all that you do... Do not look for extraordinary things.
Distinguish yourselves in little deeds. – Father Theodore Elting*

SUNDAY	February 20	

MONDAY	February 21	NO CLASSES President's Day

TUESDAY	February 22	

WEDNESDAY	February 23	SCHEDULE 4 – 2 hr Delay Extended PLC – OCSAA Registration/ Scheduling Assembly for Freshman JA Mission Day

THURSDAY	February 24	Faculty/Staff Mtg

FRIDAY	February 25	NO CLASSES Mad for Plaid/Hall of Fame

SATURDAY	February 26	

February 27 – March 5

MARCH							THIS WEEK'S PRIORITIES AND GOALS:
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*Mary in herself is the basic symbol of surrender. She is timeless,
at the root of all life. – Mother Mary Chrysostom*

SUNDAY	February 27	

MONDAY	February 28	Deadline for 2022-2023 Financial Aid Application Ed Choice Renewal Applications Due

TUESDAY	March 1	SPECIAL SCHEDULE Mardi Gras

WEDNESDAY	March 2	SCHEDULE 3 BLAZERS <i>Ash Wednesday Liturgy</i>

THURSDAY	March 3	<i>SC Leadership Session</i> <i>Spring Sports Mtg</i> <i>6:30 pm</i> <i>Speech & Debate</i> <i>States</i> <i>(Not @ NDA)</i> <i>P.A.N.D.A. 7 pm</i>

FRIDAY	March 4	NO CLASSES <i>Faculty/Staff</i> <i>Formation</i> <i>Speech & Debate</i> <i>States</i> <i>(Not @ NDA)</i>

SATURDAY	March 5	<i>Speech & Debate</i> <i>States</i> <i>(Not @ NDA)</i>

March 6 – March 12

MARCH							THIS WEEK'S PRIORITIES AND GOALS:
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Faith gives us higher insight into things; the veil is lifted, and we catch glimpses of our loving Father's guiding hand. – Mother Mary Anna

SUNDAY	March 6	

MONDAY	March 7	

TUESDAY	March 8	SC Leadership Session Boosters 7 pm Fine Arts Concert

WEDNESDAY	March 9	SCHEDULE 4 – 2 hr Delay Extended PLC – OCSAA Class of 2026 Registration 4 & 6 pm IB Visual Arts Reception 4:30 – 6 pm

THURSDAY	March 10	Department Chair Mtg

FRIDAY	March 11	

SATURDAY	March 12	JA Speech & Debate States SAT

March 13 – March 19

MARCH							<i>THIS WEEK'S PRIORITIES AND GOALS:</i>
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*It is difficult to measure up to high ideals but let us not be fainthearted.
Oh how much farther can we go, and how much faster will be our advance if we
ave strong, purposeful wills, and a love for our vocation. – Sr. Mary Ignatia*

SUNDAY	March 13	

MONDAY	March 14	Campaign for Exec Office Spring Sports Pictures 3:30 pm

TUESDAY	March 15	NO CLASSES NDJA Service Day ACT @ NDA (Grade 11) Pre-ACT (Grades 9 & 10) Campaign for Exec Office

WEDNESDAY	March 16	SCHEDULE 2 PLC Campaign for Exec Office

THURSDAY	March 17	Campaign for Exec Office

FRIDAY	March 18	SCHEDULE 3 BLAZERS Reconciliation Campaign for Exec Office End of Quarter 3 NDJA Dance

SATURDAY	March 19	

March 20 – March 26

MARCH							THIS WEEK'S PRIORITIES AND GOALS:
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God is not like an architect who abandons the house he has designed. He is not only near to everything that is his handiwork, but he dwells in it. – Mother Mary Cecilia

SUNDAY	March 20	Winter Sports Awards 6 pm

MONDAY	March 21	SCHEDULE 3 SC Questioning Assembly Exec SC Election

TUESDAY	March 22	

WEDNESDAY	March 23	SCHEDULE 2 PLC Sophomore Class Ring Presentation (PAC)

THURSDAY	March 24	SCHEDULE 4 – 2 hr Delay Freshman Enrichment 8–10 am Faculty/Staff Mtg

FRIDAY	March 25	

SATURDAY	March 26	From

March 27 – April 2

MARCH

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THIS WEEK'S PRIORITIES AND GOALS:

Even if the cross often appears to us as a spectator, we will regard it as a kindly friend because it once bore in its arms our greatest Friend and will infallibly lead us to him. – Mother Mary Chrysostom

SUNDAY	March 27	

MONDAY	March 28	

TUESDAY	March 29	

WEDNESDAY	March 30	SCHEDULE 2 PLC Sophomore Class Ring Sizing/Ordering 8 am Main Lobby

THURSDAY	March 31	2022-2023 Registration Pmt Due AP & IB Testing Fees Due

FRIDAY	April 1	7th & 8th Stations of the Cross

SATURDAY	April 2	ACT SC Spring Activity

April 3 – April 9

APRIL							THIS WEEK'S PRIORITIES AND GOALS:	
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Let us be women who are ready to make resurrection happen in a world that refused to believe in the mystery of the grain of wheat that dies to bring abundant fruit. – Sister Mary Sujita

SUNDAY	April 3	Mom & Me 1–3 pm

MONDAY	April 4	

TUESDAY	April 5	Boosters 7 pm

WEDNESDAY	April 6	SCHEDULE 2 PLC NDJA Registration @pm

THURSDAY	April 7	P.A.N.D.A. 7pm

FRIDAY	April 8	SCHEDULE 3 BLAZERS <i>Stations of the Cross</i>

SATURDAY	April 9	

April 10 – April 16

APRIL

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THIS WEEK'S PRIORITIES AND GOALS:

We are all pilgrims in this world. Never refuse our dear God a sacrifice, no matter how hard, how bitter. That is the mystery of holiness. – Mother Mary Chrysoptom

SUNDAY	April 10	

MONDAY	April 11	EASTER BREAK

TUESDAY	April 12	EASTER BREAK

WEDNESDAY	April 13	EASTER BREAK

THURSDAY	April 14	EASTER BREAK

FRIDAY	April 15	EASTER BREAK <i>Good Friday</i>

SATURDAY	April 16	EASTER BREAK <i>Holy Saturday</i>

April 17 – April 23

APRIL

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THIS WEEK'S PRIORITIES AND GOALS:

Love the work you are doing! Do it thoroughly and reap the fullness of joy out of it, even if it should fail. Not failure, but low aim, is crime. – Sister Mary Fortunata

SUNDAY	April 17	Easter

MONDAY	April 18	EASTER BREAK

TUESDAY	April 19	CLASSES RESUME

WEDNESDAY	April 20	SCHEDULE 5 Spring Sports Pep Rally with Signing 7th Grade Bring a Buddy Day Tuition Payment Deadline for Exam Clearance (Class of 2022)

THURSDAY	April 21	SCHEDULE 3 BLAZERS Easter Liturgy Department Chair Mtg 7th Grade Toledo Days

FRIDAY	April 22	7th Grade Toledo Days Link Lunch Used Uniform Pre-Sale

SATURDAY	April 23	Used Uniform Sale

April 24 – April 30

APRIL							THIS WEEK'S PRIORITIES AND GOALS:	
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The flame of holiness must burn brightly in your own hearts, otherwise how can you kindle it in those who come after you? – Mother Mary Anna

SUNDAY	April 24	

MONDAY	April 25	

TUESDAY	April 26	

WEDNESDAY	April 27	SCHEDULE 2 PLC Class of 2026 Parent/Daughter Mtg 6:30 pm

THURSDAY	April 28	SPECIAL SCHEDULE Arts Assembly/Arts Exhibit

FRIDAY	April 29	7th/8th May Crowning Spring Play Sr. College Declaration/Decision IB Testing

SATURDAY	April 30	Spring Play

May 1 – May 7

MAY							<i>THIS WEEK'S PRIORITIES AND GOALS:</i>
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

One sacrifice has often made a saint! – Sister Mary Ferdinand

SUNDAY	May 1	Spring Play

MONDAY	May 2	IB Testing Campaign for Class Office

TUESDAY	May 3	SPECIAL SCHEDULE IB Testing Campaign for Class Office Senior Locker Cleaning Spirit Award Assembly

WEDNESDAY	May 4	SCHEDULE 2 PLC Senior Exams IB Testing Campaign for Class Office

THURSDAY	May 5	Senior Exams Faculty/Staff Mtg IB Testing Campaign for Class Office P.A.N.D.A. Mtg 7 pm

FRIDAY	May 6	SPECIAL SCHEDULE (Full Day of School) Senior Mother/Daughter Luncheon Notre Dame Day IB Testing Class Officer Elections

SATURDAY	May 7	SAT

May 8 – May 14

MAY

THIS WEEK'S PRIORITIES AND GOALS:

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Without love the cross is too heavy and without the cross love may deceive. – Mother Mary Anna

SUNDAY	May 8	

MONDAY	May 9	May Development Day

TUESDAY	May 10	Boosters 7 pm Choir Pops Concert IB Testing

WEDNESDAY	May 11	SCHEDULE 2 PLC Orchestra Spring Concert IB Testing

THURSDAY	May 12	IB Testing Cabinet Letters Due

FRIDAY	May 13	

SATURDAY	May 14	

May 15 – May 21

MAY							<i>THIS WEEK'S PRIORITIES AND GOALS:</i>
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

What is given with love will be received with joy. – Mother Mary Cecilia

SUNDAY	May 15	

MONDAY	May 16	IB Testing Homeroom Rep Elections

TUESDAY	May 17	SCHEDULE 6 Senior Project Sharing Senior Parents Honors Assembly 7 pm IB Testing

WEDNESDAY	May 18	SCHEDULE 2 PLC

THURSDAY	May 19	SPECIAL SCHEDULE BLAZERS Senior Honors Assembly Graduation Class of 2022 IB Testing

FRIDAY	May 20	SCHEDULE 4 – 2 hr Delay Tuition Payment Deadline for Exam Clearance (Grades 7–11) NDJA Play IB Testing

SATURDAY	May 21	

May 22 – May 28

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

THIS WEEK'S PRIORITIES AND GOALS:

Words inspire; example impels. – Sister Maria Aloysia

SUNDAY	May 22	

MONDAY	May 23	

TUESDAY	May 24	<p>SCHEDULE 3 BLAZERS Liturgy End of Quarter 4</p>

WEDNESDAY	May 25	SPECIAL SCHEDULE Exams

THURSDAY	May 26	SPECIAL SCHEDULE Exams 8th Grade Graduation 4:30 pm

FRIDAY	May 27	SPECIAL SCHEDULE Exams Last Day of School

SATURDAY	May 28	

May 29 – June 4

JUNE							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

When carrying a cross, leave one hand free to pick the flowers along the way. – Mother Mary Modesta

SUNDAY	May 29	

MONDAY	May 30	NO CLASSES Memorial Day

TUESDAY	May 31	Exams (make-up)

WEDNESDAY	June 1	Exams (make-up)

THURSDAY	June 2	Teacher Record Day SC Leadership Session

FRIDAY	June 3	

SATURDAY	June 4	SAT

June 5 – June 11

JUNE							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

The watchful person has a ready heart, keeping vigil, waiting expectantly for the mystery of God to unfold. – Sister Mary Louise Ann

SUNDAY	June 5	

MONDAY	June 6	Spring Sports Awards 6 pm

TUESDAY	June 7	

WEDNESDAY	June 8	

THURSDAY	June 9	

FRIDAY	June 10	Reunion

SATURDAY	June 11	ACT

June 12 – June 18

JUNE							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Oh, how good is the good God! – St. Julie Billiart

SUNDAY	June 12	

MONDAY	June 13	

TUESDAY	June 14	Boosters 7pm

WEDNESDAY

June 15

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THURSDAY

June 16

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FRIDAY

June 17

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SATURDAY

June 18

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June 19 – June 25

JUNE							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

Faith is the total journeying which embraces one's entire existence. – Sister Mary Raphaelita

SUNDAY	June 19	

MONDAY	June 20	

TUESDAY	June 21	

WEDNESDAY

June 22

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THURSDAY

June 23

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FRIDAY

June 24

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SATURDAY

June 25

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June 26 – July 2

JUNE							THIS WEEK'S PRIORITIES AND GOALS:
S	M	T	W	T	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

We must empty ourselves so that the Word can leap into our hearts. This emptying of Himself did not result in destitution, but in inner freedom and single-heartedness. – Sister Mary Joell

SUNDAY	June 26	

MONDAY	June 27	

TUESDAY	June 28	

WEDNESDAY	June 29	

THURSDAY	June 30	

FRIDAY	July 1	

SATURDAY	July 2	

July 3 – July 9

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

THIS WEEK'S PRIORITIES AND GOALS:

SUNDAY	July 3	

MONDAY	July 4	Independence Day

TUESDAY	July 5	

WEDNESDAY	July 6	

THURSDAY	July 7	

FRIDAY	July 8	

SATURDAY	July 9	

July 10 – July 16

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

THIS WEEK'S PRIORITIES AND GOALS:

SUNDAY	July 10	

MONDAY	July 11	

TUESDAY	July 12	

WEDNESDAY

July 13

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THURSDAY

July 14

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FRIDAY

July 15

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SATURDAY

July 16

ACT

NOTES



Taking Care of Business

Who will you be today?

As a community



- Prayer (Special Intentions)
- Pledge
- **Uniform check**

As a class



- Student Council Announcements/Activities
- Planners out/ Focus on *Rep Report*
 - What's happening?
 - How will you become *involved?*

As a Woman of Vision



- Get organized
- Check your **NDA Email**
 - Faculty, coaches, clubs, appointments
 - Email *teachers* with questions you may have.
 - Answer any emails that you have received
- Did you get a *pass*?
 - Who are you meeting with?
 - What time? What class will you miss?
 - Where should you go for the appointment?
- Check assignments, organize yourself for the day
 - What is due today?
 - Review any **QUIZ** material
- Plan your **FLEX** time to make the most of your time

LEVEL 1**LOCKDOWN****External Incident in Area**

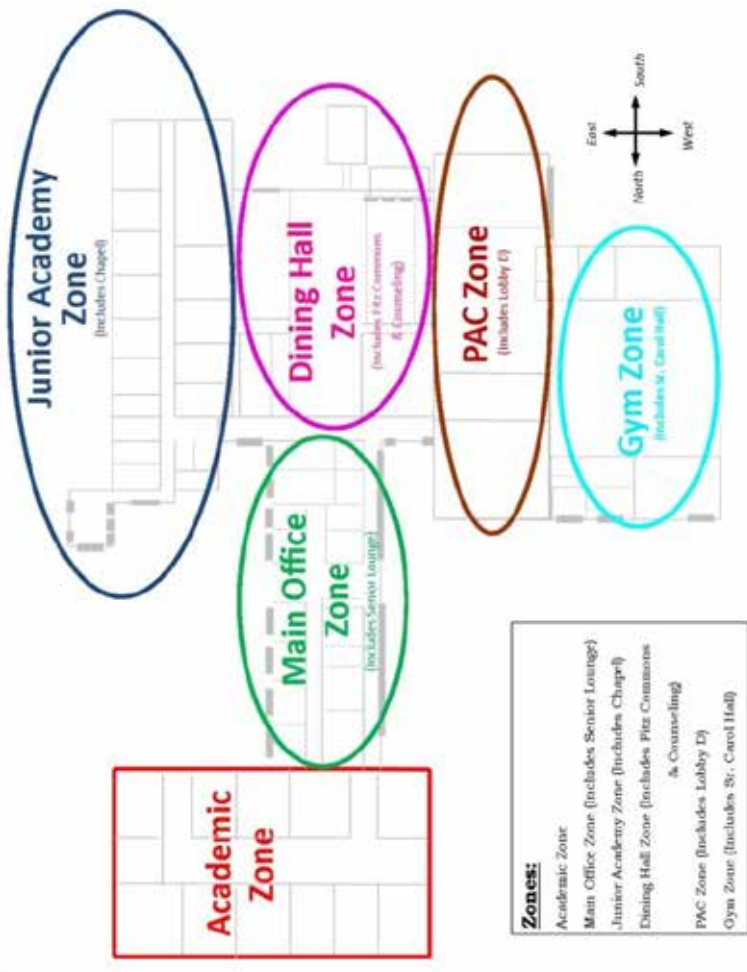
- Draw Shades
- Close and lock classroom doors.
- Girls can move freely inside building only
- Courtyard and all external access closed
- Courtyard to watch.
- ALL CLEAR will be announced when over

LEVEL 2**LOCKDOWN****Angry Adult Scenario**

- Draw Shades
- All students remain in their classroom
- Students in hall, bathroom, or Senior Lounge report to nearest classroom
- Teachers lock classroom doors; OK to let any student in locked door
- Continue to teach
- Courtyard and all external access closed
- Police are called
- ALL CLEAR will be announced when over

CODE RED**DEADLY THREAT**

- Announcement will be made with Zone
- Get out if you can; RUN!
- **IF IN CODE RED, DO SOMETHING!**
- Throw things; distract; barricade door if needed

STAY SAFE**USE YOUR BEST JUDGEMENT!**

Tips for Respectfully Discussing Difficult Topics:

Everyone should pledge to:

- Truly listen to other participants and other points of view
- Choose my words and tone carefully when it is my turn to speak
- Attempt to understand points of view that are different from my own
- Be open to the idea that various perspectives can simultaneously be true
- Educate myself on our topics of discussion rather than speaking only from a personal or emotional standpoint
- Understand that I do not know everything about every topic, even those topics most interesting and personal to me
- Be willing to learn
- Honor the lived experiences of everyone in the discussion

Participants should take into consideration:

- How my own identity and experiences might impact my point of view
- What don't I know? What am I assuming?

Try these phrases:

- “In my own experiences...,” or “I feel...” (It’s important to remember to not make yourself the center of the conversation when someone else is in pain. Be respectful.)
- “Tell me more about...”
- “I never thought of it that way,” or “That is a new idea to me.”
- “Your comment made me uncomfortable, and this is why...”

Avoid:

- “Always” and “Never”/ “All” and “Everyone”
- Asking a classmate to speak for their racial, ethnic, or religious group--don't put people on the spot!
- Assuming you know another participant's intention
- Thinking that your impact doesn't matter if your intention was good

Adapted in part from *Difficult Conversations: How to Talk About What Matters Most* by Douglas Stone, Sheila Heen, Bruce Patton and the publication “Let's Talk” from Teaching Tolerance at tolerance.org

SCHEDULE 5 (60 min PM Assembly)**(63 min classes, 40 min lunch, 60 min assembly, 20 min SFT)**

TCB	8:15 - 8:25
Period 1 Blue/1 Gold	8:29 - 9:32
Announcements	9:32 - 9:40
Student Flex Time	9:40 - 10:00
Period 2 Blue/2 Gold	10:00 - 11:03
Lunch	11:09 - 11:47
Period 3 Blue/3 Gold	11:51 - 12:54
Period 4 Blue/4 Gold	12:58 - 2:01
Move to Assembly	2:01 - 2:05
Assembly	2:05 - 3:05

SCHEDULE 6 (Pep Rally)**(71 min classes, 40 min lunch, 30 min assembly, 18 min SFT)**

TCB	8:15 - 8:25
Period 1 Blue/1 Gold	8:29 - 9:40
Announcements	9:40 - 9:48
Student Flex Time	9:48 - 10:06
Period 2 Blue/2 Gold	10:06 - 11:17
Lunch	11:21 - 12:01
Period 3 Blue/3 Gold	12:05 - 1:16
Period 4 Blue/4 Gold	1:20 - 2:31
Move to Assembly	2:31 - 2:35
Assembly	2:35 - 3:05

SCHEDULE 1**(79 min classes, 10 min TCB, 40 min lunch, 20 min SFT)**

TCB	8:15 - 8:25
Period 1 Blue/1 Gold	8:29 - 9:48
Announcements	9:48 - 9:56
Student Flex Time	9:56 - 10:16
Period 2 Blue/2 Gold	10:16 - 11:35
Lunch	11:39 - 12:19
Period 3 Blue/3 Gold	12:23 - 1:42
Period 4 Blue/4 Gold	1:46 - 3:05

SCHEDULE 2 (PLC)**(71 min classes, 10 min TCB, 40 min lunch, 22 min SFT)**

PLC	7:50 - 8:35
TCB	8:45 - 8:55
Period 1 Blue/1 Gold	8:59 - 10:10
Announcements	10:10 - 10:18
Student Flex Time	10:18 - 10:40
Period 2 Blue/2 Gold	10:40 - 11:51
Lunch	11:55 - 12:35
Period 3 Blue/3 Gold	12:39 - 1:50
Period 4 Blue/4 Gold	1:54 - 3:05

SCHEDULE 3 (Mass)**(63 min classes, 40 min lunch, 60 min Mass, 20 min SFT)**

TCB	8:15 - 8:25
Period 1 Blue/1 Gold	8:29 - 9:32
Announcements	9:32 - 9:40
Mass	9:44 - 10:44
Student Flex Time	10:44 - 11:04
Period 2 Blue/2 Gold	11:04 - 12:07
Lunch	12:11 - 12:51
Period 3 Blue/3 Gold	12:55 - 1:58
Period 4 Blue/4 Gold	2:02 - 3:05

SCHEDULE 4 (2 hour delay)**(50 min classes, 40 min lunch, 16 min SFT)**

TCB	10:15 - 10:25
Period 1 Blue/1 Gold	10:29 - 11:19
Announcements	11:19 - 11:27
Student Flex Time	11:27 - 11:43
Period 2 Blue/2 Gold	11:43 - 12:33
Lunch	12:37 - 1:17
Period 3 Blue/3 Gold	1:21 - 2:11
Period 4 Blue/4 Gold	2:15 - 3:05