



Eagle

New
PARENT

GUIDE



NOTRE DAME ACADEMY



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



Sponsored by the Sisters of
Notre Dame

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Preparing her to fly

Dear Parents/Guardians,

Welcome to Notre Dame Academy!

We feel very blessed that you are a part of the Eagle family as we look forward to providing your daughter an exceptional educational experience with Gospel values during these important growing years of her life.



As we plan for a beginning like no other we have seen in the past, our focus is to ensure that:

- Every girl, every day is prayed for
- Every girl, every day is finding a way to feel connected
- Every girl, every day is being challenged by new learnings and experiences
- Every girl, every day knows she has a champion she can turn to

I am pleased to provide you with this New Parent Guide, in hopes that you will refer to it regularly. It is inevitable that times will change during this uncertainty, but rest assured your daughter will be taken care of with love, respect, safety and gratitude. With God's guidance and the support of an amazing NDA faculty and staff, wonderful things are ahead. Please know we are here for your family and pray for you every day.

Our Lady of Notre Dame, pray for us.

With gratitude and many Blessings,

A handwritten signature in cursive script that reads "Andrea Zimmerman".

Mrs. Andrea Zimmerman, M.Ed.
Principal

Notre Dame Academy

3535 West Sylvania Avenue, Toledo Ohio 43623

419.475.9359 | Fax. 419.724.2640

Please dial the main line. Telephone extensions are listed as follows:

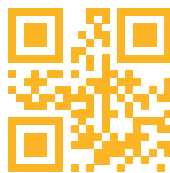
President, Mrs. Kim Grilliot	Ext. 1268
Principal, Mrs. Andrea Zimmerman	Ext. 1297
Dean of Students, Mrs. Jessica Beaverson	Ext. 1278
Dean of Academics, Mrs. Beth Corrigan	Ext. 1286
Admissions Director, Mrs. Jamie Orians	Ext. 1280
Athletic Director, Mr. Gary Snyder	Ext. 1287
Attendance, Mrs. Laura Firsdon	Ext. 1276
Campus Minister, Mrs. Lauren Jakubison	Ext. 1251
Campus Minister, Mr. Josh Mocek	Ext. 1250
Counselor, Career, Ms. Sydni Harmon	Ext. 1009
Counselor, College, Mrs. Erin Young	Ext. 1008
Counselor, Ms. Abby Beham (A-L)	Ext. 1007
Counselor, Mrs. Kristin Schank (M-Z)	Ext. 1013
COVID-19 Coordinator, Ms. Christiana Jefferson	Ext. 1259
Director of Sports Ministry, Mrs. Aimee Parks	Ext. 1249
EdChoice & Admissions Asst., Mrs. Jen Briner	Ext. 1269
Finance & Operations, Mrs. Patricia Dunn	Ext. 1272
Intervention Services, Mrs. Tammy Garno	Ext. 6204
School Nurses, Mrs. Kris Beeks/Mrs. Sara Mazur	Ext. 1284
Transportation, Mrs. Jackie Terrill	Ext. 1297
Tuition Assistance, Mrs. Karen Miller	Ext. 1271
Volunteer Coordinator, Mrs. Denise Olson	Ext. 1275



Quick Find

Notre Dame Academy has a **free** App that can be downloaded from your App store or at Google Play. The following information can be found on the App and the nda.org website

Calendar	FACTS
Code of Behavior	Faculty/Staff Directory
Lunch Menu/Eagle Card	PowerSchool/Naviance
School Supply List	Student Handbook



SCHEDULE

Notre Dame Academy's goal is first and foremost to keep your daughter safe during these uncertain times. Our on-campus model includes four days in-class instruction with one day virtual.

NDA Weekly Block Schedule

On-campus days start at 8:15 a.m. and dismissal is 3:10 p.m.

- **Mondays & Thursdays:** ■ Blue Schedule Days
- **Tuesdays & Fridays:** ■ Gold Schedule Days
- **Wednesdays:** TCB Day. This is a virtual class day consisting of:
 - 9:30 a.m. virtual TCB
 - 10 a.m.-12 p.m. - Faculty virtual office hours, testing makeup sessions, class meetings, club meetings. Students will work on assignments at home and have virtual TCB.

On-Campus General Details

Families are asked to do health screening and temperature checks at home prior to arriving at school.

- 7:40 a.m.- 8:15 a.m. - Students may enter the building and should head directly to lockers and then to first period class.
- Staggered class changes by grade level
- Three staggered lunches
- Staggered end of day dismissal
- The Dining Commons will be open after school until 5 p.m. for student use.

ACADEMICS

Please refer to your student's handbook (available on the NDA App or at nda.org) on the following topics:

- Graduation Requirements
- Grading System/Credits
- Summer Academy
- International Baccalaureate
- Independent Study and Credit Flexibility
- Scholastic Honors
- Exams/Homework
- Peer Tutoring
- Report Cards/Academic Progress/PowerSchool
- Notification of Probation/Failure



ARTS

Visual Arts

NDA artists have won local, state and national awards in 2-D and 3-D mediums as well as art criticism. In addition to competitions, students may receive recognition by being admitted into the National Arts Honors Society. If you want to pursue advanced studies, you can choose from IB Visual Arts (SL), (HL), or AP Art History. IB Visual Arts diploma students' two-years program culminates in a self-curated show of their work.

Theatre

At NDA, theatre is about opportunity! Because we have a 900-seat auditorium that can transform into a blackbox backstage theatre, we are the only Catholic school in the Toledo area that can stage all our productions in our own theatre.

- Performance opportunities are available through NDA's fall musical, spring play, student-directed one-acts.
- Leadership opportunities abound as student directors and stage managers run the show. IB juniors direct One



Acts for junior academy and high school students.

- Stage crew opportunities involve building sets, running lights, sounds, and projections, doing makeup and making costumes.

Choir

If you love to sing, NDA has three ways you can let your voice ring out:

- Women’s Chorus is a non-auditioned ensemble consisting of singers of all grade levels.
- Bel Canto is a continuation of the Women’s Chorus curriculum at an accelerated pace.
- The Key of She is an a cappella group modeled after the east coast collegiate ensembles.

Orchestra

Have you always wanted to learn to play an instrument? Or do you want to take your skills to a new level? NDA has opportunities for both:

- NDA Orchestra is an ensemble that welcomes instrumentalists of all grade and skill levels. While

this is a non-competing group, competition level repertoire is still learned and performed. All students are encouraged to participate in OMEA solo and ensemble and honors ensembles.

- Honors Orchestra is a select group with more performance and leadership opportunities.

IB Music

IB Music (HL or SL) is a two-year course where you’ll listen to and analyze music from across the world throughout history, making connections across genres, cultures, and time.

Speech and Debate Team

NDA has qualified more students to state than anyone in our district many years in a row, is part of the “100 Club”—ranked in the top 12% of speech teams in the nation, and competes annually at district, regional, state, and national competitions.

Dance

NDA’s Hip Hop Team is an opportunity for girls to try the latest dance moves and perfect classic Hip Hop styles.

ATHLETICS

Not only is Notre Dame Academy known for its excellence in faith and academics, but a recognized leader in athletics. Notre Dame Academy has earned the All-Sports Championship 23 times. We offer 35 teams playing 15 sports. These include:

- Fall Sports: Cross Country, Equestrian, Golf, Soccer, Tennis, Volleyball
- Winter Sports: Basketball, Broomball, Gymnastics, Indoor Track & Field, Swimming & Diving
- Spring Sports: Lacrosse, Rowing, Softball, Track & Field

NDA uses FinalForms for all required athletic forms. For more information visit <https://ndaeagles.org/>



ATTENDANCE

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.
3. Wednesdays are considered school days, and attendance will be taken. Wednesdays 12:30 - 2 p.m. is considered student work time and may include individual projects, virtual assessments, school meetings, etc.

Absences

Absence from school is permitted for the following reasons:

- Personal injury/illness
- Death of an immediate family member
- If a student is COVID-19 asymptomatic AND feeling fine, she can still join the class virtually but will follow online learning policies



Attendance

- Quarantine of the home by Public Health Department
- Family emergency or set of circumstances which, in the judgment of the Dean of Students, constitutes a good and sufficient cause for absence from school

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

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

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.

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 a.m.

Parents/guardians 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.

Attendance

To 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 a.m. 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.

Funerals

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

College Visits

Students are allowed three (3) college visits during their senior year, and two (2) college visits during second semester junior year. 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.



Clubs/Campus Ministry

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.

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.

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.

(More detailed information can be found in the student handbook)

CLUBS

Notre Dame Academy has over 45 clubs for girls to get involved with and shine their passion. A list of all clubs is available on the NDA App. If there isn't a club your daughter might be interested in we certainly can start one.

CAMPUS MINISTRY

Whether or not a student comes from the Catholic tradition, NDA's Campus Ministry department helps develop inner strength and deep spiritual grounding that will root and bless her throughout life. Once a month NDA has an all-school liturgy. Seventh and eighth graders have Mass once a week as part of their theology classes. Reconciliation is offered twice a year, along with Eucharistic Adoration opportunities. Each student will also attend one grade level retreat per year to help strengthen faith and bond with classmates.

Code of Behavior/Counseling

CODE OF BEHAVIOR

The student planner outlines the expected behavior each student needs to adhere to including:

- Academic Honesty
- Alcohol/Drugs
- Cyber Bullying
- Disciplinary Actions
- Fidget Spinners/Gum Chewing
- Harassment
- Truancy
- Weapons

COUNSELING

Academic/Personal

Throughout your daughter's time at NDA, she will have a counselor to help her with scheduling classes, support her academically, and guide her socially and emotionally.

NDA academic/personal counselors provide non-judgmental and unbiased guidance through the tough situations your daughter might experience so that she can excel academically and personally and be better prepared for college and beyond.

Career

NDA's career counselor will help develop the vision and skills to rise to the career of your daughter's dreams:

- NDA's Career Counselor will meet with each student at least once a year.
- Professional Skills Lab (held during flex time on PLC Wednesdays) are optional workshops that teach career skills such as resume writing, interviewing skills, networking strategies, and LinkedIn use.
- During NDA's annual Career Week, professionals from over 30 careers come speak to students in grades 9-12 about their professional journeys and daily duties as well as income potential and occupational outlook for their field. The week ends with a day of practicing soft skills such as interviewing and business dining etiquette.
- For Senior Projects, students will shadow and report on one to three careers of their choice.



Counseling

- Career and networking events for various careers are held annually at the University of Toledo and Bowling Green State University.

College

Our college counselor works with students throughout junior and senior years to help with college planning and research. The college counselor will help students with the process of applying to colleges and searching and applying for scholarships. Programming that the college counselor provides throughout the school year includes the following:

- One-on-one meeting with the college counselor during junior year to discuss college planning and college options on Naviance.
- Parent college informational meetings during junior and senior years.
- College fair for 9th – 12th graders at Lourdes University each fall.
- Financial aid meeting for senior parents provided by Lourdes University each fall.
- College representative visits to NDA each fall.
- College application boot camp provided for seniors each August.
- One-on-one meeting with the college counselor at the beginning of senior year.
- Help and guidance through the college application process including sending initial transcripts, letters of recommendation, counselor recommendations, mid-year reports, and final transcripts.
- Celebration of the annual college “Decision Day” on May 1st.

Dress Code/Uniforms

More counseling resources can be found under the Counseling tab on the NDA app which can be downloaded from either the App Store or Google Play.

DRESS CODE/UNIFORM GUIDELINES

Reasonable care and neatness in regard to dress and appearance are required of all Notre Dame Academy Students. *(Please refer to your student's handbook for the complete uniform requirements.)* All parts of the uniform must be purchased from SchoolBelles, 5325 Monroe Street, Toledo next to Hobby Lobby.

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.

Book Bags

Due to COVID-19, book bags are now allowed 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.

Tennis Shoes/Medical Note

Students who are having issues with their feet and cannot wear the required uniform shoes should see the school nurse for further instructions. The nurse may give the student a one week pass to wear tennis shoes. After that, we require a medical note from a physician indicating the number of days that the student will need to wear tennis shoes. Any shoe worn for medical reasons must still adhere to the dress code in color and material.



Delays/Closings/Dining

DELAYS/CLOSINGS

In the case of extreme weather or other emergency school closings/delays, NDA will send out an alert to all families through school messenger and via the NDA App. NDA will notify television stations 11, 13 and 24. NDA also follows the Sylvania School District delay and closing announcements. If Sylvania Schools close or delay, so will NDA.

DINING/LUNCH

The NDA Dining Commons is open for lunch and for a half hour after school.

This year will bring some exciting changes. All food will be packaged to ensure safety.

AVI offers types of food from all over the world! This year we will feature American, Italian, Chinese, Polish and Indian cuisine. The cost for the main signature dish is \$4.25 and with a fountain drink, it is only \$1 more.

Pizza is offered daily along with a new selection of grilled sandwiches. Freshly made wraps and deli sandwiches can be found in our open-air cooler for quick and safe access.

Many ala carte items including fruit & yogurt parfaits, fresh fruit cups, pasta salad, and the very popular buffalo chicken dip along with premade side and entree salads will be located in our salad bar. AVI will accept cash but we do encourage loading and using your Eagle card.

Loading the Eagle Express Card is easy and saves time in line

We have implemented PaySchools Central, an online payment platform, to help make managing lunch and fee payments easier for our students' parents. The portal is easy to set up and use, both online and via the mobile app.

Setting Up Your Account

1. Visit <https://www.payschoolscentral.com>
2. Select the "Register" option from the menu. The portal will guide you through the steps you need to follow to establish your account and set up your student.

If you need help along the way, please contact PaySchools at 1-877-393-6628 or psc_help@payschools.com Sign-up information can be found on the NDA App.

HEALTH

Notre Dame Academy has a school nurse on campus during each school day for students feeling ill or who are injured. If the illness warrants it, the nurse or designated person in the main office will notify the parent/guardian. All Emergency Medical Forms must be updated on a yearly basis in FinalForms. All medical forms can be found on the NDA App. If a student needs to take medication during school hours the following guidelines should be followed.

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 the Emergency Medical Authorization Form.

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.

Parents/guardians must update Emergency Medical Authorization forms yearly and as changes occur. Ohio law requires vaccinations to be current and on file for your daughter to attend school. Students without proper immunization will be dismissed from school until the proper immunization is acquired. (*Please see the NDA App for COVID-19 updates and the student handbook for additional health guidelines and information.*)



PANDA

(Parent Association of NDA)

PANDA offers parents, grandparents and guardians many opportunities throughout the school year. PANDA supports or hosts over 15+ events every year including the NDJA Bon'd Fire, Father/Daughter Dance, Mom & Me, the Used Uniform Sale, and After Prom. Volunteer opportunities, PANDA meetings, and the volunteer signup form can be found on the NDA mobile app or by contacting Volunteer Coordinator Denise Olson at dolson@nda.org.

RESOURCE CENTER/ MAKERSPACE

Due to COVID-19, NDA's Resource Center has been converted into a classroom. Normally, the NDA Resource Center & Makerspace is a flexible learning environment designed to promote collaboration, communication, creativity, and critical thinking and provide STREAM resources. The Makerspace helps develop critical 21st-century skills through hands-on exploration of science, technology, engineering and math. The makerspace is equipped with two 3D printers, a vinyl cutter, a 3D scanner, Go-Pro Cameras, Adobe Creative Suite Software, sewing machines, art supplies, and brain teaser challenges.



Service Learning

SERVICE LEARNING/ SERVICE HOURS

So that we can empower students to be social responsible servant leaders we ask students to set aside 70 hours over the course of their academic career to engage in service learning. Students are encouraged to plan ahead and complete hours in the following manner. Freshman 20 hours, sophomores 20 hours, juniors 20 hours, and seniors 10 hours. While no grade or GPA calculation is associated with service hours; it is a requirement to complete all 70 hours to graduate from NDA.

Inspiration for service learning is found in scripture where Christ informs us that to love one another is to love God. To help one another is to see the face of God in each person regardless of their background, deeds, orientation, race, ethnicity, or religious belief. Our service learning program helps students come to this understanding by asking them to acknowledge how their act of service, an act of love, uplifted the dignity of the human person and improved another's quality of life or



understanding of life in a brief description when logging their hours. They must make that acknowledgment obvious in their description for the hours to be approved.

All hours are logged and approved in an online platform called MobileServe. Students are instructed on how to use MobileServe by Mr. Mocek during class in the first weeks of school. For hours to be approved a student must correctly enter their hours, have verification from an adult supervisor, and complete a satisfactory 1-3 sentence description.



Spirit Shop/Technology

SPIRIT SHOP

Show your NDA pride and visit our spirit shop either online or on campus.

Regular Store Hours

Monday – Wednesday – Friday

8:30 a.m. – 2:30 p.m.

Online ordering now available at <http://www.tinyurl.com/spiritstoreNDA>

TECHNOLOGY

Computer Usage and Conditions

Notre Dame Academy is blessed to be a 1:1 technology school. There are two full-time Information Technology (IT) experts on hand every day. Each student will receive a state-of-the-art iPad with a protective case and connecting keyboard. Students are responsible for their iPads at all times. The iPad is required for classes at all times. Students will also be given their own personal web-based email address hosted by GOOGLE. (Please refer to the student handbook for detailed guidelines regarding computer usage.)

Digital Communication Devices

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. 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. (See details in the student handbook.)



Need Tech Help? Click here:
Parents: <http://bit.ly/ndaptechhelp>
Students: <http://bit.ly/NDAiHelp>

TRANSPORTATION

Bussing is available from the following school districts: Perrysburg/Rossford, Sylvania and Washington Local. TPS contracts TARTA for this transportation service. Parents seeking transportation for students must download and complete a transportation request form, which can be found at <http://www.tps.org/departments/transportation-services.html>. Those who request transportation will receive a TARTA bus card to ride free of charge.

To arrange for students to ride a bus, parents must request transportation directly to the public-school district of your residence. School districts must receive requests directly from parents in order to place a student on a bus route and will only transport students within their school district. Each school district is responsible for planning their district's

bus route and providing the specific routes to people living in that area. If you have a bus route question or need to know your daughter's specific bus schedule, please contact your public-school district directly.

Notre Dame Academy does not arrange any bussing for students. For those students living in non-bussing districts, parents are eligible to apply for "payment in lieu of". (*Specific information for individual districts can be found on the NDA App.*)

Seniors and Juniors are permitted to drive to school. Sophomores may be permitted to drive second semester depending on parking availability, and must contact the Dean of Students for permission to drive. If your daughter will be driving to school, she will need to complete a vehicle registration form and purchase a parking permit.