



Notre Dame Academy

Student Handbook



NOTRE DAME ACADEMY

3535 West Sylvania Avenue • Toledo, Ohio 43623
Phone 419-475-9359 • Fax 419-724-2640
www.nda.org

President

Mrs. Kim Grilliot

NDA Principal

Mrs. Andrea (Zobler) Zimmerman '96

Dean of Academics

Mrs. Beth Corrigan

Dean of Students

Mr. Travis Galloway

**PLEASE SIGN THIS ACKNOWLEDGEMENT
IN FINAL FORMS BY AUGUST 25**

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



NOTRE DAME ACADEMY

Table Of Contents

Executive Student Council	5	-Absence	30
Class Officers	6	-Truancy	30
Class Representatives	7	-College Visits	30
Academics	8-22	-Tardiness	30
-Online Grades	8	-Miscellaneous	31
-Non -custodial Parent	8	-Parent Responsibilities	31
-Homework	8	-Non -Catholic Families	31
-Graduation Requirements (NDA)	9	-Medical/Dental Appointments	31-32
-Ohio Graduation Requirements	10	-Funerals	32
-College Credit Plus (CCP)	11	-Personal Convenience Absence	32
-Credit Flexibility & Independent Study	12-13	-Attendance Probation	33
-Summer Academy	13	-Academic Consequences	33
-Semester Failure/Credit Recovery	13	Electronic Communications	33
-Academic Probation	14	Code of Behavior	34-48
-Exams & Procedure for Exams	14	-Philosophy	34
-Peer Tutoring Program	15	-Failure to Partner	34
-Intervention Services	15-16	-Expected Behavior	35
-International Baccalaureate(IB)	16	-Senior Privileges	35-36
-IB Language Policy	16-17	-Academic Honesty	36-37
-IB Assessment Policy	17-19	-Consequences of Demerits	37
-Senior Awards	20-21	-After school Detention	38
- Student Council	21	-Dress Code Requirements	38-41
-Senior Project	23	-Dress Code Violations	42
Admissions	23	-Private Detention	43
Athletics	23-28	-Disciplinary Probation	43
-Conference/Club Sports	23	-Suspension	43
-Teams	23-24	-Grounds for Dismissal	43-44
-Fitness Center/ etc.	24	-Appeals	44
-Academic Eligibility	25	-Drug & Alcohol Abuse	44-45
-O.H.S.A.A.	25	-Hospitalization for mental health/Safety	46
-Mandatory Athletic Forms	26	-Student Pregnancy	46
-NDA Athletic Boosters	26-27	-Procedures regarding Abortions	46-47
-Athletic Uniform Agreement	27	-Married Students	47
-Insurance	27	-Cyber Bullying	47
-NCAA	27	-Gum Chewing	47
-College Sports Signing	27	-Hazing	47
-NAIA Eligibility	28	-Harassment/Bullying	48
-7 th & 8 th Grade Athletics	28	-Weapons	48
Attendance	29-33	-Anonymous Letters, etc.	48
-School Hours	29	Counseling	49



-Counseling Mission Statement	49	-Boosters	65
-Counseling Services	49	-PANDA	65
-Confidentiality	50	School Closing/Delay	66
-Teacher/Counselor Contact	50	Spiritual Development	67-69
-Scheduling Procedures	50	-Theology Classes	67
-Schedule Changes	51	-Worship	67
-College Visits	51	-Mission Trips	67
-NCAA Eligibility Center	51	-Leadership Opportunities	67
-Testing	52	-Retreats	68
Co-Curricular Activities	53	-Campus Ministry	68
-Clubs	53	-NDA Service Learning Program	68-69
-Eligibility Requirements	54	Tuition & Financial Policies	69-70
-Dance Contract	54	Transportation	70
-Class Level Traditions	55	Miscellaneous	72-
Computer Usage & Conditions	56-63	-Announcements	71
-Computer Usage & Conditions	56-57	-Cars	71
-Classroom Ipad Policy	58	-Lunch DropOffs/student ID	71
-Use at Home	58	-Lunch Program & student ID cards	71
-Classroom iPad Policy	58	-Deliveries	72
-iPad Program	58	-Dining Commons	72
-Student Email	59	-Eighteen-year-old Students	72
-Student Printing	59	-Care of Property	72
-Dr. Suzanne Openlander Resource Center & Maker space	59	-International Students	73
-Technology guidelines	59-60	-Locker s/Combination Locks	73
-Maker space Guidelines	61	-Lost & Found	73
-3D Printer	61	-Passes	73
-Vinyl Cutter		-Spirit Store	62 74
Field Trips		-Visitors	62 74
Health		-Work Permits	62 74
Parent Organizations		RIGHT TO REMEND	74
		Appendix	65 A-1

Elected Student Leaders
2024 ~ 2025

Executive Student Council



President

Ava Napoli

Vice President

Sarah Hits

Secretary

Imanga Lufungulo

Treasurer

Maddie Townley

Cabinet Members

Communications

Eve Wollenweber ; Reagan Pike

Events and Publicity

Giada Terrill ; Claire Ma

Inclusion

Ce'Khya Moore ; Sierra Kolcun

Creative Director

Morgan Smith

Media Tech

Dylan Meyer ; Maggie Sulier

Pep Club

Reese McMahon ; Lauryn Hancock ; Aya Kanaan

Spirituality/Service

Emma Viertelbeck & Anna Reed

7th/8th Grade Advisor

Meredith Morris

Student Council Class Officers

2024 ~ 2025



Seniors ~ Class of 2025

President Katie Diggins	Vice President Abbey Weaver
Secretary Sarina Choksey	Treasurer Molly Rogers

Juniors ~ Class of 2026

President Brooklyn Marrow	Vice President Bekah Hazard
Secretary Samantha Burek	Treasurer Brynn Peppel

Sophomores ~ Class of 2027

President Cecilia Melvin	Vice President Lucy Townley
Secretary Marla Morris	Treasurer Skylar Sachs

Freshman ~ Class of 2028

To be Announced

Class Representatives 2024 ~ 2025



Class of 2025

Lindsey Stapleton
Lauren Schoen
Emma Fister
Cayla Murray
Taelynn Clarke
Abi O'Neil
Payton Gluza
Kadence Randolph

Class of 2026

Maya Spencer
KylieEmma Obeto
Ava Goodnough
Zoe VanOrden
Karys Clark
Mylee Rochelle
Sarah Asad
Katie Malone

Class of 2027

Razaan Elhag
Lauren Gehring (alternative)
Mariam Heif
Madeline Jeffer
Lilly Loomis
Eleanore Poca (alternative)
Rylee Walsh
Ca'Seona Williams

Class of 2028

To be Announced





◆ ACADEMICS

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 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.



❖ **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 Technology (Computer Applications, Digital Art, Music Technology, or Web Design and Coding)
- 1/2 credit in Financial Literacy (Class of 2026 & beyond; 1/4 credit for Class of 2024 and 2025)
- 1/4 credit for Senior Project
- 1 credit for 70 accumulated hours of service
- 1 Retreat per year

Total Credits Required
for Graduation

Class of 2024 and 2025	24
Class of 2026 and beyond	24.25

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

State Seals

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 II and Algebra I. IOWA standardized tests given in the spring of each academic year will be used to measure academic competencies in these areas.

NDA offers six (6) seals that are defined by the state of Ohio with three seals monitored by NDA (Science, Community Service, and Citizenship) and six seals monitored by the student (College Ready Seal, Seal of Biliteracy, Technology Seal, Honors Seal, Student Engagement Seal, and Fine and Performing Arts Seal).

Students need to earn two (2) seals, with one being state defined, to graduate high school in the state of Ohio. Seniors are responsible for notifying their counselor by the end of quarter 3 if they have earned a student monitored seal.

Credits

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.



❖ ACADEMICS (Cont'd)

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 must do the following:

1. Create an OHID account
2. Complete an application for CCP funding through the Ohio Department of Education
3. Meet college admission requirements prior to enrolling in a course
4. Submit an intent to participate form to the career counselor

Students who wish to participate in College Credit Plus (CCP) are highly encouraged to attend a student and parent meeting at the beginning of the second semester. Please note that enrollment criteria can change from year to year, and vary among institutions.

The final grade percentage earned in a course taken outside of NDA will be used to determine a student's GPA points and the letter grade that will be printed on her NDA transcript. GPA points and letter grades will match the NDA grading scale. If a course does not provide a final percentage and only a letter grade, that letter grade will be used to determine a student's GPA points. This same letter grade will be entered on her NDA transcript.

When registering for classes, the student should be mindful of the NDA schedule noting that they will not be released from academic classes early for CCP.

Credit Flexibility & Independent Study

Credit Flexibility (Credit Flex) applies to any alternative coursework, assessment and/or performance that a student wishes to pursue for NDA credit. 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.



❖ **ACADEMICS (Cont'd)**

Credit Flexibility & Independent Study (CONT'D)

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 a student attended NDA for the 7th/8th grade, they must get approval from the Dean of Academics and their school counselor to receive high school credit by the end of the first semester at NDA. Students who take Health and Team Activities in 8th grade will automatically have those classes added to their transcript. 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 paperwork 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.**

❖ **ACADEMICS (Cont'd)**

Credit Flexibility & Independent Study (Cont'd)



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.

Summer Academy

Credits earned through the NDA Summer Academy will be averaged into the student’s NDA cumulative 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 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.

❖ ACADEMICS (Cont’d) Academic Probation



The Dean of Academics may place a student on academic probation if a student is falling behind their academic potential. A contract will be drawn up that must be followed to permit continued enrollment at NDA.

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.
- We strongly discourage any changes to the exam schedule. Should an emergency arise, students and/or parents should contact the Dean of Students and the Dean of Academics.
- All outstanding obligations (tuition, fees, fines, athletic uniforms, etc.), must be taken care of before students may take an exam.
- 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.
- 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.

❖ ACADEMICS (Cont'd) Peer Tutoring Program



Peer Tutoring is a program of Eagles providing academic help to fellow Eagles. NDA students share their talents and academic strengths with classmates.

Are you struggling with a class or did you find that your grades are not what you expected?

- You can **request a peer tutor** by completing the Google Form via this link: <http://bit.ly/eagleshelpme>

Are you willing to help a fellow Eagle *and* earn service hours?

- You can **become a peer tutor** by completing the Google Form via this link: <http://bit.ly/eagleshelpingeagles>

Additional information, along with the links above, can be found in the *Peer Tutoring* folder of the *Student Shared* drive.

Students may be referred by teachers, counselors, parents, or self. However, the Google Form only accepts nda.org email addresses.

Intervention Services for Special Needs

Notre Dame Academy is a college preparatory high school that provides intervention services to students with Individualized Education Plans (IEP) or Individualized Service Plans (ISP) and a provider for the Jon Peterson Scholarship for students with special education considerations.

However, the curriculum will remain strictly college preparatory in nature. The IEP/ISP 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/ISP. 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.



❖ **ACADEMICS (Cont'd)**

Intervention Services for Special Needs (Cont'd)

Students with a disability who do not qualify for an IEP/ISP may be serviced through an Individualized Minor Adjustment Plan (iMAP), Notre Dame Academy's form of a 504 Plan, provided a comprehensive evaluation, and an agreement amongst team members.

This document supports the student with minor accommodations in the classroom and possibly standardized tests, depending on the student's disability. Due to the determination of eligibility based on Section 504 of the Federal Rehabilitation Act of 1973 a student found ineligible for services cannot be appealed through NDA administration.

International Baccalaureate (IB)

Each IB course is 2 years, part one and part two. Students may take 1 or up to 6 courses which is full Diploma. IB exams and Internal Assessments (IA) 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 do the IA's and 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.

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.



❖ ACADEMICS (Cont'd)

International Baccalaureate Language Policy (Cont'd)

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

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.



❖ ACADEMICS (Cont'd)

International Baccalaureate Assessment Policy (cont'd)

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.

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



❖ ACADEMICS (Cont'd)

International Baccalaureate Assessment Policy (cont'd)

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

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

First, Second, and Third Honor Ribbons – awarded to Seniors based on the second semester of senior year.

Green Cord – awarded to high school students maintaining perfect attendance for all four years at NDA. (Excluding academic year 2020-2021)

Years of Credit Department Awards – Seniors are eligible for department awards for successful completion (D- or higher) in a set number of courses offered per subject area. Credit for department awards must be obtained at NDA. Credit obtained outside of NDA (CCP, Credit Flex, or Transfer Credit) are not included in department awards. Subjects that award years of credit department awards are Business, Mathematics, Musical Arts, Science, Social Studies, Modern and Classical Languages, and Visual Arts. Contact the appropriate department chair for specific criteria and eligibility.

Outstanding Senior Academic Honors Awards – All seniors are eligible for academic honors awards for outstanding academic achievements in the following departments: Art, Business, Choir, English, French, Journalism, Latin, Mathematics, Orchestra, Physical Education, Science, Social Studies, Spanish, and Speech and Drama. These awards recipients are determined by each academic department.

Gold Cord – awarded to students who have a cumulative unrounded GPA of 4.00 or higher at the end of eight (8) semesters. 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.

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.



President's Award – awarded to the student who exemplifies the Notre Dame spirit of service, work ethic, and academic achievement.

❖ **ACADEMICS (Cont'd)**

Senior Awards & Recognition (Cont'd)

Distinguished Graduate Award – awarded by the Sisters of Notre Dame to the student who exemplifies the Notre Dame spirit of service and academic achievement.

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.)

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.

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.

Blue & Gold Cord – awarded to the Student Council President and Secretary.

Blue Cord – awarded to the Class Officers and Cabinet Members.



❖ ACADEMICS (Cont'd)

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. Seniors can complete their senior project beginning the summer before their senior year. Five (5) school days are given for the Senior Project at the end of the school year for students to finalize their senior project hours, complete the appropriate documentation of hours or interviews, and to prepare their final presentation for their underclasswomen. 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.** For the class of 2024, a minimum of twenty-four (24) hours of shadowing experiences OR three (3) professional interviews, or a combination of both must be completed prior to the Senior Honors Assembly to graduate from Notre Dame Academy. Students are required to have a sponsor(s) outside of Notre Dame Academy, who is not a parent, to oversee their project. The student will plan with her Senior Project sponsor(s), the best possible way to complete her project.

Upon completion of the project, the student will **receive 0.25 credit** on their final transcript, a requisite for graduation from NDA. In lieu of Senior Project, IB Full Diploma students will complete the CAS project requirement. Details on the senior project and due dates will be communicated by the career counselor at the end of their junior year and again at the beginning of senior year, so please check with the career counselor on any questions you may have.

❖ ADMISSIONS

Admissions Process

Eighth grade student - takes High School Placement Test, submits application. After acceptance, the 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.

❖ **ATHLETICS**

Conference/Club Sports

NDA is a member of the Catholic High School League (CHSL) and offers students the opportunity to participate in the following sports:

<u>Fall</u>	<u>Winter</u>	
<u>Spring</u>		
Varsity Cross Country	Varsity Basketball	Varsity Lacrosse
+ Equestrian	JV Basketball	JV Lacrosse
Varsity Golf	Freshmen Basketball	+ Rowing
JV Golf	+ Broomball	Varsity Softball
+ Rowing	+ Dance	JV Softball
Varsity Soccer	Varsity Gymnastics	Track & Field
JV Soccer	Varsity Swimming &	
Varsity Tennis	Diving	
JV Tennis	+ Indoor Track & Field	
Varsity Volleyball		
JV Volleyball	+ Club sports	
Freshmen Volleyball		

CHSL sports are cross country, golf, volleyball, basketball, lacrosse, softball, and 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 (canceled 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.

❖ ATHLETICS

Teams (Cont'd)

- Students must attend the **last two blocks of the day** to practice or compete that day. Students abusing this policy may face sanctions and will be dealt with on an individual basis. Exceptions include funerals, medical appointments, school-sponsored field trips, and other excused and pre-approved absences.
- When students are in season in one sport, they may **not** participate in another sport's open gyms.
- Winter student athletes in the sports of basketball, gymnastics, swimming and diving, and dance 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).



❖ ATHLETICS (Cont'd)

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.

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.



❖ ATHLETICS (Cont'd)

Mandatory Athletic Forms

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

- FinalForms/OHSAA Physical Form- must be completed on FinalForms, 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 FinalForms by a parent/guardian and the student-athlete:

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

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.



❖ **ATHLETICS (Cont'd)**
NDA Athletic Boosters (Cont'd)

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. 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.

❖ **ATHLETICS (Cont'd)**



College Sports Signing/Recognition Days

The athletic department typically hosts two college signing days each school year with one in November and one in April to recognize NDA senior student-athletes that plan to play their NDA sport(s) in college. NDA seniors that have participated or will participate in their NDA sport their senior year are permitted to participate in these college signing/recognition day events.

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.** Main entrance will open at 7 am. Lobby D doors and Sr. Carol Hall doors will open at **7:45 am.** 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.

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:

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.**



❖ ATTENDANCE (Cont'd)

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

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 may result until parents confer with the Dean of Students.

College Visits

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

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 quarter. The student will serve a detention for the fourth tardy and for each tardy thereafter.

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.



❖ ATTENDANCE (Cont'd)

Miscellaneous

- If a student misses more than one-half of the class, she is considered absent from that class.
- Three (3) missed periods in one day equal one day of absence.

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 9:00 a.m., an attempt will be made to contact the parent/guardian.

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.

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 in with a signed note to be handed in to the attendance office by 8:15 am 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.

As many offices are now including the option of telehealth appointments, we would like to remind you that this process still applies. Additionally, while we would love to be able to allow your student to have a space in the building to attend their telehealth appointments, at this time, we do not have the resources available to ensure the safety and confidentiality for your student to have an on-campus telehealth appointment.



❖ ATTENDANCE (Cont'd)

Medical/Dental Appointments (Cont'd)

It is the student's responsibility to pick up the permit to leave class from the attendance office prior to the departure time. 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 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 teachers 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.

Personal Convenience Absence

If parents request a student be withdrawn during the school term for a personal convenience, the parent/guardian must send a signed letter to the Dean of Students **one week in advance** of the anticipated absence. The student will then be issued a Personal Convenience Form, which she must complete and must be signed by her teachers. The responsibility for academic work and progress will be that of the student under the guidance of her parents/guardian. Teachers are required to give only minimal help in the event of a personal convenience absence.

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

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



❖ ATTENDANCE (Cont'd)

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

Any electronic device brought into the building may be taken from a student if its use interferes with the process of teaching and learning, disrupts school life, or conflicts with the mission or values of Notre Dame Academy. At the discretion of the administration, the device(s) may be returned to the student at the end of the day or returned after a period of time to a parent/guardian of the student.

Additionally, 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.

Before 8:10 a.m., electronic devices, including cell phones, 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., electronic devices, including cell phones, may be used in any area except the Resource Center and the Main Office. **Electronic devices confiscated during any testing situation will result in an automatic failure of the test, quiz or final exam.**

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



❖ 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.

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.



❖ CODE OF BEHAVIOR (cont'd)

Expected Behavior

- **INFRACTIONS IN ANY OF THE FOLLOWING AREAS 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. Snacks are permitted while meeting with a teacher during SFT.
 - 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.

- **INFRACTIONS IN ANY OF THE FOLLOWING AREAS 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.
 - Register vehicles, and park in assigned areas.
 - Leaving the iPad unattended.

- **Students will not be permitted to take videos or record themselves in the hallways or academic wings. This will only be permitted with teacher consent for an academic project.**

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



❖ CODE OF BEHAVIOR (Cont'd)

Senior Privileges (Cont'd)

Senior privileges include:

- 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

Because we uphold the Gospel values of honesty and integrity of life for the individual and for society, cheating in any form is considered unacceptable behavior. 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.

Plagiarism/Cheating is defined as any act through which the student uses the work of another for personal gain or attempts to achieve this result by deceitful means. **This includes copying, cutting, pasting, AI technology, material from the Internet in part or in its entirety, etc..** Helping another student to cheat by providing one's own work is considered cheating/plagiarism.

Plagiarism/cheating may incur any of the following disciplinary consequences:

- Re-work of the assignment in question for partial credit
- A zero or 50% for the academic work in question
- A 3-point demerit
- Notification to guardian
- Other arrangements made by the Dean of Students and faculty member



❖ **CODE OF BEHAVIOR (Cont'd)**

Academic Honesty (Cont'd)

A repeat violation of academic dishonesty, whether cheating, plagiarism, or any other form will require a conference with the student, parent, Dean of Students, Dean of Academics or Counselor. Consequences for a repeat offense will be determined at that time.

Consequences of Demerit Accumulation

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

<u>Demerit Points</u>	<u>Consequences</u>
3	<ul style="list-style-type: none"> • Conference with Dean of Students • 1/2-hour detention for first three demerits • 1-hour detention thereafter
6	<ul style="list-style-type: none"> • Disciplinary Notice sent to parents
12	<ul style="list-style-type: none"> • Conference with parents, Dean of Students, counselor • Disciplinary probation • Additional discretionary consequences
15	<ul style="list-style-type: none"> • Conference with parents, Dean of Students, counselor • Suspension
18	<ul style="list-style-type: none"> • Conference with parents, Dean of Students, counselor, administration • Possible dismissal

❖ **CODE OF BEHAVIOR (Cont'd)**



After School Detention

Detentions will be held during the week, 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.

DRESS CODE Requirements

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.

❖ **CODE OF BEHAVIOR (Cont'd)**
DRESS CODE Requirements (Cont'd)



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.*
- Gray/White ¼ zip
- Navy or gray 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.
- Navy or Gray 3/4 zip with NDA logo
-

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.*
- Navy with white short sleeved shirt with NDJA logo embroidery. *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.

◆ CODE OF BEHAVIOR (Cont'd)



Dress Code Requirements (Cont'd)

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, sandals, and boots 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 Requirements (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 including extreme multi-toned hair coloring. 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.
- Earbuds and/or headphones 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.

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.

Blazer Days

Blazers should be worn by high school students 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.

◆ CODE OF BEHAVIOR (Cont'd)



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 MAY 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, 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/Senior Dress Down

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.**

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.

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.

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.

Grounds 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

❖ CODE OF BEHAVIOR (Cont'd)



Grounds for Dismissal (Cont'd)

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 and academic 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. Appeals must be received in writing within 3 business days of the disciplinary or academic decision.

Procedures Regarding Drug/Alcohol Abuse

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

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

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.

❖ CODE OF B EHAVIOR (Cont'd)



Procedures Regarding Alcohol/Drug Abuse (Cont'd)

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 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.



❖ CODE OF BEHAVIOR (Cont'd)

Procedures if a Student is Hospitalized for Mental Health or Safety

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.

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.

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.



❖ CODE OF BEHAVIOR (Cont'd)

Procedures Regarding Abortions (Cont'd)

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.

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. I pads are property of NDA and as such are subject to inspection if cyber bullying is suspected.

Gum Chewing

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

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.

❖ 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 hand-held 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)

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.

❖ COUNSELING



Counseling services are an integral part of student life at NDA. Each student is assigned a counselor who provides academic and social/emotional counseling. Each student is also provided a college counselor and a career counselor.

Periodic contact will be made between the student and counselor. Students or parents may request appointments with their counselor by emailing their counselor directly.

Counseling Department Mission Statement

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.

Counseling Services

The NDA School Counselors support students and their academic and social/emotional health through areas such as individual counseling, group counseling and classroom lessons.

The NDA Career Counselor helps prepare students for life outside of the education system by exploring interests, discovering untapped potential, and planning a future career.

The NDA College Counselor provides students with information regarding college related topics such as college/scholarship opportunities, the college application process, and financial aid, and provides opportunities for students to meet with college representatives.

The College Counselor works with students individually as they go through the application process. Counselors are always available to work on individual needs and concerns with a student. If an issue arises which warrants more in-depth counseling than the counselors are able to provide within the confines of a school day, referrals will be made to the students and their parents/guardians for appropriate community professionals.

❖ COUNSELING (Cont'd)



Confidentiality

The school counselors consider it a privilege to offer academic and social/emotional support to all students. 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 the 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. The school counselors are mandated reporters and as such have a legal responsibility to report known or suspected child abuse or neglect. Counselors are required to respond to court orders such as subpoenas.

Teacher/Counselor Contact

It is NDA's policy that if a student and/or parent/guardian has a question, concern, or issue with a teacher, the individual(s) concerned should contact the teacher directly in an attempt to address and resolve the issue. If the student and/or parent/guardian still has concerns after initiating contact with the teacher, the Dean of Academics should be contacted for further assistance.

Scheduling Procedures

The Master Schedule is created based on 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. Personalized schedules are sent before the school year begins. In the second semester, students will participate in a registration assembly with their grade level. Students will then meet individually with their assigned counselor to discuss graduation requirements, course opportunities, and course requests.

❖ COUNSELING (Cont'd)



Schedule Changes

Between June 1st and the 1st day of the academic school year, schedule changes will only be permitted for the following reasons:

1. Student did not receive a course required for graduation
2. Student is enrolled in a course for which the student has already received credit
3. Student is enrolled in a course for which the student has not met the prerequisite
4. Student did not have a full schedule of 8 blocks
5. Student received a course the student did not request as an original or alternate
6. If a student requests a schedule 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. The student must then contact her counselor and the Dean of Academics for approval. An "Add/Drop" form must be completed and signed, and a \$50 fee is incurred.

Schedule Change Requests for grades 11-12:

- If you are a junior or senior and want to change your schedule:
 1. You (the student) must contact your counselor directly, via email or in person.
 2. Your counselor will only accept requests from you, not from parents or guardians.

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. Students are expected to notify the Attendance Office and advise their teachers one week in advance of the intended college visit. Students must bring in a note from the college admissions office after the visit and turn in to the Attendance Office.



❖ COUNSELING (Cont'd)

NCAA Eligibility Center

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 through the school year. This includes, but is not limited to, PSAT, PreACT, ACT, AP, and IB exams. NDA offers the ACT and PreACT one time at the beginning of the second semester. Freshmen and sophomores will take the PreACT, and juniors will take the ACT. (CEEB Code: 365040)

Students who want to take the ACT or SAT do so on their own; this is the student's responsibility. 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.



❖ **CO-CURRICULAR ACTIVITIES**

Clubs are many and varied at NDA and are formed as student interest dictates. Any student in grade 7-11, interested in starting a new club 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	Fashion Club	National Art Honor Society
ASL Club	Film Studies	Nailed It
Anime Club	French Club	Pep Club
Archery Club	International Culture Club	Quiz Bowl
Art Club	Jazz Club	Red Cross Club
Bracelet Club	K-Pop Club	Ski Club
Cooking Club	Knitting Club	Spanish Club
Craft Club (7 th /8 th)	Latin Club	Tea Club
Current Events Club	LEAP/Environmental	Tech Club
Disney Club	Legal Eagles	Video Game Club
Dungeons & Dragons Club	Math Club	Writing Club



◆ CO-CURRICULAR ACTIVITIES (Cont'd)

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(s) 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.
- 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.



❖ CO-CURRICULAR ACTIVITIES (Cont'd)

Class Level Traditions

7th Grade Toledo Zoo and Carey Shrine Trip - 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.

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.

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.
- **Senior Week**
- **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.

❖ COMPUTER USAGE & CONDITIONS



Computer Usage And Conditions

Students are responsible for the care of the iPad **AT ALL TIMES**. Students are ultimately responsible for the replacement of the iPad, charger, and cable if lost, stolen, or broken. Broken iPads are covered by AppleCare in most situations. In the case of a lost or stolen iPad, student families will need to submit a deposit to be issued a loaner iPad. Loaner devices are issued at the discretion of the Technology Department or Administration. 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 devices 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 is on loan to the student. The student must maintain the iPad in working condition while at NDA. The use of a passcode lock or facial recognition 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. Students 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.



❖ COMPUTER USAGE & CONDITIONS (Cont'd)

Classroom iPad Policy

1. No other digital communication devices, this includes smart watches, are prohibited and defined as a watch that can connect to the internet or receive messages., are allowed in the 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.

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 enable web filtering for all internet access on and off campus. Efforts to bypass or disable the web filter will be viewed as going against the Acceptable Use Policy and is subject to disciplinary action.

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>

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



❖COMPUTER USAGE & CONDITIONS (Cont'd)

Student Email

NDA uses G Suite Foundations for our email and productivity apps. All students will be given credentials which will allow them to access their NDA account wherever they have internet access. These accounts are provided by the school for student and staff use. There should be no expectation of privacy.

All graduating students will have access to their account for one year past their graduation date. It is the graduating student's responsibility to move all data from the NDA account into a personal account. Students transferring out of NDA will have their accounts deactivated shortly after their last day at NDA.

Student Printing

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

Dr. Suzanne Openlander Resource Center & Makerspace

The Dr. Suzanne Openlander Resource Center & Makerspace is open during a variety of times before, during, and after school. Along with access to 15 online research databases and e-book collections, the Resource Center also has laptops, iPad keyboards, headphones, and styluses 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.



❖COMPUTER USAGE & CONDITIONS (Cont'd)
Dr. Suzanne Openlander Resource Center & Makerspace (Cont'd)

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.

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.

❖COMPUTER USAGE & CONDITIONS (Cont'd)



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 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.



❖COMPUTER USAGE & CONDITIONS (Cont'd)

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 \$0.05 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.

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.

❖ 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 the duration of the 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.
2. 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.
3. 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.
4. 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.
5. If your daughter needs to take medication while at school, a medication administration form needs to be filled out, signed by her doctor, and on file with the school.

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. Vision and hearing screenings are to be done on all 7th, 9th, and 11th graders and new to the building students at other grade levels.



◆ HEALTH (Cont'd)

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

If your daughter has been diagnosed with a condition such as diabetes, POTS, or neurocardiogenic syncope, please send in appropriate drinks and/or salty snacks and all necessary supplies to be kept in the nurse's clinic. We must have these in stock at all times. The nurses will notify the parent via email or phone if/when they need to be replenished. 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.



❖ HEALTH (Cont'd)

If your daughter has a doctor's written care plan, please obtain this and all necessary medicine and/or supplies needed to carry the orders out, and turn it into the school by the second week of August. Then, a parent meeting (virtual/in-person) will be requested to review the plan together.

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.

Parents' association of Notre Dame Academy (PANDA)

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 Tuesday of each month. All are welcome!

❖ SCHOOL CLOSING/DELAY/EARLY DISMISSAL



NDA follows **Sylvania Schools** for weather closings and delay policies.

When inclement weather prevents the buses from running, TV news channel websites will be updated. The announcement will say: "Sylvania Schools are closed (or delayed)." Usually this will be taken care of by 6:30 a.m. As a courtesy, NDA will send out a notification by email, text, and on the NDA app stating that Sylvania Public Schools have delayed or closed, therefore, NDA has delayed or closed. The following TV stations will be alerted: WTOL-11, WTVG-13, and WNWO-24. Parents/guardians are asked **NOT** to call the school, but to look for our text and email notification.

When Notre Dame Academy closes early for a meeting, etc., buses will still 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 4** will be followed for a two-hour delay. If a delay turns into a closing, that announcement will usually be made by 8 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.

In the event that NDA uses up all extra instructional hours due to calamity days or the sort, NDA will implement a virtual learning model for students to access their content and to stay on track of their education. All students will have access to their teachers' Google Classrooms accounts, including Google Meets during the hours of 8:15 am - 3:05 pm for questions and teachers will post their specific class content, classwork, and homework on their Google Classroom account.

◆ SPIRITUAL DEVELOPMENT



Theology Classes

Notre Dame Academy is a Catholic school and during their tenure here, students are required to take four (4) years of Catholic Theology. In the spirit of faith seeking understanding, students will study the truths of the Catholic faith in order to develop a sound context for examining moral and ethical questions and to enhance their spiritual, social, and personal growth. What is taught in school should be supplemented in the home to foster a consistent faith formation. While respecting religious diversity, all students are expected to participate in Theology class and religious functions at the school regardless of religious affiliation. Non-Catholic students are encouraged to relate these experiences to their faith and moral training.

Worship

Mass is provided monthly for High School Students and weekly for JA Students. Opportunities for reconciliation, adoration, praying the rosary in a group are provided throughout the year, and all students participate in daily prayer. Students are able to participate in liturgical ministries as leaders. These ministries include lectors, music ministers, altar servers, and sacristans. Any student who is age 16 and older and a Confirmed Catholic may serve as a Eucharistic Minister after completing Eucharistic Minister training.

Mission Trips

Notre Dame provides students with the opportunity to travel to Harlan Kentucky for an NDA sponsored Christmas Party at a local elementary school, and, circumstances permitting, international and domestic summer opportunities are offered.

Leadership Opportunities

Under the direction of the Co-Directors of Campus Ministry students are encouraged to assist with planning the various Campus Ministry offerings. Students may choose to apply and be elected to the Campus Ministry Core Team. Members of this team help set the direction of Campus Ministry programming from year to year and help lead subcommittees for Missions and Worship.

◆ SPIRITUAL DEVELOPMENT (Cont'd)



Retreats

Retreats exist to create time and space for introspection and exploration of interior life within the context of a community. Witness talks, discussion, reflection, and activities are utilized to help fulfill that goal. The retreats are structured in the Ignatian Spiritual tradition adhered to by the Sisters of Notre Dame and guide students through the four Ignatian Spiritual Exercises.

All students are required to attend annual class level retreats as a requirement for graduation. If a student is unable to make their scheduled class retreat, they are required to make up the retreat by attending the scheduled makeup retreat or other approved retreat option.

Campus Ministry

The Campus Ministry Department provides a variety of spiritual and practical experiences throughout the year to allow students to explore their innermost being and connect with the souls of others. These experiences include worship, mission trips, retreats, service learning, leadership opportunities, and spiritual formation.

All students are expected to participate in all school worship experiences. It is a graduation requirement that students attend annual class level retreats and complete the NDA Service Learning Program.

NDA Service Learning Program

- All students are required to complete a total of 70 hours of service learning by the end of 1st semester senior year at which time they will receive a pass or fail for service learning on their final transcript.
- To help students complete the 70 hours of service learning by the end of 1st semester senior year, students will need to complete a minimum of 10 hours of service learning each semester. If a student falls short of this expectation, the student will not be cleared to take semester exams under the discretion of the Campus Minister for Retreats and Service Learning. Note: Students can exceed this minimum during a particular semester and their total can rollover to the next semester.

❖ SPIRITUAL DEVELOPMENT (Cont'd)



NDA Service Learning Program (Cont'd)

- All service learning must be logged in the online platform called MobileServe for approval.
- For an entry to be approved it must contain the name of the organization served, the number of hours served, a reflection that answers all of the reflection prompts, and non-parent adult verification.
- Please reference the NDA Service Learning Guide for information on what counts for service learning, the documentation process, and a list of organizations students are welcome to serve with.

◆ 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.

Notre Dame is a provider of the EdChoice Scholarship program of the Ohio Department of Education. Qualified families may apply for an EdChoice scholarship by submitting an application to Notre Dame. Parents must reapply each year for EdChoice. **Parents must submit the EdChoice Acceptance Form before the start of the school year in order to receive the full scholarship amount.**

◆ 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.

❖ 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. Please refer to the NDA app - > Back to School Resources - > Transportation for the most current details.

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.

❖ 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.*

Cars

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.

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

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.

❖ MISCELLANEOUS (Cont'd)

Deliveries



Notre Dame Academy **strongly discourages** deliveries of flowers, balloons, etc. Food deliveries of any kind are not permitted.

Dining Commons

The Dining Commons and other common spaces are a place where good human relations can be developed. Here, each student practices the rules of good manners:

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

Eighteen -Year -Old Students

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

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.

❖ MISCELLANEOUS (Cont'd)



International Students

Students are accepted from ALL countries. We accept short-term and long-term students that can graduate with the proper credits. 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 birthdays 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 & 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.

Passes

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

❖ MISCELLANEOUS (Cont'd)



Spirit Store

Spirit wear and spirit items are available for purchase in the Spirit Store located in Lobby D. 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.

Visitors

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.

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

NDA Administration is the final recourse and reserves the right to amend this handbook.



NOTRE DAME ACADEMY

Table Of Contents

APPENDIX

Appendix A

A-1-A-4

-Policy Statement on

Gender-related matters

A-1-A-2

-Catechesis Regarding human Dignity

& Gender-related matters

A-3-A-4

Appendix B

B-1

-Student social media policy

B-1

Appendix C

C-1-C-6

-computer usage & conditions

C-1-C-3

-Publishing Guidelines

C-4

-Acceptable use agreement

C-5-C-6

Appendix D

D-1-D-2

-NDA ipad user agreement

D-1-D-2

Appendix E

E-1-E-3

-policy on weapons, firearms, &
destructive devices

E-1-E-3

Appendix A

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.

Appendix A (Cont'd)

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.

Appendix A (Cont'd)

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.

Appendix B



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.

Appendix C

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.

Appendix C (Cont'd)

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 C (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 C (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 C (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 C (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 D

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). The iPad is issued to all students with a screen protector and a protective case with keyboard. These items are required for use on the iPad. If these items become damaged and/or inoperable, they must be replaced. Screen protectors are available from the Tech Nest for \$10. Replacement cases can be purchased from the Tech Nest for \$100; however, they may have used cases available for free.

For Parents

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

NDA does filter all internet access while on campus. In addition, all student iPads (grades 7-11) are filtered off campus. While filters help, it is important to monitor your student's usage to ensure safe and secure habits.

All students will use a NDA Managed AppleID on their school issued iPad. This combined with the Mobile Device Management (MDM) software will allow NDA to make apps available to the students. All available applications go through a review process and application that is required by NDA.

D-1

Appendix D(Cont'd)

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.

Appendix E

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.”

Appendix E (Cont'd)

- 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.

Appendix E (Cont'd)

- 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*