

NOTRE DAME ACADEMY
PARENT/GUARDIAN/STUDENT
HANDBOOK



Rooted in our Marist, Catholic tradition, Notre Dame Academy is a Pre-K 12 International Baccalaureate community that fosters individual academic growth, moral responsibility, and global mindedness.

Inspired to know and love each child, Notre Dame Academy combines knowledge and faith to form wisdom and life vision.

**THE TOP 10 THINGS NOTRE DAME ACADEMY
WILL DO TO SERVE YOU WELL**

1. Create a Catholic Culture of Prayer, Study, Community, and Service
 - Live our Marist Charism and be proud of our Catholic Identity
2. Answer our Phones and Greet you with Warmth & Sincerity
 - 7:30 am to 4:00pm
3. Provide an Open-Door Policy
 - Principal is always available upon request, schedule permitting
 - Front and Business Offices are always available during work hours for you
4. Communicate Professionally
 - Teachers will respond within a reasonable time to all requests
 - Prompt and updated information will be posted on Wolfhound Connection
5. Provide Quality Instruction
 - Teachers and staff will be prepared for quality daily instruction
 - Teachers and staff will challenge every child to his or her potential
6. Provide Quality Supervision
 - Teachers and staff will be attentive to the needs of their students
 - Teachers and staff will insure a safe playground & classroom
7. Maintain Facilities that are Clean and Safe
 - Building will be clean every day upon student arrival
 - Building will be maintained to keep students safe and healthy
 - Improvements to the plant will be ongoing as needs arise
8. Invest in Educational Resources for Academic Excellence & Student Success
 - Students will be provided with the best resources for academic success
 - Gift/Challenged Students will have strategies for success when needed
 - Teachers/Staff will have the opportunity for professional development
 - Technology innovation will support and enhance student learning
9. Invest in Fine Arts, Physical Education, Athletics and the Whole Child
10. Live our Mission as a Catholic, Marist, and IB World Class School

THE TOP 10 THINGS THAT YOU CAN DO TO SUPPORT NOTRE DAME ACADEMY

1. Keep Tuition / Fees Current:
 - School Tuition is paid through FACTS and is due on the 5th or 20th of each month
 - Incidental fees are paid through FACTS
2. Claim Lost & Found
 - Unclaimed items will be donated
3. Drive Safely on the parking lot
 - The speed limit is 5 mph
 - Honor drop-off and pick-up times
4. Support the School Dress Code:
 - See Uniforms
5. Update Emergency and Health Information:
 - When things change, please notify the office/school clinic
 - We need written authorization to administer any form of medication
6. Be on Time and Avoid Unnecessary Absences:
 - Refer to start times for each level
 - All absences require written/electronic communication from parents
7. Avoid extended vacations during the school year
 - This is a disruption to the educational process
 - Teachers are not expected to provide assignments in advance or make up assignments.
8. Be Polite and Civil in Email
9. Follow and Respond to School Notices and Newsletters
10. Fulfill your Parent Service Hours Commitment

HISTORY AND VALUES OF THE MARIST ORDER

The Marist order began in the early 1800's in France as the Society of Mary. Marist priests strive to reflect the spirit of Mary by being gentle, loving, humble, inclusive, and merciful. Following Mary's example, the Marists list the traits and goals they pursue as being to say yes to God, to be present and guide gently, to be humble and merciful servants, to support the Church, and to unify God's people. These attributes work hand in hand with Notre Dame Academy's service program and with its international curriculum.

The Marists work in parishes, schools and college campuses, prisons, hospitals, and missions in the United States and around the world. They organize their priests and brothers into 14 geographical provinces and four missionary districts. In the United States there are two provinces with centers in Boston and Atlanta. The Boston Province covers the Northeast; the Atlanta Province covers the rest of the country. The Atlanta Province has priests and brothers in 16 states and the District of Columbia. In addition, Marists minister in Italy, the Philippines, Brazil, and the South Pacific. For more information about the Marists, visit their [website](#).

Society of Mary Sponsorship

Rev. William Rowland, S.M., President of Marist School, and his Marist brethren serve the Notre Dame Academy family by saying Masses, offering reconciliation, and facilitating the spiritual direction of the school.

Elements of a Marist Education

- Formation of students into strong and faithful disciples of Christ, according to the gospel of our Lord Jesus Christ.
- Formation of character so that students become honest, upright, and useful citizens in society, strong and committed in virtue.
- Furthering students' progress in letters and sciences through competent knowledge, the most suitable methods, and motivation to excellence and achievement.

Objectives to be met through Cultivation of Attitudes and Behaviors:

- Imitating Jesus Christ in his actions.
- Seeking to act in the manner of Mary, the mother of Jesus, thinking, judging, feeling and acting as Mary would.
- Acting always as instruments of mercy and reconciliation, counseling and consoling those who have lost their way.
- Striving intently to create a Christian Community that exhibits the Spirit-filled passion of the earliest days of the Church and the hope that looks forward to its final days.
- Avoiding greed, pride, and power.
- Manifesting a genuine concern for the least favored and those on the margins of society.
- Maintaining a spirit of openness to all, avoiding exclusivity, exhibiting a welcoming acceptance and inclusion, and seeking cooperation.

- Ministering to one another and to those in need from a desire to connect others to their God and to build up their spirits.
- Using every opportunity to evangelize, i.e., to witness the impact of the Good News of Jesus Christ to all.
- Keeping humor as an integral element of our dealings with one another.
- Finding opportunities for “tasting God”: reflection, prayer, solitude.

Objectives for Those on School Staff:

- Taking time and care for regular renewal in the mission of Marist education and for one’s own spiritual development.
- Exercising constant respect for the dignity of students as persons and seeking to draw out all their potential for human growth.
- Exercising a ministry to graduates as members of the community of a Marist school who seek nourishment and attention in their spiritual and personal development.

The school believes that a partnership exists among the parent, student, and school personnel. The goal of this partnership is to fulfill the mission of the school. To accomplish this goal, the school believes that a positive and constructive working relationship based on mutual respect is essential. Thus, and without limitation, the school reserves the right to discipline or not re-enroll a student if the school concludes that the actions of the student and/or parents preclude the school from fulfilling its educational purpose. The decision of the school in these regards shall be final.

Non-Discrimination Policy

Notre Dame Academy does not unlawfully discriminate based on race, color, gender, sexual orientation, disability, national or ethnic origin, or any other protected status in accordance with applicable federal, state, and local laws. Aligning with the Marist values of inclusiveness and hospitality, Notre Dame Academy applies this policy to its educational, admissions, financial aid, athletic, and other school-administered programs. A student’s birth certificate will be used to identify the student’s legal name, age, birthdate, and biological sex.

Code of Christian Conduct

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian’s privilege to come on campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an immediate step short of withdrawal.

All parts of the Notre Dame Academy community must be equally committed to and accountable for sustaining the mission of the school by creating a Christ-like environment. To best reflect the attitudes and behaviors of Notre Dame Academy, the school expects the following code of conduct for student's parents or guardians:

- Parents are the most influential role models to their children. It is the expectation of the school that all parents model acceptable behavior. The school will not accept adult behavioral standards that are lower than what we expect from the students.
- Parents are asked to refrain from discussing disputes or concerns with those who are not able to bring about change. In all situations, parents are asked to discuss their concerns first with the individual directly involved in the situation.
- Bullying has no place in our school community. This is true for all interaction: student-to-student, adult-to-adult, and adult-to-student. Instances of bullying must quickly be brought to the attention of the school staff so that a just resolution may be achieved for all involved.
- While it is never our intent to be unjust, at times an action may be perceived as such. Approaching potential conflict with an attitude of cooperation and partnership is expected. An open positive discussion with those involved can most often bring about an understanding of the situation and a positive end.
- A child's perception is not the same as an adult's perception due to developmental maturity. There are times when your child will describe the world in a way that is different from the description of the adult involved. To accept your child's perception as fact can threaten the school's ability to fulfill its educational purpose and is a disservice to the child, the adults involved, and the school. Children may not be lying when their story conflicts with another or when the adult's perception doesn't match the child's. They are simply telling the story through their own limited experience, which colors their interpretation. Listen to your children when they tell you their reality but remember that others may see different realities.
- Parents are asked to recognize that children act differently at home and school. Amongst their peers, children may do or say things that seem completely out of character for the child. It is the responsibility of the adults in the child's life to set clear boundaries and consistent expectations in all environments. The saying "My child wouldn't do that" may not be accurate.
- As a community, we are committed to a culture of compassion and concern. When a member of our community is struggling, we must join together to show mercy and compassion.
- The relationship between the family and the school must be one based on trust. There will be situations when all the adults involved will not agree on action taken, but with mutual trust all the adults can still support one another. When parents are not in full agreement with the action taken, they need to be reassured that Notre Dame Academy does indeed have their child's best interest at heart. If they cannot trust, they need to reexamine the suitability of Notre Dame Academy for their child. Without mutual trust, the school cannot fulfill its mission.

SCHOOL PROFILE

Notre Dame Academy is an independent Marist and IB World School located in Duluth. The school opened in August 2005 to serve the area's growing Catholic population.

Notre Dame Academy teaches the doctrine of the Catholic Church and integrates the faith and values of the Church throughout the curriculum. The instructional program is based on the belief that when knowledge is set in the context of faith, it becomes wisdom. The religion curriculum has been approved by the Archbishop and the Office of Catholic Education. The school is included in the Official Catholic Directory.

Notre Dame Academy is governed by a Board of Trustees with guidance from the Marist Order. Day-to-day management of the school is the responsibility of an appointed president, Mr. Ken Willers.

Accreditation

Notre Dame Academy is accredited by the Southern Association of Colleges and Schools/Cognia, and Southern Association of Independent Schools. Notre Dame Academy is an authorized International Baccalaureate (IB) World School for the Primary Year Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP).

Institutional Goals

- Promote global awareness by exploring themes that have global relevance and importance.
- Create a culture of belonging for all learners regardless of the needs, learning styles, and differences.
- Provide the opportunity for instruction in Spanish (with the option of French in grades 6-12), recognizing that the acquisition of more than one language enriches personal growth and helps facilitate international understanding.
- Offer a service-learning curriculum that instructs students in both information and values.
- Provide modern technology including a laptop computer and an iPad for each teacher, an interactive board and LCD projector in each classroom and Apple® devices for students in all grade levels.
- Emphasize personal fitness through a physical education program and a competitive athletic program that teaches student athletes values and work ethic.
- Develop an appreciation for the fine arts and provide the opportunity to participate in a performance-based program.
- Provide a challenging academic program with individual instruction that tracks performance and offers opportunities for enrichment and remediation when necessary.

Statement of Purpose

- To create an environment that provides the students with role models who are witnesses to the teaching of Christ.
- To provide the students with teachers who are certified in their area of expertise, who are skilled practitioners and who view their responsibilities as a work of love.
- To acknowledge that parents are the primary educators of their children and that the goal of the school is to include the parents in the operation of the school.
- To expand the teaching of school subjects to include not only information but also values.
- To teach civic values of freedom, justice, nobility of work, and to pursue social progress.
- To teach international awareness reinforcing needs for peace, justice, and freedom in today's world.
- To prepare the students to discover the harmony between faith and science so that in the future they can give back to society.
- To provide students with access to modern and technologically up-to-date equipment within a learning environment of simplicity and evangelical poverty.

INTERNATIONAL BACCALAUREATE PROGRAMME

Notre Dame Academy is an authorized International Baccalaureate (IB) World School for the Primary Years Programme (PYP), the Middle Years Programme (MYP), and the Diploma Programme (DP). It uses the framework of this program for the curriculum. The framework consists of a process whereby teachers plan activities, engage students in learning, assess the success of their students in reaching the goals established, and then reformulate the plan according to the results.

The PYP, MYP, and DP are international, transdisciplinary programs designed to foster the development of the whole student encompassing social, physical, emotional, and cultural needs as well as academic welfare.

The philosophy of the IB, regarding the student/learning environment, is expressed in a series of desired attributes and traits/outcomes reflecting the international perspective.

They form the Learner Profile:

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination. We work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives-- intellectual, physical, and emotional--to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses to support our learning and personal development.

The IB is transdisciplinary, is driven by concept acquisition and is inquiry based. The body of knowledge studied has both local and global significance. The essential skills developed are the ability to conduct research, communicate effectively, function successfully in different social contexts, manage health and life and to think critically and creatively. Six transdisciplinary themes provide the framework for units of inquiry at each grade level and these form the school's Programme of Inquiry.

GENERAL INFORMATION

Notre Dame Academy [School Calendar](#)

Notre Dame Academy events are updated electronically on the school [website](#).

Building Hours:

Students are not allowed in Schroeder Hall, Kavanaugh Hall or The George Student Center beyond supervised times listed below unless under the direct supervision of an employee of Notre Dame Academy. These hours are subject to change during half-days or other special events.

Schroeder Hall	Academic Hours: 8:10 AM – 3:30 PM
	Building Hours: 7:50 AM – 6:00 PM
Kavanaugh Hall	Academic Hours: 8:00 AM – 3:30 PM
	Building Hours: 7:30 AM – 4:00 PM
George Student Center	Academic Hours: 7:50 AM – 3:30 PM
	Building Hours: 7:00 AM – 6:00 PM

Academic buildings will remain open during instructional hours, August-May, Monday-Friday. Notre Dame's Lower and Middle Schools will attend Mass weekly and on Holy Days of Obligation. Notre Dame Academy's Upper School will attend Mass monthly and on Holy Days of Obligation.

Attendance Policy

Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school. Parents are expected to notify the school if a student is going to be absent.

Students are expected to be present and punctual for assigned classes and all other required events. To be successful, it is essential that students are present for all instructional time.

If the school calls the family to pick up a student due to illness or injury, it is expected that parent(s)/guardian(s) decide for that to occur within an hour. Additionally, students who become sick at school will not be permitted to stay for after school activities.

Appointments and personal errands should be scheduled outside of the school day.

A student must never leave campus without first reporting to the front office to obtain permission and check-out. Please see the Sign Out Procedures section.

Students must attend a minimum four hours of school each day to be able to participate in any after school activity.

If your child has a fever of greater than 100.4F he/she should not come to school. The child needs to be free of a fever without the use of fever reducing medications for 24 hours prior to returning to school. If your child has a contagious disease, your child should not come to school. Students who do not come to school are not permitted to attend any after school activities. If you have any questions, please feel free to contact the school nurse.

If the school calls the family to pick up a child due to illness or injury, it is expected that parents decide for that to occur within an hour. Additionally, students who become sick at school will not be permitted to stay for After Care or other after school activities.

For safety reasons, if a student is absent and the parent has not notified the school, then the school will attempt to contact the parents.

Communications regarding an absence should include the full name of the child, the date(s) of absence, and the reason for the absence.

Absences

In cases of absence, parent(s)/guardian(s) are required to notify either the child's homeroom teacher (Lower and Middle School), Schroeder Hall front desk by email or telephone at 678-387-9385 or Kavanaugh Hall's Administrative Assistant by email or telephone at 770-542-2911.

In the case of an anticipated absence, parent(s)/guardian(s) should notify Schroeder Hall or Kavanaugh Hall's Administrative Assistants in advance of the absence. It is the students' responsibility to contact their teachers regarding all assignments that will be missed due to their absence.

In the case of an unexpected absence, parent(s)/guardian(s) should notify Schroeder Hall or Kavanaugh Hall's Administrative Assistants immediately and the day of each subsequent absence. In the case of continuous absences, the same procedure for anticipated absences should be followed.

Upon return to school, the student must present a written/digital communication signed by a parent/guardian or medical official stating that they approve of the absence. The communication must be dated, contain the date(s) of absence, and include a phone number for verification purposes.

Upper School students are permitted two absences per year for university visits. All visits must be verified by the front office and the college counselor. A college visit form can be obtained from the counseling office.

For Middle and Upper School students the only absences permitted during final exam days are for illness, death in the family, court summons, or with administrator approval.

All assignments, tests, quizzes, etc. assigned on day(s) missed are handled by the individual teachers in a manner outlined in their course syllabus.

Part-Day Absence

Please plan personal errands and appointments outside of school time. However, if a student must be absent from school during a portion of any day, the student must present to the front desk a written/digital communication signed by the parent before the school day begins, or the parent must come in and check their child out. The receptionist issues a pass to leave class and the student signs out in the front desk when departing and signs in upon return. A student must never leave the campus without first reporting to the front desk and obtaining permission.

Late Arrivals/Early Dismissals

Students arriving after 8:10 a.m. at the Lower School Campus or leaving early must check-in/out through the receptionist. Parents must sign students in/out in person. Students who will be dismissed early must send written or email notification to the homeroom teacher or administrative assistant at the start of the school day. Children will only be released to those adults on the emergency contact list.

- Check-out must be completed before 2:30 p.m.
- Due to the reverence of Mass, early release or late arrival should be planned after Mass.

For safety and security purposes, an absence is recorded whenever a student is not present on a given school day or is checked out before noon and does not return. The school does not make value judgments on the reason for absences, except for semester exam days.

Since attendance and punctuality are vital to student success, excessive absences and tardiness will result in a parent meeting with administrators, during which appropriate action will be determined.

Tardiness Policy

Tardiness will be recorded on the student's attendance record. Excessive student tardiness will be addressed by school administrators.

Make-Up Assignments

When making-up work, whether formative or summative, all outstanding work must be submitted upon return to school unless an extension has been granted by the teacher.

For Lower School students, planned appointments and absences of three days or less, families are encouraged to contact classmates for homework assignments. For absences that exceed three days, please notify the teacher and assignments will be sent home. Classroom

work and homework will not be given prior to vacation leave. Classroom work and homework will be made up upon return.

For Middle and Upper School students, to receive an extension, students must request permission from a teacher **a minimum of 24 hours prior** to the due date. For formative assessments, students may be granted an extension until their next class period. For summative assessments, students may be granted an extension of up to one week prior to the due date. To re-emphasize, extensions are only granted at the discretion of each individual teacher.

Middle and Upper School students are expected to use ManageBac and be in email communication with his/her individual teachers when he/she is absent.

For extended medical absences, the school will work with the family to develop an individualized academic action plan with Notre Dame Academy's counseling department.

Tests and quizzes are to be made up on the day of return if the student was present for the instructional period prior to the assessment.

A long-term assignment is defined as an assignment due three weeks after it is assigned. Teachers reserve the right to require a long-term assignment be turned in on the due date even if the student is absent on the day the assignment is due.

Excessive Absence/Irregular Attendance

Students absent from individual classes for more than eight (8) days in each semester, even with a doctor's excuse, may lose credit for the class(es) missed. The principal decides regarding course credit. Likewise, excessive tardiness and irregular attendance without sufficient cause is a serious concern and may result in suspension and/or loss of course credit. The school reserves the right to make judgements in these areas.

Truancy

Truancy is defined as a student being absent from class when a parent/guardian and the school have the expectation that the student is in attendance. Any instance of truancy is a serious offense and will lead to administrative action. Chronic truancy or missing more than 10 school days per semester without excuse, will lead to administrative action along with reporting to state agencies.

Tardiness

Any student (Lower, Middle or Upper School) not in an assigned room by the first scheduled class of the day is tardy. Students must receive a tardy slip from the front desk and present it to be admitted into class. Tardiness at the beginning of the day is excused if documentation from a parent/guardian is provided upon arrival or if written/digital communication is received by close of the school day. Students who arrive late may receive administrative consequences if tardiness is deemed chronic. Please see the tardy policy described above.

Once the school day begins, students who are not in their assigned room when the late bell rings are tardy. Students who arrive late to class may receive administrative consequences if tardiness is deemed chronic. Please see the tardy policy described above.

Sign-Out Procedures

Students who wish to leave campus for any reason, even if returning the same day, must notify the teacher and/or the front desk prior to leaving. Students who are not driving must have a parent/guardian physically present at the front desk to sign them out. Students who are driving must have a clear parent communication via note/email/phone call sent to the Kavanaugh Hall Administrative Assistant prior to leaving campus. Seniors leaving campus for lunch must have a completed Senior Off-Campus Form. These students must also sign out at the front desk of Kavanaugh Hall. They must also sign in upon return at the front desk.

Out of Town Parent(s)/Guardian(s)

When parent(s)/guardian(s) are going to be out of town, written documentation must be submitted by the parent(s)/guardian(s) to the Kavanaugh Hall Administrative Assistant. The documentation must include how parent(s)/guardian(s) can be reached and who is responsible for the student in the parent(s)/guardian(s) absence. This information is critical, especially in the case of a medical or other emergency.

An appointed guardian must provide a picture ID for a student to be released into his/her care.

Immunizations

In conjunction with Notre Dame's admissions procedures, all students are required to have the immunizations as mandated by state law. The parent(s) of children with expired immunization records or with missing immunizations will be notified by the school nurse via email. An updated form will be expected within 30 days of notification.

Telephones

A telephone is available for student use in the front office and may be used only with permission. Students will not be permitted to use cell phones. If a student needs to make a phone call, he/she must have the prior approval of a teacher or school administrator. Cell phones must remain in the student's backpack and must be always turned off. If you need to reach your child during the school day, please call the main school phone line, and a message will be delivered to your child.

ACADEMIC PROGRAM AND POLICIES

The school's curriculum is based on national and state standards. Notre Dame Academy teaches Christian values, respect for human rights, curriculum content, and appropriate skills.

In keeping with the International Baccalaureate Primary Years Programme, Notre Dame Academy has created a trans-disciplinary curriculum that is engaging, relevant, challenging, and significant for learners from preschool through 5th grade. The curriculum comprises three interrelated components:

- The written curriculum (What do we want to learn?)
- The taught curriculum (How best will we learn?)
- The assessed curriculum (How will we know what we have learned?)

Notre Dame Academy sees the school as a community of learners where everyone engages in the learning process. The curriculum model is an interactive process, whereby each component informs the other two.

For grades 6 - 10, Notre Dame Academy follows the Middle Years Programme and is focused on cross-curricular learning, critical thinking, and global mindedness. This framework provides real-world context for students throughout their units. The goal through the MYP programme is to develop your children into well-rounded individuals who have a better understanding of the world by applying concepts to real-world situations and taking risks to become the best versions of themselves.

In addition to receiving a Notre Dame Academy Diploma, students can participate in the **International Baccalaureate Diploma Programme (IBDP)**, a two-year programme (11th and 12th Grade) that provides an internationally accepted credential for entry into many universities worldwide and the opportunity for university credit at many universities in the United States.

As described by the International Baccalaureate Organization, "through the DP, schools are able to develop students who:

- have excellent breadth and depth of knowledge
- flourish physically, intellectually, emotionally, and ethically
- study at least two languages
- excel in traditional academic subjects
- explore the nature of knowledge through the programme's unique theory of knowledge course."

Religion Curriculum

The school's religion curriculum is consistent with the teachings of the Roman Catholic Church and follows the religion curriculum guidelines promulgated by the Archdiocese of Atlanta. These guidelines can be found in the document Curriculum Guidelines for Elementary Schools of the Diocese of Atlanta. All religion textbooks are subject to the

approval of the Archdiocesan Office of Religious Education. All supplementary material used in the curriculum must conform to Catholic moral teachings and doctrine.

Programs Concerning Human Sexuality

Notre Dame Academy recognizes that parents are the primary educators of their children. All education programs concerning human sexuality shall include information to assist parents in helping their children understand and live Catholic doctrine and morals in human sexuality.

All human sexuality programs and resources must:

- Reflect authentic and comprehensive Church catechesis
- Be pastorally sensitive to issues of American and ethnic cultures
- Be family-centered
- Be developmentally sensitive

Personal Fitness Program

Notre Dame Academy promotes physical activity and health through its Personal Fitness Program. The goal of the program is to integrate physical activity and health into fitness-for-life PE class for grades Pre-K 5 and as electives for Grades 6 - 12.

Achievement Tests

NDA will be using the IowaFlex adaptive achievement assessment. The IowaFlex allows a pre and post assessment in comprehensive reading and math assessment for grades K-8. This online benchmark testing experience is tailored to each student's ability level and measures student growth and progress toward the end-of-year mastery of core content.

Instructional Materials

The principal, in consultation with the faculty, has final approval of the textbooks used in the school. Within each classroom there is a collection of textbooks that are used as reference. Consumable workbooks are provided to the students by the classroom teacher. Textbooks are the property of Notre Dame Academy, and students will be responsible for damages thereto. Notre Dame Academy students and parents must abide with the policies and procedures relating to the use of iPads and/or MacBook's. When appropriate, students will be given access to e-textbooks.

Lost, stolen, or damaged textbooks are the responsibility of students. Fines must be paid prior to issuance or end-of-year report cards.

Supply Lists and Summer Work Requirements

Supply lists and summer work requirements for each grade level are listed on the [website](#).

Media Center

The Media Center provides a vibrant, welcoming environment that enables students to grow in knowledge set in the context of the Catholic faith. The goal of the Media Center is to foster a love of learning and reading and to assist in fully educating each student by supplementing the school's curriculum.

Media Center personnel collaborate with the staff to create new learning opportunities and assist the entire school community in becoming effective and critical users of print, non-print, and electronic information sources.

The Cooperative Learning Center, located in the Schroeder Hall, provides a space that encourages students to work together in an environment that promotes concentration and collaboration. This allows students to focus on all aspects of a project, from brainstorming and research, to writing reports and developing presentations. The production studio enables students to take film projects to a higher level, with higher quality cameras and software.

Library Books and Materials

The selection and approval of library books and materials are based on the following:

- All books and materials must be related to some aspect of the school's educational program.
- All books and materials must be recommended by a faculty member, administrator, and/or approved by the media specialist.
- Any parent who wishes to challenge a library book or other library materials must contact a school principal.

Service Learning

Notre Dame Academy values the importance of service to the community and provides structured opportunities for students to participate in service learning both within the Notre Dame Academy community and in the Atlanta metropolitan area. Each year Notre Dame Academy offers opportunities for students to partner with local non-profit organizations to perform age-appropriate service-learning projects.

In addition, all enrolled Upper School students should participate in a minimum of four of these service learning projects each year or participate in other service-related projects offered through the student's parish/church, youth group, club/league, travel team, neighborhood, etc. Students are responsible for recording their service-learning projects in Naviance and completion of four service-learning projects per year is required to graduate.

Junior and Senior students pursuing the IB Diploma are required to complete the Creativity Activity Service (CAS) programme. CAS begins at the start of the Diploma Program and continues regularly with a minimum requirement of 1-2 quality CAS experiences per month for at least 18 months with a reasonable balance between creativity, activity, and service. Students must also undertake a CAS project of at least one month's duration. All CAS students must maintain and complete a CAS portfolio on ManageBac as evidence of their engagement with CAS, which includes the completion of the seven CAS learning outcomes and fulfills the above-mentioned service-learning project requirements.

Before and After Care Programs

Notre Dame Academy provides Before/After Care programs for students in grades Pre-K 8 in the George Student Center. The hours of operation for Before School Program are from 7:00 a.m. to 8:00 a.m. and 3:10 p.m. to 6:00 p.m. for the After School Programs. A late fee of \$1.00 per minute will be imposed after the 6:00 p.m. closing time. Upper School students may not be in before care but may come into Kavanaugh Hall beginning at 7:30 AM. There is no After Care available for 8th - 12th grades. For more information about ND Academy Before Care or After Care please visit our [website](#). After school programs are not held on early dismissal days before a holiday or during school holidays.

STUDENT SERVICES

Learning Support

In addition to complying with the Americans with Disabilities Act, Notre Dame Academy follows the principles outlined in the Pastoral Letter on the Handicapped. Classroom teachers address learning differences and differentiate instruction within the classroom. The learning specialist and classroom teachers work closely together to support students. Students who continue to struggle with academics may be referred to the Learning Support Committee for more specific differentiation or strategies for the Classroom Teacher to implement within the classroom. The Learning Support Committee includes learning specialists, classroom teachers, principal, and school nurse when necessary. The learning specialist will discuss the recommendation from SST with parent(s)/guardian(s). The Learning Support Committee will evaluate the needs of all students through a referral process.

For a student to be eligible for a formal Learning Support Plan, a student must have a documented disability or a medical condition that substantially impacts learning. Therefore, accommodations are needed to access the curriculum and make progress towards grade level standards. Students who have a current 504 plan or Learning Support Plan upon enrolling at Notre Dame will be able to transfer their Learning Support Plan to Notre Dame Academy. For a student to be eligible to receive a Learning Support Plan, the following process is in place:

- Parent(s)/guardian(s) will provide an updated psycho-educational report (Psychological or Neuropsychological) dated within the last three years documenting the student's disability. That must be updated every three years to be eligible to receive learning support. In case of a medical issue, the student's medical report specifically states how the student's disability impacts their ability to make progress towards grade level standards and this documentation will need to be provided yearly.
- The Learning Support Committee will review the psychological, Medical Evaluation Report, current performance in school, teacher observations, and school history to determine the student's eligibility for reasonable accommodations for a Learning Support Plan. Please note: Recommendations for accommodations in the psychological department will be reviewed for what is reasonable for implementation within the classroom to meet grade level standards and to access the curriculum.

- A Learning Support Plan meeting will be held to review the recommendations for accommodations from the Learning Support Committee. Middle and Upper school students will attend their Learning Support Plan meetings.
- The Learning Support Plan will be implemented and updated on an annual basis.
- Staff will notify the parent(s)/guardian(s) two or more months before the expiration of the psychological on file. parent(s)/guardian(s) will provide the school with the updated psychological report no more than 90 days after the expiration date. If the report is not provided within that time, the student's plan and support will be suspended until the report is provided, and the student would not receive their accommodations. Once the psychological report is submitted, the Learning Support Committee will review the new report to consider eligibility. If eligible, a new plan will be written with updated information.

The school's faculty will make all reasonable accommodations for otherwise qualified students. The school reserves the right to determine what accommodations will be provided. In special cases, students may require services outside of school. The expense of these services is the responsibility of the parent(s)/guardian(s). Service animals are permitted on campus. Animals designated as "emotional support" are not.

Direct Learning Support

Our Direct Learning Support Program offers support for students with learning differences that may require specialized instruction in reading, writing, math, and social skills. Students meet specific criteria during admissions to participate in the program. A psychological evaluation is required prior to being admitted to the program and needs to be updated every three years. Specialized instructional support in core classes helps students with learning challenges make progress in accessing the traditional curriculum. The continuum of support offered in core classes may be considered through Instructional Support within the traditional classrooms to small group classes within a specialized instructional setting.

There are additional supports within the Direct Learning Support program that may be considered. Speech-language services are offered through a licensed Speech and Language Pathologist for students that qualify for services. A reading specialist is on staff to consult with classroom teachers and offer recommendations for support within the classroom. The study skills class is a supported class that offers help with organization, learning study skills strategies, and a time to receive help and feedback from the teacher regarding assignments.

When looking at accommodations for standardized testing, the Notre Dame Academy Upper School follows The College Board and ACT guidelines. Per College Board: "With few exceptions, students who request an accommodation on College Board exams receive that accommodation on tests that they take in school. However, students who receive an accommodation in school or have an Individualized Education Program (IEP) or a 504 Plan that includes the accommodation do not automatically qualify for the accommodation on College Board exams — they must still be approved by the College Board's Services for Students with Disabilities, and in some cases, documentation will be requested for the

College Board’s review. The student’s history of receiving accommodations in school and information provided by the school are important in the College Board’s review of requests for accommodations. Yet College Board exams can differ from classroom tests. When requesting accommodations, schools and students should consider whether the accommodations that are used for classroom tests are needed for the specific College Board tests that they are taking.” These guidelines state that accommodations can be provided only if the student has used these accommodations in school on a regular basis. Documentation may include a psycho-educational report and/or medical evaluation report. The College Board also requires an approved plan from the school which includes those accommodations. Our college counselor can address any questions about college admissions testing.

Tutoring

There may be times when a student needs individual help above and beyond the classroom teacher. Working with the learning specialist, the family will be referred to a list of recommended tutors for extra support. The cost of this tutoring will be the responsibility of the parent.

ACADEMIC POLICIES

Academic Grading Scales

Kindergarten through Grade 2	Grades 3 - 8	Grades 9 - 12
ME Meets Expectations	A 90 - 100	A 90 - 100
BE Below Expectations	B 80 - 89	B 80 - 89
IP In Progress	C 74 – 79	C 70 - 79
	D 70 - 73	F 69 and below
	F 69 and below	

Lower School Retention

- If the student is failing to make appropriate grade level progress, the parents should be notified by the Fall Parent Teacher Conference if possible, so that the school and home may cooperate in helping the student be successful.
- Any concerns by either the parent or teacher should be brought to the Learner Support Team (LST) and the necessary interventions should be implemented, which includes all appropriate documentation. Please see requirements for referral to the LST.

- No student shall be retained more than one year.
- The Light's Retention Scale (Kindergarten through 5th form must be completed by the classroom teacher prior to the teacher/principal conference.
- The teacher is to discuss possible retention in January with the principal and learning specialist prior to discussion with the parent.
- A Student Retention Request form and Parent Consent Form for Retention must be on file at the school no later than March 15 at 12:00 PM.
- In some situations, the LST and Principal will recommend that the student will be best served at the Father Colin School. In those cases, the principal, families, and LST will work together to determine the best placement of the student for the following school year.

Academic Honesty

Philosophy: Notre Dame Academy places a high value on academic honesty. Behaving and learning in an ethical way is an expectation for all students. According to the International Baccalaureate Organization (IBO), academic honesty includes a set of values and skills that promote personal integrity. Academic honesty also supports good practice in teaching, learning, and assessment. Notre Dame Academy students will uphold academic integrity by not committing the following offenses:

- Plagiarism – using the ideas or work of another person as your own, either intentionally or unintentionally, such as copying language from a book or website and not citing the source.
- Collusion – supporting deception by another student, including allowing one's work to be copied or submitted by another.
- Duplication – Duplication of work for multiple assessments or the duplication of another's work.
- Misconduct – refusing to follow directions, such as taking test materials from a classroom or using prohibited electronic devices.

Report Cards

Report cards are issued at the end of each semester. Parents of children in Grades 6 - 12 can check grades at any time through PowerSchool.

Conferences

Parents are required to meet with the homeroom teacher or subject teachers during scheduled school conference days. Parent conferences are held each semester. In addition, student-led conferences may be held towards the end of each school year.

Weekly Folders for Lower School

Communication, including graded homework, will be sent home in a folder every Thursday for children in Pre-K 5th Grade. Please send the folder back with your child on Friday.

UPPER SCHOOL ACADEMIC POLICIES

Graduation Requirements

Credit/courses	Subject		Courses offered
4	English	Core	English 9 Lit/Comp, English 10 Lit/Comp, English 11 American Lit/Writing, English 12 British Lit/Writing or IB Lit year 1 and 2
4	Mathematics	Core	Algebra I, Geometry, Algebra II (all at standard or Honors level), Precalculus; IB Mathematics, IB Statistics
4	Science	Core	Biology, Chemistry (at the standard or honors level), Physics, Environmental Science; IB Biology, IB Physics year 1 and 2
4	Social Studies	Core	<i>*World History/ World Geography or AP Human Geography, Economics (.5 credit) US Government/Political Process standard or AP (.5 credit), *United States History or IB History of the Americas year 1 and 2, 1 elective</i> *required
4	World Languages	Core	2 years in the same language; 3-4 years suggested by some colleges.
.5/.5	PE/Health	Required Classes	Taken in 9 th grade
4	Theology	Required Classes	IB World Religions (required for full DP students; can be taken to fulfil requirement in the 11 th grade
.5	Design Class	Required Classes	IB/ MYP recommended; can be visual arts, music, yearbook, design/robotics

4.5	Additional electives MYP		
Pass/Fail	Personal research project	10 th Grade	Required MYP
16 projects Service projects		4 per year 9-12 Requirement to graduate	

28 TOTAL Credits Required for Graduation

Notre Dame Academy is a four-year institution and therefore does not offer early graduation or Dual Enrollment. Online classes may be taken for Credit Recovery and not to replace classes offered at Notre Dame Academy.

The Notre Dame Academy academic program is a rigorous college-preparatory curriculum designed to prepare all students for entry and success in college whatever type institution they may attend. Each level of instruction challenges the students with similar goals and objectives while differentiating to accommodate various learning styles and needs.

The Academic Program

Levels of Instruction: All classes at Notre Dame Academy are college preparatory.

Standard curriculum is designed to give assignments with increasing levels of independence and demanding higher levels of thinking, depth of knowledge and writing/research skills. All Upper School students are given a MacBook Air to use in our research-oriented classrooms.

Honors (H) courses are designed to meet for students who want a college preparatory curriculum that examines a topic in more depth. Students need to demonstrate a high level of responsibility, interest, aptitude, and achievement. A greater level of research and independent work is the norm.

AP Classes are only offered in 9th and 10th grade because IB classes do not start until 11th grade.

IB Curriculum is designed for students who accept the rigor of the 2-year curriculum and requirements. It begins in the 11th grade. It is important to note that to qualify for **some of** the IB classes, prerequisites are needed. To be recommended for IB Foreign Language, the 3rd year of that language must be satisfactorily completed in 10th grade. To be recommended for IB Mathematics, Honors Algebra II must be satisfactorily completed in 10th grade. A student cannot be considered for a Full IB Diploma unless the student meets the following course requirements.

- IB English Lit-year 1 and 2
- IB Mathematics-year 1 and 2 (Statistics)
- IB Foreign Language-year 1 and 2 (Spanish or French)

- IB Physics- year 1 and 2
- IB History of the Americas- year 1 and 2
- IB World Religions or IB Visual Arts
- IB Theory of Knowledge
- Extended essay - 4000-word research paper
- CAS- service requirements

A student may take some IB classes and be a “certificate only” student.

Course Load

Students in grades 9-12 usually take 8 subjects each semester each year. Each class usually meets 3 times a week on our modified block schedule.

Course Availability

All courses listed in the catalogue are offered subject to availability. Teaching staff needs for the next school year will be based upon the data gathered from course registration in the spring; the number of students requesting each will determine which courses/sections will be offered and the number of teachers needed to teach these courses. A student’s ability to be scheduled into a particular course is based on the number of requests, the student’s other course time slots, section availability, and the student’s final grades for the year. Courses may be limited to a certain number of students; therefore, not all students who register for a course will be able to take the course. It should be noted that the selection of certain courses does not guarantee that the student will be scheduled into those courses. A class may be dropped due to insufficient enrollment.

Course Requirements

Students must obtain the necessary recommendation from his or her teacher, in conjunction with the college counselor, to be allowed to take a higher level of a course. The college counselor keeps track of and advises a student regarding their 4-year curriculum plan to ensure a successful preparation into whatever program of study best fits the student. Performance benchmarks are used in conjunction with teacher and counselor recommendations.

Course Enrichment

Students are permitted to enroll in external coursework (outside the school) for purposes of curriculum enrichment; however, community college and on-line courses are not accepted in lieu of graduation requirements, prerequisites, credit hours required for graduation nor will the class be counted in grade point average.

Course Changes

Notre Dame Academy does not have a Drop/Add period in the fall and changes will be made only if it is decided that the student was misplaced. Changes always begin with the classroom teacher and may include the college counselor, department head and principal. Schedules are not changed for the following reasons:

- Teacher change

- Placed in an elective the student did not request

AP Program/ IB Program

Notre Dame Academy is an International Baccalaureate (IB) World School and IB continuum school offering the IB Primary Years Programme (PYP) from Kindergarten to 5th grade, the Middle Years Programme (MYP) from 6th grade to 10th grade, and the Diploma Programme (DP) in 11th and 12th grade. Students in 11th and 12th grade have the option to attempt the two-year IB Diploma, consisting of six subjects, three at Higher Level (HL) and three at Standard Level (SL), a 4000-word Extended Essay, the Theory of Knowledge course, and maintain an ongoing CAS (creativity, action, service) portfolio. Courses include both internal assessments completed over the course of the programme and moderated by the IB and external assessments marked directly by IB examiners, typically in May of 12th grade, though up to two SL courses may be completed in May of 11th grade. Each subject receives an overall mark of 1-7 and students must receive at least a 24 total score across their coursework to receive an IB Diploma.

Advanced Placement, Honors and International Baccalaureate Diploma Programme courses are academically challenging and are a balanced course of study that prepare students for success at college and life beyond. Students who wish to enroll in these highly challenging courses should be able to demonstrate:

- A strong ability, aptitude, and genuine interest in learning
- Time management skills, self-motivation and the ability to advocate for themselves
- Work completed on time
- The highest academic and personal integrity
- An aspiration to become a member of a community of lifelong learners.

The following will be considered when selecting students for high level coursework:

- Attitude and commitment: Curious and motivated students who enjoy studying challenging curriculum.
- Grades: Preference will be given to highly motivated students who achieve an A average.
- Ability to articulate through writing: A good command of English is required for success in the program. Throughout the two years, there is much reading and writing.

AP and IB courses are both college level programs. Since entry into the IB classes does not begin until 11th grade, Notre Dame Academy offers an AP class for qualified students in 9th grade and another in 10th grade.

- All enrolled students must take the exam at the end of the year.
- The cost for each AP exam is \$128.00 The school will bill each family. Dropping the course after the test is ordered in November will still result in a bill for the test.
- There is a one-time \$25.00 registration fee. The cost for each IB exam is \$130.00 The school will bill each family.

Grades

Notre Dame is on a two-semester calendar year system. Exams are held in late December and in May. Classes are taught on a modified block schedule.

Grading Scale- Notre Dame Academy using a numeric grading scale

- 90 – 100- Highest level of work indicating a high level of mastery of materials
- 80 – 89 -Above average work and mastery of materials.
- 70– 79 -Passing, Average to below average work or mastery of the materials and may indicate a deficiency in mastering some of the material
- 69 and below -Failure to master fundamental objectives of a course

Honors, AP and IB Courses Weight

Notre Dame Academy weights all higher-level classes. The grade that is on the transcript reflects an additional weight being added.

- Honors classes have 4 points added
- AP and IB classes have 8 points added

Transfer Credit/Grades

Students new to Notre Dame Academy will have courses from the previous school listed on our transcript. High school level courses in Mathematics and World Languages taken prior to the first semester of freshman year will not be included on the transcript, will not receive credit towards graduation, and will not be included in the GPA calculations. Students may be given placement exams to ensure correct leveling in respect to these courses.

Graduation/Academic Awards/ HOPE Scholarship

- **Valedictorian/Salutatorian:** Notre Dame Academy will recognize at commencement the Valedictorian and Salutatorian who are the graduating seniors with the highest cumulative grade point averages at the end of the seventh semester.
- **Class Rank:** Notre Dame Academy does not report class rank.
- **HOPE Scholarship:** According to the Georgia State Finance Commission - *For the High School Graduating Class of 2017 and beyond, a student meeting the requirements to be a HOPE Scholar at the time of high school graduation must earn a minimum of four full credits from the academic rigor course categories [advanced math, advanced science, foreign language courses, Advanced Placement /IB courses in core subjects] prior to graduating from high school.*

The Notre Dame Academy's registrar uploads transcripts for graduating seniors into the Ga. Futures [website](#). Students must set up an account on their website to keep track of their

recalculated gpa and their eligibility for the HOPE/ Zell Miller scholarship. Families need to make sure the registrar has the student Social Security number to set up the account.

Frequently Asked Questions about HOPE:

- *What is the HOPE Scholarship and what are the academic eligibility requirements?* The HOPE Scholarship is a merit-based scholarship that aids towards the cost of tuition at eligible public and private Georgia postsecondary institutions. A student must graduate from an eligible high school with a minimum 3.0 HOPE GPA (as calculated by GSFC) and meet specific rigor course requirements.
- *What is the Zell Miller Scholarship and what are the academic eligibility requirements?* The Zell Miller Scholarship is a merit-based scholarship that provides full tuition at a public postsecondary institution and tuition assistance at an eligible private postsecondary institution. A student must graduate from an eligible high school as valedictorian or salutatorian (meeting the requirements of the HOPE Scholarship) or graduate with a minimum 3.7 Zell Miller GPA (as calculated by the GSFC) along with a minimum SAT of 1200 total or ACT of 26 composite.
- *How do I apply for the HOPE or Zell Miller Scholarship?* A student may apply for the scholarships by completing the GSFAPP (one time completion) or FAFSA (completed each academic year). Check with the postsecondary institution's financial aid office for scholarship
- *How much does HOPE Scholarship and Zell Miller Scholarship pay?* The HOPE and Zell Miller Scholarships assists with the cost of tuition at eligible postsecondary institutions and the award amount is dependent upon the specific institution.
- *How is my GPA calculated for scholarship purposes?* GSFC calculates the GPA based solely on core course data (English, math, social studies, science, and foreign language only) transmitted from the high school, by June 30, for graduating seniors.
- *How do I view my HOPE/Zell Miller GPA?* You may view your HOPE/Zell Miller GPA calculation by logging into your account on their [website](#).

Participation in Athletics

The Georgia High School Association (GHS) regulates the extra- curricular activities of students in Georgia's public and private high schools. As stated in the GHS Constitution and By-laws, Section 1.51, to be eligible to participate, practice and/or try out in interscholastic activities, a student must be academically eligible.

- Eligibility for activities regulated by GHS includes earning (with a passing grade) 2.5 Carnegie Units per semester as well as earning a prescribed number of counting-toward-graduation credits by the end of each school year to be able to participate the following school year. For more information, see <https://www.ghsa.net/>.
- Important note: The units that must be earned to be eligible for GHS-sanctioned activities are listed below:
 - By the end of Grade 9 Five (5) Carnegie Units of credit (10 semesters)
 - By the end of Grade 10 Eleven (11) Carnegie Units of credit (22 semesters)

- By the end of Grade 11 Seventeen (17) Carnegie Units of credit (34 semesters) If a student has failures and/or has 1 or 2 D's (70% -73 %) in any of his current courses, in other words he or she is not in good academic standings, the student's coaches will communicate by email to the student's parents.

Making Up Failures

Any student who fails a course that is required for graduation has three options for making up the credit: 1) Attending an approved and accredited summer school, 2) Attending an approved and accredited night school, or 3) Taking an approved and accredited online course. Whichever option the student chooses must be approved in advance by the principal.

Mandatory Tutorials

Teachers and the principal have the option of requiring any student to attend a mandatory tutorial on any school day either before or after school with two days' notice. Mandatory tutorials may be required to both review and enrich learning.

Final Exams

Many courses have a final exam each semester. No finals are given before regular exam dates. For extraordinary reasons, students may ask the principal to take one or more finals after the end of the semester. Seniors may be exempt from final exams if they have 90% or higher in the course going into the exam as of December 9th.

Testing Program

In October, the PSAT (Preliminary SAT) is administered to all ninth, tenth and eleventh grade students. This test provides practice for the SAT and serves as the National Merit Scholarship Qualifying Test for eleventh grade students. In the first week of November, the Pre-ACT will be administered to the 10th grade class. We will compare results with the 10th grade PSAT to help families select the best testing option for subsequent standardized tests.

Academic Warning and Academic Probation

A student is given an Academic Warning at the 6 week point of the semester. If the student is failing one or more courses, notification is sent home informing the parent(s)/guardian(s) and the student may be required to complete terms of an action plan. A student is placed on Academic Probation at the 12 week point of the semester if the student is failing two or more courses. The student is at that point ineligible to participate (including but not limited to meetings, practices, rehearsals, competitions, performances) in any extracurricular activity for the remainder of the semester. Any student whose grades are at Academic Probation level at the end of the semester for two consecutive semesters will be reviewed by the school administration to determine if they should be permitted to remain enrolled at Notre Dame Academy.

Theology Curriculum

All students are required to take a theology course each semester. The Upper School's theology curriculum and materials are consistent with the expectations of the Archdiocese of Atlanta and the United States Conference of Catholic Bishops (USCCB)'s high school curriculum guidelines and are the teachings of the Roman Catholic Church. All supplementary materials used in the curriculum conform to Catholic moral teachings and doctrine.

Instructional Materials

All instructional materials are recommended by a faculty member and carefully reviewed to ensure effective support of the school's educational program. Any parent/guardian with questions or concerns about any material should contact the Instructor.

GUIDANCE & COUNSELING

Guidance services are available to every student in the Upper School. Counseling is available to assist students with educational, career and college plans. Information concerning these areas, as well as the administration and interpretation of standardized test scores, are available in the counseling office. Both student and parent(s)/guardian(s) are welcome to meet with their guidance counselor by appointment. Students are welcome to discuss problems of a personal nature with their guidance counselor.

Transcript Requests and Recommendations.

- Transfer: Transcript requests need to be made via email to the Registrar. Please allow at least three business days for the transcripts to be sent. ○ If teacher recommendation forms need to be completed, please give them to Ms. Woods, the Director of College Counseling, and she will distribute them, collect them, and send them to the appropriate school. If the recommendation form is online, notify the appropriate teacher at least two weeks prior to the deadline.
- College Notre Dame Academy utilizes Naviance to send transcripts and college recommendations. Please contact the College Counseling department for questions about recommendations and transcript information.
- Learning Support/ Medical: Please send any learning support/medical recommendation/evaluation forms directly to the counseling office.

CHILD TRANSPORTATION

Carpool/Dismissal Procedures

- As a reminder, carpool time is a No Idling Zone.
- Parents are discouraged from entering the school building during carpool
- Cars arriving with family pets must always keep the pets in the car.
- Use of cell phones during carpool is prohibited. The use of a cell phone distracts drivers and increases the risk of an accident during carpool.
- Students that are not picked up by 3:30 p.m. at the Schroeder Hall Campus will be placed in the aftercare program. Fees will apply.
- Children who need to be at school outside of school hours indicated below must enroll in the Before/After-School Program.

Carpool Times

Grades K - 8 Drop Off	7:50 AM – 8:10 AM
Grades 9 – 12 Drop Off	7:30 AM
Grades K – 5 Afternoon Pickup	3:10 PM
Grades 6 – 12 Afternoon Pickup	3:30 PM

- Morning drop-off is intended to have families pull up to the curb and have the children walk independently into school. Teachers/Administrators will greet the children each morning.
- For the safety of your child, your Lower School child is not allowed to walk through the parking lot without an adult escort.
- Lower School cars arriving after 3:09 p.m. are held outside of the parking lot until all cars in the parking lot are released.
- Afternoon pick-up assigns each family a parking place. At 3:09 p.m. the parking lot closes. Grades 1-5 will be released from the building to the parking lot at 3:10 p.m. Grades 6-8 release at 3:30 p.m. Grades 9-12 will be released from Kavanaugh Hall at 3:30. No cars can move until all the children are safely in the car. Teachers will direct when cars can leave the parking lot.
- After 3:20 p.m. Lower School parents are expected to walk into the building to pick-up their students.
- After 3:40 p.m. Middle School parents are expected to walk into the building to pick-up their students.

Student Parking

Students who drive to school may park in any unmarked parking space. Student's car (make, model and license plate number) must be on file at the front desk within one week of a student parking anywhere on school grounds. Students may obtain the [Parking Permission form](#) here.

- Students must register to park their vehicle on campus. The registration must be on file at the front desk of Kavanaugh Hall
- Students are assigned to specific areas of the campus.
- Students are not permitted to park in visitor parking or faculty/staff parking.

Driver's License: Effective July 1, 2015, schools will certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit. The Certificate of Enrollment form will replace the Certificate of Attendance and the Certificate of Eligibility for Restoration of Driving Privileges forms. Students are required to obtain these forms. The request must be made a minimum of one week prior to the student's driver's test.

It is the responsibility of the student driver to operate his/her vehicle in a safe and acceptable manner.

- Reckless driving is prohibited.
- The school speed limit is 10 mph.
- Students are not permitted in the parking lot and/or their vehicles during the academic day. This excludes Senior off-campus privilege during the lunch period.
- Students must park in their designated student parking space. Please notify the front desk if you are driving an unregistered vehicle. Be prepared to provide the make, model, and license plate number of the vehicle.
- Students should keep their vehicles locked. Notre Dame Academy is not responsible for lost or damaged items.
- Students are not to loiter in the parking lot at the beginning or end of the school day.

Change of Transportation Arrangements

We do not allow students to ride home with unauthorized people. Parents must notify the school if they want their child to be transported by someone other than a parent. Please send notice of the change in arrangements with your child when he or she comes to school. If you must make a change during the school day, please notify the office staff.

In an emergency, the office will accept transportation changes until 2:00 p.m. Please do not leave changes in your child's transportation arrangements on voice mail or email. Call the school office if you need help contacting a teacher. Notre Dame Academy requires confirmation of identification with a photo ID.

Alternative Transportation, Taxis and Ride-Sharing Services

School Policy: Many parents have expressed the desire to utilize ride-sharing services (e.g., Lyft, Uber) or taxis to provide rides to and from Notre Dame Academy School (the "School") for their children. Sometimes an individual other than a parent (e.g., a friend, neighbor, non-custodial relative, a best friend's mother, etc.) is asked to pick up a child. We have many concerns about these practices, including children leaving school in vehicles driven by parties unknown to the School and possibly even the child. Of course, it is preferred that parents pick up their child personally and that at least one adult be at home (or other location) when

the child arrives, but we also recognize that for a variety of reasons, that may not always be a viable option.

Therefore, putting the safety of our children first as always, but balancing the modern needs of parents, the School will allow a child to enter a car driven by someone other than a parent/guardian at the request of the parent/guardian, according to the following guidelines:

Private Individual

If the child is to be transported by a private individual:

- A custodial parent/guardian must notify the School in advance of the identity of the person and relationship to the child (aunt, friend of parent, etc.) and the days on which the driver will be allowed to pick up the student(s).
- The parent/guardian must sign the permission slip/release form located at the end of this brochure, requesting the school to allow the child to accept the ride.
- If the arrangement for a ride cannot be made in advance (e.g., sudden illness, car problems, etc.), the parent/guardian must notify the School by telephone no later than noon of the day on which the ride is needed, to inform the School of the identity of the driver **and the reason for the emergency arrangement**. [Note: Emergency arrangements will not be honored for more than five consecutive school days.]
- The driver must present and identify him/herself to the School's departure supervisor and identify the child/children being picked up **BEFORE** the child enters the car. The School reserves the right at its discretion to require identification of the driver, including driver's license.

Commercial Vehicle

If a ride-sharing service or taxi is used:

- The School must be notified in advance of the name of the service/cab company being used, the name of the driver if known, and the days on which the service will be used (e.g., "every day", "Thursdays", "Wednesday, November 1st only", etc.).
- The parent/guardian must sign the permission slip/release form located at the end of this brochure, requesting the School to allow the child to use the service.
- If the arrangement for a ride cannot be made in advance (e.g., sudden illness, car problems, etc.), the parent/guardian must notify the School by telephone no later than noon of the day on which the ride is needed, to inform the School of the identity of the driver, the service to be used, **and the reason for the emergency arrangement**. [Note: Emergency Arrangements will not be honored for more than five consecutive school days.]
- The driver of the car must be informed of the name of the child/children to be picked up and must present him/herself to the departure supervisor, identifying the rider(s) **BEFORE** any child enters the car.
- **ONLY** recognized ride-sharing services or taxi companies (Uber, Lyft, Chariot, Yellow, etc.) will be allowed to pick up children.

- The School reserves the right at its discretion to require identification of the driver, including driver's license, taxi identification, etc.
- **NO CHILD** will be allowed to enter a vehicle whose driver and company if all the above conditions are not fulfilled. A child whose ride does not comply with these requirements will not be allowed to enter the car; the parent will be notified, and the child will be held at School for parental pick up.
- For a child to use a specific transportation service parents must print and sign the [Parental Request for Transportation and release form.](#)

In either circumstance, the school will:

- Maintain a list of students for whom permissions to accept rides have been given.
- When a driver identifies him/herself as present for a student, will verify that the driver is on the list and that the ride is authorized.
- Make sure that the listed child(ren) enters the authorized car.
- Make sure that all children on the list have been picked up.
- Take charge of any child on the list who is not picked up or who is not allowed to enter a car for any reason, and notify parents/guardians that the child needs to be picked up

Severe Weather

In the case of severe weather, Notre Dame Academy will track the closure and delay notices from Gwinnett, Forsyth, DeKalb, Fulton, and other County Schools when determining the safest course of action. Notre Dame Academy may make an independent decision during State of Emergencies.

In the event of a tornado or severe weather instance, it is the discretion of the administration as to when students will be able to leave campus. Student safety is our number one priority.

PE and Recess Weather Policy

Adverse weather conditions will sometimes prevent students from participating outside. This includes the following:

- Temperatures below 32 degrees will result in modified outdoor PE activities.
- Temperatures below 25 degrees will prohibit outdoor PE activities.
- Severe thunderstorms and lightning and heavy, continuous rain will also limit outdoor PE activities

Additionally, PE staff members will consult the National Weather Service heat index chart, which coincides with the National Athletic Trainers Association, and modify activities as follows:

- If the Air Quality Index is in the code red range of the EPA color scale, PE should be held inside.
- Heat Index below 80 - no changes
- Heat Index 80-90 - Students should receive a 5–10-minute rest and fluid break for every 20-25 minutes of activity.
- Heat Index 90-103 - Students should receive a 5–10-minute rest and fluid break after every 15-20 minutes of activity.
- Heat Index greater than 104 - Cancel all outdoor activities.

During hot weather days, students are encouraged to bring water bottles with them to PE to remain hydrated. It is recommended on cooler days those students wear the warmer Notre Dame Academy PE uniform (**see school website for PE uniform specifications.**) On cold days students may wear gloves, hats and warmer coats over their school sweatshirts and fleece jackets. The above rules may be changed for special events at the discretion of the Athletics Director and Senior Management Team.

Students must bring a signed note from their doctor if they cannot participate in PE due to injury, illness, or any other medical condition for more than one day. For single day injury or sickness excuses, a parent/guardian note is sufficient.

Forgotten Items

If you need to bring an item to your child during the school day, please put the student's name (and for lower School and Middle School students, the teacher's name) on the item and drop it off with the receptionist.

STUDENT CONDUCT

The primary rule governing the conduct of all members of our school community is the “Great Commandment” of our Lord: You must love the Lord your God with all your heart, with all your soul, and with all your mind and you must love your neighbor as yourself. (Matthew. 22:37-40). Any conduct which undermines the growth of such loving harmony is rejected.

Disciplinary Procedures

Consequences of not adhering to the Code of Conduct may depend on the severity of the situation and the student’s discipline record. The general course of action is as follows:

- Presence and Reminders
- Formal warning with parental notification
- Principal Referral
- Conference
- Detention
- Discipline Committee
- Suspension
- Expulsion

Regulations for Student Conduct

Classroom teachers in Lower School will create Essential Agreements with their students to maintain classroom management. Faculty and staff in the Middle and Upper Schools will review classroom procedures and expectations on a regular basis to keep lines of communication clear and open.

The faculty and staff at Notre Dame Academy is dedicated to helping students become more responsible for their own actions. The goal is that students become more self-disciplined at school, at school activities, and outside of school. Therefore, improper conduct off-campus can be subject to school disciplinary actions.

Bullying – according to US Legal , the definition of bullying is an intentional act that causes harm to others. This can include repeated verbal or non-verbal threats, taunts, physical attacks, blackmail, manipulation, or even extortion all with the intent to harm. An imbalance of power usually exists between the bully and the victim.

Harassment – US Legal defines harassment as conduct which annoys, threatens, intimidates, or causes fear in another person. It is unwanted behavior that offends, demeans, or threatens another person. The behavior causes a hostile environment. It can include derogatory comments, slurs, improper propositions, assault, physically impeding or blocking behavior, as well as visual insults.

Disciplinary Procedures

Consequences of not adhering to the Code of Conduct may depend on the severity of the situation and the student's discipline record.

Suspension

Depending on the severity of the misconduct, a suspension may be in-school or out-of-school. Suspensions will be for a stated period.

A student who disrupts the academic atmosphere of the school, damages property, or endangers students, teachers, or staff may be immediately suspended from school. The administration will notify the student's parents by telephone immediately, followed by written notification.

Students who are assigned an out-of-school suspension remain at home for the duration of the suspension. They are responsible for turning in all schoolwork and submitting assignments either electronically or in person on the first school day they return. While suspended, students are ineligible to participate in any extracurricular activities and are not permitted on campus.

Students who are assigned an in-school suspension must report to the school at the assigned time and location. They are responsible for turning in all schoolwork and submitting assessments assigned during their suspension period. While suspended, students are ineligible to participate in any extracurricular activities.

Students earn full credit for all work submitted during their suspension and are permitted to sit for quizzes and exams with no academic penalty.

Expulsion

Serious violations of the school's discipline code may result in expulsion. If expulsion is called for, the parents will be given a written notification clearly stating the reason for the expulsion.

Additional Interventions

In some cases, disciplinary action may include a recommendation for some form of outside intervention, such as counseling or testing. An intervention is designed to help the student find a solution to the problematic behavior and is not punitive in nature. However, failure to comply with the recommendation may indicate an unwillingness to work with the school personnel and could result in expulsion.

Searches

School property furnished to students (for example, books, desks, lockers, computers, tape recorders, etc.) is intended for use only in fulfillment of the educational mission of this school. Notre Dame Academy retains the right of full access to this property and may search it from time to time without further notice.

Notre Dame Academy also reserves the right to access and inspect, without further notice, equipment belonging to a student but brought on to school premises by the student, such as laptop computers, cell phones, pagers, Blackberries, and similar electronic communications devices, etc. Any of these items may be confiscated and returned to the parent at the discretion of the principal.

Notre Dame Academy also reserves the right to inspect any package or container, including book bags, backpacks, lunch boxes, briefcases, purses, and other items brought on to school premises by a student.

The term "school premises" includes all buildings, playgrounds, athletic fields, offices, classrooms, work areas, desks, lockers, parking lots, driveways, loading docks, rest areas, and lounges.

Off-Campus Misconduct

Students may be disciplined for off-campus misconduct that affects the safety and welfare and/or the reputation or image of the school, staff, and/or students or that has a detrimental effect on school discipline, school morale, or the educational environment of the school.

This shall include the abuse of the Internet and all other electronic communication.

Regulations for Student Conduct

Disciplinary actions for the violation of school and classroom regulations may range from a warning, detention, suspension, or expulsion. Expulsion is at the discretion of the president and this decision is final.

The severity of the behavior and the totality of the situation, including the student's age, discipline history, and other relevant factors will be carefully reviewed and considered. Students may be subject to appear in front of a School Discipline Committee at the discretion of the principal.

Engaging in any such behavior listed below either on or off campus is cause for disciplinary action and/or communication with proper authorities when required by law.

- Rude and disrespectful behavior, defiance, or refusal to accept the directions of school personnel is a serious offense.
- Opposition to moral standards: Notre Dame Academy has a concern with students who engage in behavior which is in opposition to our Catholic philosophy and moral standards.
- Use or possession of controlled or illegal substances: The use or possession of illegal drugs, alcohol, or other controlled substances is strictly prohibited. The possession of drug-related paraphernalia is likewise prohibited.
- Distribution of controlled or illegal substances: The distribution of illegal drugs, alcohol or other controlled substances is prohibited. Distribution occurs when one

student provides the substance to another, whether the exchange of money occurs.

- Possession or Use of a weapon: The use or possession of a dangerous weapon, including but not limited to firearms, stun guns, knives, laser pointers, or explosive compounds, is prohibited at school or any school function. Furthermore, the attempted use of any object to harm another is considered use of a weapon.
- Possession or Use of tobacco: The use of or possession of tobacco products, any substance represented or believed to be tobacco, or tobacco related paraphernalia to include electronic cigarettes or smoking/vaping devices at school or any school function is prohibited.
- Fighting: Fighting is prohibited on campus and at any school function. Students who instigate fights but are not actively involved (that is, students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) are subject themselves to the same penalties as those who are involved in the fight.
- Attacking another student: Threatening, harassing, or intimidating another student verbally, physically, or electronically is prohibited.
- Vandalism: Vandalism is the intentional destruction or defacement of public or personal property. It is a serious offense for students to perform any act of vandalism on or off campus.
- Harassment/Bullying: Harassment/Bullying of students, faculty, and staff is a serious offense. Harassment/Bullying includes but is not limited to: verbal or written taunting or threats; physical or mental harm; jokes, stories, pictures, or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group, regardless of specific naming of an individual. "Cyber-bullying" and other electronic means used to harass staff and/or students or to demean members of the Notre Dame Academy community or the school itself is prohibited, even on non-school computers or personal electronic devices (cell phones, tables, etc.). The hazing of students joining clubs or teams is also prohibited.
- Threatening to 'Kill' another student in any form of expression: written, electronic, or verbal, etc...may result in police being notified and after an investigation, may also result in suspension, expulsion or withdrawal of the student(s) making the threat and any other students involved.
- Sexual Harassment: Students shall not sexually harass any other student or any member of the faculty or staff. Sexual harassment involves:
 - Unwanted sexual advances.
 - Verbal, physical, or visual conduct with sexual overtones.
 - Flirting with an individual or repeatedly asking an individual to go out after the individual has indicated a lack of interest.
 - Viewing pornographic material or other inappropriate material including pornographic material on an electronic device.
 - Implicit or explicit requests for sexual favors.
 - Inappropriate verbal comments of a sexual nature.
 - Physical contact of a sexual nature.
 - Using obscene or vulgar language.

- Making comments about a person's personal appearance, including but not limited to clothing, body, or personal life.
 - Making sexually suggestive comments, noises, or sounds.
 - Sexting, regardless of if it is solicited or not solicited.
- Out of Bounds: Students are expected to be in their assigned class or in-school function (i.e., Mass) for the entire period. Students may not leave without permission from a faculty or staff member. Students who are attending extracurricular activities on or off campus should remain in their designated areas and must seek permission from a faculty or administrative supervisor to leave. Any time a student is absent from a class or in-school function without permission or is in an unauthorized area, this action is viewed as being out of bounds. A more severe consequence will be administered if the student is in an unauthorized area or his/her absence causes a disruption to school.
- Plagiarism: Plagiarism is a form of academic dishonesty and can be defined as the use of another person's work and failing to give appropriate credit. This is a serious violation of the Academic Honesty Policy and can result in both an academic and disciplinary penalty. The academic penalty for plagiarism is a zero percent on the assessment.
- Cheating: Cheating is a form of academic dishonesty and can include, but is not limited to, the use of unauthorized materials or devices on assessments; the copy or use of another student's work, such as homework assignments. Cheating is a serious violation of the Academic Honesty Policy and can result in both an academic and disciplinary penalty. The academic penalty for cheating is a zero percent on the assessment.
- Lying: Lying to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between teachers and students and is an offense against the school community.
- Theft: Stealing or damage of the property of others or of the school is a violation of the rights of others.
- Use of Profanity: Inappropriate, abusive, or profane language (written or verbal), gestures, or pictures are prohibited on campus and at any school event. It is also unacceptable to engage in profanity at school competitions, such as insulting the other team, fans, or the officials.
- Gambling: Gambling of any kind, including, but not limited to dice, card games, athletic contest pools, is prohibited.
- Leaving Campus without School Approval: Students may not leave campus between arrival at school and the end of the school day unless they have received written permission to leave campus from a parent/guardian and have followed sign-out procedures at the front desk.
- Possession or Consumption of food and/or drinks, other than water in a clear plastic container, are not allowed in any area of the school building apart from the cafeteria and Learning Commons at administrators' discretion. Individual teachers may prohibit water containers in his/her classroom per classroom policy if they pose a safety risk (i.e. Science Lab, Makerspace). Gum chewing is not allowed in the building at any time.

- Delivery of food to campus via Uber Eats, Grub hub or any other food delivery service is prohibited. Food brought by parent(s)/guardian(s) for students should be checked in at the Kavanaugh Hall front desk.
- Lockers: Students are not permitted to exchange lockers or share locker combinations with other students or damage/deface the inside or outside of their lockers. See Locker Policy for more information.
- Electronic Devices: Inappropriate use or possession of unauthorized electronic devices: Students may not use any electronic device during school hours other than school-issued devices. All other electronic devices, including cell phones, must be turned off and left in the student's locker.
- Inappropriate Materials: Possession of, viewing, or active searching for pornographic or offensive materials in print or electronic form is prohibited. The school will be the final judge on what is deemed offensive.
- Inappropriate Expression: Students may express their points of view provided they do not seek to coerce others to join them in their mode of expression and provided they do not intrude on the rights of others. All meetings and assemblies on the campus, as well as the distribution of literature or buttons and/or the display of materials, must have the prior approval of the Principal. Personal expression may not create any disruption to the school.
- Dress code violation: The uniform is a representation of Notre Dame Academy and should be always worn appropriately. Upon entering the building, students are expected to be in uniform and remain in compliance with the uniform policy until the end of the school day.
- Selling of items: Students are not allowed to sell tickets, candy, or other products in the school, unless they have permission from the principal.
- Unauthorized Areas: During the school day, students are not permitted in areas not under the direct supervision of an employee of Notre Dame Academy, including but not limited to the parking lots, fields, adjoining woods, neighborhoods, and sidewalks.
- Inappropriate computer use or violation of the Appropriate Use Policy will result in disciplinary action.
- Public displays of affection: Hugging, kissing, and inappropriate touching are not allowed on campus.

Discipline Committee

The Discipline Committee is chaired by the principal and consists of three faculty members who review discipline situations arising from infractions in one school year or from a singular event, which in the opinion of the principal warrants such a review. In the meeting, the committee allows the student to respond to the disciplinary situation. The student is asked questions about his/her choices and responsibilities. The committee then assesses the student's willingness and ability to make the necessary changes to remain a member of the community. The committee makes a recommendation to the principal and president, which he/she may accept, reject or modify.

Hall Passes

A student must have permission if he/she wishes to go from one room to another, to their locker, or to the restroom. A student may never be in the halls during class time without permission from a teacher.

Administrative Detentions

Administrative detentions are scheduled at the discretion of the administration. Administrative detentions address school policy violations that require an administrative response. Students serving an administrative detention must arrive on time and be in full school uniform. There are no early dismissals from detention. Parent(s)/Guardian(s) will receive notification of the assigned consequence.

An unexcused absence from an administrative detention will result in additional disciplinary action.

A student who has repeated disciplinary infractions will be referred to the School Disciplinary Committee to determine course of action.

UNIFORM REQUIREMENTS AND GUIDELINES

Personal Appearance

The appearance of Notre Dame Academy students rests on the philosophy that as members of a Catholic school, students show respect for themselves and their workplace by being appropriately dressed. Attire should demonstrate that the student has a sense of personal dignity, modesty, and decorum. Students are expected to wear the uniform correctly and proudly. Students should be in full uniform when they enter the school building in the morning. This means proper shoes and socks, shirt tucked in, tie on, etc. Students are to remain in uniform throughout the day.

The administration reserves the right to make individual judgments as to the appropriateness of dress and grooming.

Uniform Guidelines

Notre Dame Academy feels it is important for children to develop an understanding of appropriate dress and appearance to suit the occasion. Students will wear the uniform that corresponds to the gender identified on their birth certificate. The way students wear their uniform reflects pride in their school. To this end, students are required to wear the approved school uniform and be neatly groomed. Uniform requirements can be found on the school website.

The responsibility for having correct uniform pieces is that of the parent. If a child is in violation of the uniform code, the school will invoke the disciplinary measures outlined under

Disciplinary Measures. A notification will be sent home. The school expects the parent to address the uniform violation. Specifics regarding uniform code are available on the website.

The goal of the uniform policy is consistency; therefore, all uniform pieces must be purchased from an approved uniform store – Mills Uniform Company.

The school provides both a summer and winter uniform code. Special days, such as Mass, may require specific dress. The school calendar reflects the special dates.

The uniform is to be always worn appropriately. Students are to remain in uniform with all components properly worn from the time they enter the building through dismissal. Students whose clothing does not meet the expectations of the school may be sent home.

All uniform attire is sold through Dennis & Mills Uniform Company. The Upper School PE uniform is sold at the Spirit Shop on campus, which is in the George Student Center.

[Click here: To view the most current Uniform Guideline](#)

PE Uniform (purchased through the School Spirit Store)

3rd – 8th Grade: Ash grey t-shirt with PE logo with hunter green mesh shorts with PE logo, white athletic socks, and PE athletic shoes. Sweatshirts and sweatpants in either ash grey or hunter green may be worn in cooler weather.

9th – 12th(uniform for Team Sports class, Weight Training, and P.E.): Ash grey t-shirt with PE logo with blue mesh shorts with PE logo, white athletic socks, and PE athletic shoes. Sweatshirts and sweatpants in either ash grey or hunter green may be worn in cooler weather.

General Uniform Guidelines

Shirts/Blouses: When long sleeves are worn, the sleeves must be rolled down and the cuffs buttoned. Boys must always have the top buttoned when the tie is worn. Girls must have all buttons buttoned except for the top one. Collar buttons must be buttoned.

Outerwear: Non-uniform outerwear must be placed in the locker before the first block and may only be worn during the school day when transitioning from building to building. Winter uniforms include a sweater or sweater vest for girls and a blazer and tie for boys. For Upper School students letter jackets are part of school uniforms. Regarding Mass days, girls must wear the school's sweater vest or long-leave sweater and boys must wear a blazer and tie. Letter jackets may not be worn to mass.

Shoes: All shoes must have scuff-proof soles.

Socks: No patterns or designs are allowed in either male or female wear.

Ties: Ties are to have the knot covering the top button of the shirt. A traditionally accepted knot is to be used.

T-Shirts: The only T-shirt or V-neck permitted to be worn under the uniform shirt is completely white and unadorned. For the girls, undergarments worn with the oxford shirt must be white or flesh colored. No long sleeve shirt may be worn underneath the short sleeve oxford.

Accessories: Girls may wear jewelry that is simple and appropriate. Stud or small hoop earrings are permitted. Large hoops (exceeding the size of a quarter) or large dangling earrings (longer than one inch) are not permitted.

Students may wear a watch and/or one bracelet. Students may wear a religious necklace or a ring. Necklaces may not be large enough to fit over the top of the head. Hair accessories for girls are permitted at the discretion of the administration.

Tattoos and body piercing (apart from pierced ears for girls) are not consistent with the uniform code. Therefore, students should not obtain visible tattoos or have their bodies visibly pierced. Students are prohibited to write anywhere on their bodies.

Headwear: No hats, caps, stocking caps, bandanas, or scarves may be worn inside the building.

Hair and Grooming: The school requires a simple hairstyle that is consistent with the simple tailored appearance of the school uniform and reserves the right to control extreme hairstyles. The length of hair for boys is above the eyebrows, and to the earlobes as the sides and back. The back of the hair may not touch the top of the collar. For boys in the Upper School, ponytails may be worn if the hair is pulled back away from the face and the bottom of the ponytail does not go past the back collar of the school shirt.

The following hairstyles are not permitted:

- Hair that is dyed unnatural colors.
- Shaving patterns in the hair, such as a mohawk.
- hair that is unkempt in appearance.

Facial hair is not allowed. Boys are to always be clean-shaven.

- Students shall dress in an appropriate school uniform with school plaid and solid green, navy, white or yellow hair accessories.
- Students' hair shall be groomed and neat. Boys' hair should not exceed the top of their eyebrows and the collar of their shirt. Boys' hair should not exceed 1 1/2 inches in height. No facial hair is permitted. Mohawks are not permitted.
- Students will wear belts with all pants in grades Kindergarten and above.
- Students in grades K-7th shall refrain from the use of makeup ,
- Students in grades 8 - 12 may wear nail polish in light colors only. (pink and natural color palettes only) No neon, multicolored, patterned, or dark colors should be used on nails.
- Nails will not exceed ½ inch in length.
 - Students will refrain from having any press on tattoos, acrylic nails, or writing on hands, arms, or legs.

- Students shall observe the following regulations regarding jewelry: stud earrings (one per ear), watch and/or bracelet, religious necklace, and a ring.

Friday Spirit Wear: Fridays are NDA's spirit-wear days. Students may wear a NDA branded top and khaki bottoms. Students not participating in spirit-wear days must come to school in full uniform.

Special Dress Days: Special dress days may be scheduled with Administrative approval. Dress is according to the themes dictated by the special day. In all cases, students are expected to be neat and well groomed. Students are not permitted to come to school in shorts or ripped jeans, sweatpants, pajama bottoms, tank tops, low-cut or revealing tops, or sheer blouses or shirts. Very short skirts and tight pants or shirts are not permitted, nor are shirts that do not completely cover the abdomen. Leggings are only allowed when worn with a top that is long enough to generously cover the student's body between the waist and the knees. Hats are not to be worn in the building. No military clothing is allowed. No garment may ever be worn that is cut off, ragged, or torn.

Dress at Special Events: Attire worn to special school events and dances must be consistent with school policy regarding special dress days on campus in terms of style and modesty.

PE Uniform and Changing

Students in Pre-K 2nd grade may change into appropriate tennis shoes for PE. Girls and boys in 3rd through 12th grade will change for PE. Specifications regarding the PE uniform are outlined on the Notre Dame Academy website.

Weather permitting, K - 5th Grade recess will be held outdoors each day. All children should have appropriate outdoor wear for each season.

Please label all coats, jackets, sweaters, hats, and gloves with your child's name so we may return lost items to their owners.

Items not retrieved after two weeks shall be donated. Please remember to put your child's name in all their articles of clothing .

COMMUNICATIONS

Communicating with Teachers and Staff

Communication is essential in a good learning environment. Email is the preferred means of communicating with faculty and staff at Notre Dame Academy. Your child's teacher is the primary point of contact regarding student issues.

No Solicitation by Parents, Staff, and Faculty

To attain the fundraising program goals at Notre Dame Academy, no solicitation of funds by parents, staff and faculty is permitted without the express permission of the Development Manager.

Conferences

All visits to the school, including conferences, should be pre-arranged with the administration or the classroom teacher. Conferences and visits must be planned with a minimum of one day's notice.

Problem Resolution Procedure

Notre Dame Academy has a problem resolution procedure that allows parents to seek effective resolution when they have a concern about a classroom situation. The parent should first meet with the teacher involved. If the matter is not resolved at that level, the parent should next contact the principal by email to schedule a meeting appointment. If the parent cannot accept the decision of the principal, the concern should be taken to the president.

The final recourse is to submit a written summary of the problem to the president and request a conference. The decision of the president is final.

Newsletter

Notre Dame Academy publishes a newsletter every week to provide parents with the latest news and information about upcoming events. The newsletter is emailed to families.

Promotion of Businesses

Throughout the school year, Notre Dame Academy receives countless requests to distribute informational materials to parents about local sports, dance, cooking, and other youth-related activities. Each activity is beneficial. The simple reality is that the school cannot distribute all these materials to parents without inundating them or appearing to be endorsing each one. Therefore, unless Notre Dame Academy has an established relationship with an entity (e.g., Marist School, Blessed Trinity Catholic High School, St. Pius Catholic High School, a Catholic Church, etc.) or the entity has paid for an advertisement in Notre Dame's annual gala program (where the advertiser is allowed one informational mailing), the school will not distribute the informational materials.

Fundraising

Fundraising at Notre Dame Academy is generally limited to the Fund for Notre Dame Academy, Capital Campaign, Georgia GOAL Scholarship Program, and special events associated with the School and Family Organization. All fundraising events on school premises must be pre-approved by the Development Manager Notre Dame Academy.

STUDENT HEALTH AND SAFETY

Illness at School

If a student becomes ill or is involved in an emergency where he/she must leave school the parent/guardian is notified. Students are not allowed to transport themselves off campus without the school being in communication with the student's parent(s)/guardian(s).

Students making phone calls home regarding illness must make their call in the presence of an administrator, counselor, school nurse, or receptionist. Use of a cellphone from a classroom is prohibited.

Security in the Building

Every member of the school community is responsible for his/her own safety and the safety of others. Behavior that poses a threat to safety cannot be tolerated and will result in discipline including dismissal from the school.

For the *safety of all students*, parents are restricted from academic areas during school hours unless pre-approved by the teacher.

For the *safety of all students*, the lobby/reception area must be clear of parents during arrival and dismissal.

All visitors and volunteers in any of our buildings must sign in at Schroeder Hall or Kavanaugh Hall and wear volunteer badges.

Distribution of Medication

Parents have the primary responsibility for their children's health care. This school's staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

A student who needs to take prescribed medication during school hours must have on file a signed and dated note from the parent or guardian. The note must include the following:

- Signed medication administration form with name of medication, reason for medication, dose, time to be given and dates to be given.
- Parents must provide specific instructions and any necessary equipment to the school nurse.
- Medication needs to be hand delivered to the nurse by the parent and will be administered by the school nurse.

- Medication must be in the original container and have affixed labels including the student's name.
- It is the responsibility of the parent to inform the school of any changes.
- Unused medication will be disposed of if not picked up by a parent at the end of the school year.

Inhalers and EPI pens may be carried by middle school students if necessary. To carry these medications with them, a medication administration form will need to be filled out. Please contact the school clinic if you have any questions.

Over-the-Counter Medication

The school nurse or her designee will administer over-the-counter medications, such as acetaminophen, Tums, ibuprofen, Benadryl, and throat lozenges to students. Permission to give these medications is on the clinic information form and needs to be signed by the parent or guardian prior to administration of any OTC medications. Dosages for the medications are per the manufacturers' recommendations and based on weight. Students should not carry any over the counter medication with them while at school.

Head Lice Policy

Notre Dame Academy follows the guidelines established by the Centers for Disease Control (CDC) for the control of parasites, infections, and communicable diseases. ND Academy has a "no-nit" policy. This requires a child to be nit free before returning to class/school. Returning students need to be re-checked by the nurse before returning to class/school.

Medical Forms

Clinic and physical education forms are required yearly with updated medical and emergency contact information.

Georgia Immunization Form 3231 must be on file prior to the start of the school year. This form must be updated in the 6th grade.

Georgia Dental, Vision and Hearing Form 3300 must be on file prior to the start of the school year. This is a one-time form.

Infectious Diseases

Only students whose medical condition makes them a danger to others will be excluded from school. Specifically, students who are HIV-positive or who have AIDS will not be excluded from the school simply because of their HIV status. The school nurse will be trained in universal precautions.

Child Abuse/Neglect

The laws of the State of Georgia require that members of professions such as teaching, nursing, counseling, and medicine must report to the proper authority's cases of suspected abuse. Members of these professions are held legally accountable for failure to make such

reports and are protected against legal consequences when complying with these expectations. Our school will report suspected child abuse and neglect.

Concussions

Any student that has a bump, blow or jolt to the head and has any of the symptoms listed below will be sent to the clinic immediately with supervision.

1. Any student that has a bump, blow or jolt to the head and has any of the symptoms listed on the head injury checklist will be sent to the clinic immediately with supervision.
2. If NO symptoms are present the teacher will monitor for 30 minutes and recheck at the end of the 30-minute period. If any symptoms develop the student will be sent to the clinic (see step 3). No recess or PE will occur during that 30-minute observation time. parent/guardian(s) will be notified by the teacher of the head bump, blow or jolt.
3. If symptoms are present the student is sent to the clinic and a concussion checklist will be initiated.

a. If any of the "danger signs" from the checklist are present EMS should be activated. Danger signs include:

1. Unequal pupils
2. Drowsiness or inability to wake up
3. Worsening headache or will not go away
4. Vomiting or nausea
5. Slurred speech
6. Seizures
7. Confusion, difficulty recognizing people or places
8. Unusual behavior
9. Loss of consciousness

b. The student's parent(s)/guardian(s) will be notified of the bump, jolt or blow to the head. The type of symptoms appearing should be explained to parent(s)/guardian(s) and recommendations for follow up care should be given if appropriate.

c. If at the end of 30 minutes no symptoms have occurred the student may go back to class.

d. They should not participate in PE or Recess for the rest of the day. Parent(s) /Guardian(s) should be called and a head impact sheet with follow up instructions will be emailed to the parent(s)/guardians.

ImPACT Testing

Notre Dame Academy is partnering with the Children's Healthcare of Atlanta (Children's) Concussion Program. Children's uses Immediate Post Concussion Assessment and Cognitive Testing (ImPACT™), a computer-based evaluation for sports concussions. A pre-concussion ImPACT test helps establish baseline cognitive functioning. This baseline is compared to

post-concussion testing if the student-athlete suffers a head injury. Comparing the pre- and post-concussion test scores can help determine when a student-athlete is ready to return to normal activities.

All ND Academy students in grades 1-12 will be given the opportunity to take the ImPACT baseline concussion test at school during their scheduled PE class. For any students in grades 1-8 who are absent during their scheduled test time, please contact the Athletic Department to decide to take the test.

Should your child have any suspected head injury, please consult your family physician, and inform him/her that your child has taken an ImPACT baseline concussion test. If you have any questions or concerns, call the Concussion Hotline at 404-785-1111. The Hotline is open 24 hours a day / 7 days a week.

Flames

Open flames are forbidden unless pre-approved by the Principal.

Animals

Animals are not allowed in the classroom except with the express permission of a Principal. Cars arriving with family pets must always keep the pets in the car.

Visitors

For the protection of students and staff and the security of the school building, it is required that all persons entering the building during the school day check in with the receptionist. The receptionist will issue a visitor badge that must be worn while the visitor is on school property.

Incident Reports

All accidents or injuries on school premises will be documented in the student's record. Parents will be notified if further medical attention may be warranted. An accident report will be filled out in those incidents. Accident reports will be kept on file in the nurse's office.

First Aid

Multiple members of the school's staff will possess the current first aid certificates. Notre Dame Academy's faculty/staff may administer first aid or CPR in the event of an emergency.

School Emergency Plan

The school maintains a crisis plan that outlines procedures for the following emergencies: building evacuations, fire, bomb threat, natural disasters, intruder, and lost child.

Drills

ND Academy practices fire, severe weather, and intruder drills on a regular basis.

Communications During Hazardous Situations

The president is the only person to communicate in the event of a hazardous situation. The principal will be responsible for identifying the communication plan. No school employees should speak to the media without direct permission from the principal. In the event of a hazardous situation, parent(s)/guardian(s) will be notified via Notre Dame Academy email, text message and/or automated voice call. Parent(s)/guardian(s) are automatically set-up to receive Notre Dame Academy alert emails, text messages, and automated voice calls. Please contact the [Communications Manager](#) if you wish to "opt-out" of the text message system.

Non-Harassment, Non-Discrimination, Non-Retaliation, and Accommodations Policy

Parents, the following policies outline Notre Dame Academy's policies against Harassment, Discrimination, and Retaliation, and for accommodations for students with disabilities. The policies set forth compliance and investigation procedures pursuant to the school's obligations under the terms of its SBA Paycheck Protection (PPP) Loan. For more information on the school's obligations, please review the SBA Non-Discrimination Compliance Policy on our Website. These policies will be in effect until the SBA PPP Loan has been satisfied in full.

No Harassment Policy: Notre Dame Academy is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. The school wants to know whenever anyone at the school makes you feel uncomfortable. That could include things that make you feel uncomfortable that are done by another student, a teacher, another adult, a parent, or someone else who is working at or visiting the school.

The school does not allow any type of harassment (including repeated unkindness, meanness, or inappropriate behavior) towards others, including any conduct that is upsetting to someone else or makes it hard for them to learn, including mean comments, jokes, teasing, and other unkind conduct relating to a person's race, color, age, religion, sex, national origin, handicap, or disability.

Some examples of things that you are not allowed to do and should not be done to you include:

- Calling other students by mean names or to teasing them in ways that are hurtful
- Telling lies about another person.
- Grabbing or touching another student's "private parts," or pulling down another student's pants, looking up a girl's dress, or intentionally opening the door on a student who is using the bathroom.
- Drawings that show someone's private parts.
- Touching other students or adults on their private parts or anywhere on their body when they have asked you to stop.
- Pinching, grabbing, or kissing other students or adults at school.
- Hugging someone who does not want to be hugged and has asked you to stop.
- Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling.
- Rubbing your private parts against someone else's body.
- Making mean or unkind gestures or movements towards another person.
- Saying mean things about another person's body.

- Telling someone that something bad will happen if they do not do what you tell them to do.
- Making fun of or teasing another student because they say they like or love another student. For example, if a girl says she "loves" another boy or girl. Taking, sending, or posting pictures of your or another student's private parts or without their clothes on.
- Making fun of or saying unkind things about the color of another person's skin or their religion (including their religious clothes).
- Making fun of or saying unkind things about someone who is from another country or does not speak English clearly.
- Teasing someone because they need help walking, talking, hearing, learning, or seeing. For instance, teasing or making mean comments when someone needs a wheelchair, or they can't see or hear.
- Teasing someone because they want to dress like or be more like the other gender. For example, teasing a boy who wears dresses or plays with "girl" toys.

Students are not allowed to do these kinds of things when they write, talk, draw, or play with other students. Students are also not allowed to do these things out of school, including when talking to other students face-to-face, by phone, text, email, postings on social media (Facebook, Instagram, Snapchat, GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of mean or threatening behavior, whether on or off campus, on a school bus, or at a school-related event, is not allowed. This type of behavior is not allowed regardless of whether it occurs during the school day or afterwards, or on campus or off School property, and regardless of who was affected by the student's inappropriate behavior. The school will not permit this type of conduct even when students are joking or consider it to be a prank.

In addition, no teacher, coach, or other employee should be saying or doing any of the things outlined in this policy. They also should not be touching you in any private areas or rubbing your body, back, neck, touching or playing with your hair, asking you to send them photos, text with them, call on the phone, or meet you outside of school or in unsupervised areas of school.

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the school. Notre Dame Academy will investigate the concern raised by the student as confidentially as possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. Students will not get in trouble, nor will anyone do anything bad to them if they tell their teacher or an adult who works at the school about the behavior, or if they cooperate in responding to questions about the behavior. If any student feels that something bad is being done to them because they told them about the behavior, they should also tell a school staff member about that immediately and the school will help to stop that from happening.

Non-Discrimination Policy: Notre Dame Academy does not treat students differently because of their race, color, age, religion, national origin, sex, orientation, handicap, or

disability. For example, this means that no matter what color someone's skin is, where they are from, if they are a boy or a girl, or if they have trouble walking, talking, hearing, learning, or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the school does not allow, please speak with the school administration to report the issue.

Investigation and Anti-Retaliation: Students will not get in trouble, nor will the school permit anyone to do anything bad to them if they tell the school about any behavior that breaks these school rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at the school because they talked about the behavior, they should also speak with the school administration to report the issue immediately, and the school will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct, will also be subject to discipline, including but not limited to being dismissed from the school.

Services for Students with Disabilities: We understand that there may be circumstances in which a parent may request that Notre Dame Academy provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has Notre Dame Academy Handbook has grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

- **General Policy:** In general, it is Notre Dame Academy's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not result in a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained or could not reasonably become trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.
- **Interactive Process and Accommodation Plan:** Once a request for accommodation is received, Notre Dame Academy will enter the interactive process with the parent (and possibly student) to discuss the need and information that the school will need (discussed below). Once the documentation is provided, the appropriate personnel at the school will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After discussing these issues with the parent and coming to an agreement on the terms, the school will set forth the agreement in an Accommodation Plan, which will be signed by the school and the parent and will be distributed to those persons needing to implement the accommodations.

- Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the administration. The school will advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.
- Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. In that case, the school will request that the parent(s) sign a Release of Information form, permitting the school to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.
- Assessment of Request: Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special or personal equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the school will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school believes are beyond the scope of the school's responsibility, the school may allow the parent to decide to visit the campus for the purpose of testing and administering.
- Limitations on Requests: Please understand that Notre Dame Academy is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.
- Concerns or Complaints. If the parent does not believe that the accommodation request has been handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the school's website.

ADMISSIONS/ENROLLMENT

Continued Enrollment and Re-Enrollment

Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. New students are enrolled on a probationary basis for the first 90 days. This probationary period affords the administration time to determine if the learning environment is meeting the social, emotional, and academic needs of the student. If the administration determines that the school is not a good fit for the student, the family will make arrangements to withdraw their child(ren) and a prorated amount of tuition will be reimbursed to the family. (Deposits and fees are non-refundable). Re-enrollment of any student requires the joint agreement of the student, the parent(s)/guardian(s), and the school administration. That agreement may be withheld by the student, the parent(s)/guardian(s), or the school administration either with or without cause.

Tuition Payment, Refunds, and Delinquent Accounts

The Board of Trustees of Notre Dame Academy sets the tuition for each school year. Tuition must be paid in accordance with the applicable payment schedule. If the student's financial account is delinquent, Notre Dame Academy has the right to refuse to admit the student to class, refuse to allow the student to participate in graduation, deny the student the opportunity to participate in any school-sponsored activity for which a fee is charged, withhold the student's report cards and/or transcripts, and/or dismiss the student from school. Tuition for Seniors (students in grade 12) must be paid in full by May 5th of the current school year.

STUDENT/FAMILY RECORDS

Student Records

Notre Dame Academy is committed to protecting the confidentiality of student records and other non-public student information. Examples of confidential information include students' academic performance, test results, disciplinary incidents, medical information, school attendance, family status, family income, and other such information. All student records will be kept on file in administrative offices and parent(s)/guardian(s) have the right to view their child's file by providing a written request to the registrar with at least 24 hours advance notice.

Change of Address and Telephone Number

Parent(s)/Guardian(s) are required to notify the Registrar whenever changes occur in address, telephone number, email address, and/or emergency contacts. It is vital to ensure that all information is properly documented in case an emergency arises. All students, including those 18 years of age and over, are expected to reside with their parents or legal guardians.

Student Photographs

Student photographs may be published on the school website, school publications, and advertisements/press releases. Only those students who have releases on file with the school will have photographs published externally.

Rights of Non-Custodial Parent/Guardian

Non-custodial parent(s)/guardian(s) have the same rights as custodial parent(s)/guardian(s) to inspect their children's records unless a court order to the contrary is on file with the school.

Child Custody Issues

Notre Dame Academy requires the custodial parent/guardian to file a certified copy of the custody decree, or the custody section of the divorce decree, with the school. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent/guardian at the appropriate time according to the court-mandated custody arrangements.

Parent(s)/Guardian(s) must accept the primary responsibility for their custody arrangements and should instruct their children as to which parent/guardian should have physical custody of them on any given day. If no custody decree is on file, school officials will presume that both parents/guardians have custodial rights.

EXTRACURRICULAR PROGRAMS

Athletics and Extracurricular Activities

Notre Dame Academy recognizes that athletics and other extracurricular activities are important parts of the educational experience. The school offers a full range of such activities, with the principal making the final determination of which activities will be offered each year.

As many students as possible will be allowed to participate in the school's athletic and extracurricular programs. While every student has a right to "try out" for these activities and to be evaluated fairly, there is no absolute right to play sports or participate in other extracurricular activities.

Information about the athletic program will be updated and posted on the school website, as well as emailed through the weekly newsletter. The athletic program will comply with all applicable requirements of the state athletic association.

Academic Eligibility

A student is academically eligible to participate in all extracurricular activities who have marking period grades of 80 or higher and no grade below a 75 in all subjects. Grades between 70 and 79 will be reviewed by the principal and athletic director to determine student eligibility. Eligibility is determined by grade prior to additional Honors/IB points.

Disciplinary Eligibility

A student who has a clean disciplinary record in school is eligible to participate in all extracurricular activities. Eligibility may be reviewed however for various causes including, but not limited to:

- Serious disciplinary incidents.
- Excessive numbers of disciplinary incidents.
- Excessive absences or days tardy.
- Unresolved disciplinary penalties such as probations or suspensions.
- Other unresolved issues that school officials deem serious.

No student will be deemed eligible for athletic extracurricular activities who does not have the necessary health forms filed with the school offices.

Reinstatement of Eligibility and Privileges

A student may petition for reinstatement after a period of twenty (20) days. At this time the student's whole profile will be reviewed, including all grades and teacher reports, CWSP reports, and disciplinary records. To earn reinstatement, the student must:

- Be passing all courses with each teacher's full confidence.
- Have resolved all disciplinary issues to the satisfaction of the principal
- Have resolved any other serious issues to the satisfaction of school officials.

Grades and discipline records will be reviewed once per month to determine eligibility reinstatement.

After School Activities

After school activities must be in a designated area and under the supervision of a Notre Dame Academy faculty member or an approved coach.

For the safety of all students, parent(s)/guardian(s) and/or siblings are not to be in the building after hours. All students will be released into the parking lot after their activity. For the safety of all students, parents and/or siblings are not to be in the building until the After School activity is concluded.

Social Activities

The principal must approve any school-sponsored social activity that occurs on campus, which should ordinarily have some educational purpose. In no case shall the school be responsible for events occurring after graduation.

Management of Club, Class, and Organization Funds

The principal shall establish defined procedures for student organizations in the management of their funds. All such funds must be deposited in a school account for which the president must be a signatory.

No single individual, adult, or student is to be solely accountable for incoming funds at any time. At least one adult should be present whenever funds are being handled. Two adult

individuals should count and record all funds, which are to be deposited in the Business Office or other place designated by the principal.

Field Trips

Notre Dame Academy offers day and overnight field trips periodically throughout the school year. These trips are curriculum appropriate and have educational benefits. Part of our mission at Notre Dame Academy is to educate the student beyond the four walls of the classroom.

Overnight field trips are purely voluntary; students may elect not to go. However, participation is strongly encouraged because of the added value these trips bring to the student's education experience.

Every field trip must have a faculty sponsor and chaperone as the point of contact between the school and the parents. The sponsor and chaperone will be designated by the school and may be the same person. The faculty chaperone is responsible for ensuring that all the school's policies and procedures for field trips are followed. Parents who are serving as chaperones will appeal to the faculty chaperones for any disciplinary measures. Parents are not authorized to discipline any Notre Dame Academy students during field trips. All parent chaperones must submit to a background check.

The principal may deny a student participation in a field trip for disciplinary reasons.

Students not enrolled in the school may not attend school field trips. This prohibition includes students of parents who drive on field trips.

All parent chaperones on overnight field trips must have completed Virtus Training for child safety.

Field Trip Transportation

ND Academy buses or privately chartered buses will be used to transport students to and from field trips and other school-sponsored activities.

Permission Slips

Each student participating in the field trip must submit a signed permission slip. The school's form must be used. The signed permission slip may be submitted by fax. Verbal permission for participation in a field trip will not be accepted. Permission slips shall be retained on file for one year after the trip.

All adult chaperones will sign and adhere to the ND Academy "Field Trip Guidelines for Chaperones." This policy will be returned to the classroom teacher 24 hours prior to the trip and will be completed for each event.

Fundraising for Field Trips

Notre Dame Academy encourages fundraising efforts for a field trip to take place off-campus, i.e., car washes, bake sales, etc. The fundraising should be conducted by the parents and students. All fundraising efforts must be pre-approved by the principal.

Direct solicitation of Notre Dame Academy families for overnight field trips is prohibited. No fundraising can be done on either the Schroeder Hall Campus or Kavanaugh Hall Campus. All proceeds from fundraising must be given to the school's Business Office, where the funds will be placed in a restricted grade-level class trip fund.

TECHNOLOGY AND INTERNET USE POLICY

Internet Use Policy

The purpose of Internet access is to make available resources and information that is not provided within the walls of Notre Dame Academy. The Internet gives students access to electronic resources that will not only foster a love of learning and reading, but also assist in fully educating each student by supporting the school's curriculum. The ability to access the Internet is also crucial in affording students the opportunity to become effective and critical users of electronic information sources.

Internet Filter

The Notre Dame Academy network employs an Internet filter. However, filtering software does not block access to all material that users might find offensive. Notre Dame Academy cannot be held responsible for a student encountering this type of site. When Notre Dame Academy equipment, such as iPads, is used outside of school, internet filtering will be the responsibility of the parents or guardians.

Supervision and Monitoring

Notre Dame Academy teachers will endeavor to closely supervise and monitor student use of technology tools and devices while in school, especially when accessing the Internet. However, it is expected that students will use technology responsibly and monitor their own actions.

Access to Subscription Resources

Password access to subscription resources is for the use of enrolled students and their families only, whether in school or at home. It is a violation of our agreements with these companies to allow access to users who are not students at Notre Dame Academy.

Downloading Programs and Other Applications

Downloading program files and other applications without the express permission of a teacher or administrator is strictly prohibited. Loading personal software on a computer or other technology tool or device is also strictly prohibited without express permission. This includes music, apps, games, and other software. Students may make small changes to

personalize technology that is assigned to them, but they may not make any changes of any sort to general use computers or other technology tools or devices.

Prohibited Uses of Technology

It is important to remember that computer access is a privilege and not a right. The following behaviors are forbidden:

- Non-educational use of the Internet during school hours, including instant messaging or chatting, sending, or receiving personal emails, playing games, and/or accessing inappropriate websites
- Sending or displaying abusive or harassing messages or images and/or using obscene language.
- Vandalizing computers or technology tools and devices and/or disrupting or tampering with the network
- Bypassing the Notre Dame Academy filter to access inappropriate or forbidden websites
- Violating copyright laws
- Revealing private information over the Internet, including full names, home addresses, phone numbers, and other personal data
- Violating others' privacy and intellectual rights with unauthorized access to files, folders and passwords
- Using the computers, technology tools and devices, or network for commercial purposes
- Students may not make audio and/or video recordings of teachers or other students in class or on campus without their consent.

Engaging in these prohibited behaviors or otherwise violating the school's Technology and Internet Policy is a violation of the Notre Dame Academy Code of Conduct. In addition to the penalties provided in the Student Code of Conduct, the student may lose privileges to use computers and other technology tools and devices.

Individual Student Accounts

There are many resources available to students that provide individualized learning and require individual student accounts, such as Google Apps for Education and IXL Learning. To create these accounts, ND Academy shares limited student information with some of these companies, such as student name, grade, and teacher.

Email

Students in some grades are provided with student email accounts. These accounts should only be used for school-related purposes. During school hours, email accounts should only be used with a teacher's permission.

Students are not allowed to use school computers to access or send email from personal email accounts. Students are encouraged to use flash drives or Google Drive to move information between home and school.

Printing

Students are not permitted to print to the Upper School printer. All assignments are expected to be printed prior to arriving at school on the day the assignment is due.

Publishing of Student Work

Student work may occasionally be published on the school's web pages. This will be done only with permission of the student(s) involved, and the work will be published under the student's first name only.

Loss, Theft, or Damage

Students are expected to use computers and other technology tools and devices responsibly and carefully. If equipment is damaged, lost or stolen, students are responsible for the cost of repair or replacement.

COMMUNITY RELATIONS

Use of School Facilities

Notre Dame Academy may make its facility or specific parts of its facility (gymnasium, classrooms, field, etc.) available for use or rental by parents and community groups at its discretion.

Conditions of Use

Anyone allowed to rent or use the school facility for a purpose not directly related to the school must provide proof of insurance satisfactory to the school and must sign a use agreement committing, among other things, to indemnify the school for any personal injury or property damage occurring during the use of the facility and agreeing to comply with the rules governing the use of the facility. At the school's discretion, a deposit may be required.

Announcements/School Prayer

Announcements and prayer take place each day. In addition, every class begins with a prayer. It is the expectation that all students participate and/or behave respectfully during prayer.

Cafeteria

Students are expected to clear their own eating areas and deposit refuse in the containers provided. Food and drinks are not permitted outside the cafeteria without permission.

Alcoholic Beverages

Anyone renting or using the school for a purpose not directly related to the school shall be prohibited from selling or serving wine, beer, and other alcoholic beverages on school premises unless specific permission has been sought and granted in advance. All state laws must be complied with, and additional insurance and deposit may be required.

Use of Volunteers

This school welcomes qualified volunteers. The principal makes the final determination as to whether a particular volunteer's services can be utilized. Volunteers must sign in and wear volunteer badges.

Screening of Volunteers

Every volunteer at ND Academy must submit a valid driver's license to be used for a background check.

School and Family Organization (SFO)

Notre Dame Academy's School and Family Organization (SFO) is composed of parent(s)/guardian(s) and other family members who are willing to volunteer their time to enhance the educational environment at the school by serving on one or more of the committees listed below. Volunteer scheduling remains flexible. There are opportunities for many levels of participation from weekly time in the classroom to a single Saturday afternoon.

Description of SFO Committees

Room parent/guardian/Coordinator: Assisting the principal by assigning room mothers to each homeroom. Coordinate room parent/guardian communications throughout the year.

Teacher Appreciation: Coordinate a luncheon and special recognition activities for the teachers during Teacher Appreciation Week held the first week in May.

Book Fair: Assist Media Specialist in organizing the Book Fair in December.

Lower School Dance: Plan or assist with the dance for 1st—5th grade students including set-up, break down, promotions, staff volunteers, and other venue assignments.

Middle School Dance: Plan or assist with the Spring dance for 6th—8th grade students including promotions, staff, volunteer, and other venue assignments.

Upper School Dances: Plan or assist with the Homecoming dance for 9th—12th grade students in the Fall, and Junior/Senior Prom in the Spring, including promotions, staff, volunteer, and other venue assignments.

Reimbursements/Partnership Programs: This also includes promoting various partnership programs with parent(s)/guardian(s), (i.e., Publix, Box Tops for Education, cartridge recycling, and others).

Used Uniform Sale: Inventory and coordinate the display and sale of used uniforms by families in June.

New Family Ambassadors: Assist new ND Academy families to become integrated into the school community during the summer.

Catholic Schools Week: Assist the Religious Education Coordinator with planning fun activities at both campuses during Catholic Schools Week.

Adoration: Help to promote and recruit volunteers to attend Adoration.

Parent(s)/Guardian(s) Prayer Group/Prayer Chain: Plan and coordinate routine Prayer Group sessions. Distribute prayer requests to the ND Academy Community.

FACILITIES AND SERVICES

Lockers

All students in the Middle and Upper Schools will be assigned a school locker. Students are responsible for the condition of their lockers and must not wallpaper, paint, or make modifications which will damage or permanently alter their lockers. Students are not permitted to exchange lockers or share locker combinations with other students and lockers should always remain locked when not in use. . The school is not responsible for lost or damaged items. Students should avoid storing large amounts of money or items of personal value in lockers.

Lockers remain the property of the school and may be inspected by school employees. Students are responsible for all articles found in their respective lockers.

Students are not permitted to carry backpacks, shoulder bags, totes, etc. These items must be placed in lockers upon arrival to school and remain in the locker until the end of the school day.

Lost and Found

All lost and found articles should be turned in and claimed either in the Middle School hallway of Schroeder Hall or at the front desk of Kavanaugh Hall. At the end of each semester, unclaimed items will be given to a charitable organization.

Learning Commons

The Learning Commons provides a vibrant, welcoming environment that enables students to gather and grow in knowledge and experience. It is the responsibility of all users of the Learning Commons to leave it in good condition. School administrators reserve the right to limit access/privileges to the Learning Commons at any time.

PERSONNEL LISTING

[Please refer to the school's website to view the current staff](#)

Right To Amend:

The president/principal retains the right to amend the handbook for just cause. Parents and staff will be given prompt notification if changes are made.



**Parent/Guardian/Student Handbook
Statement of Receipt of Handbook**

We, _____ (Parent and Student Names), have read and reviewed the Parent/Guardian/Student Handbook. We are familiar with the policies and procedures contained therein.

Signature) (Date) (Parent

Signature) (Date) (Student

Right To Amend:

The president/principal retains the right to amend the handbook for just cause. Parents and staff will be given prompt notification if changes are made.

Updated: April 23, 2024