

# Academy of Notre Dame

**Hallmark 7:** *We Develop Holistic Learning Communities which Educate for Life.*

**STUDENT HANDBOOK  
GRADES PRE-K THROUGH 8  
2017 – 2018**

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## **MISSION STATEMENT**

The Academy of Notre Dame, Tyngsboro, a private, Catholic school, sponsored by the Sisters of Notre Dame de Namur, and based on the educational philosophy of their foundress, St. Julie Billiart, is comprised of a Pre-K through 8 co-educational Lower School and a college preparatory Upper School for young women.

Our mission is to educate the whole person for life through a curriculum rooted in spiritual formation and academic excellence. The mission is supported by an environment that nurtures a belief in the goodness of God, community building, extracurricular programs and a commitment to global justice through outreach to the materially poor and service to others in need.

The Academy of Notre Dame continues the strong educational tradition of St. Julie Billiart through a relationship with the Sisters of Notre Dame de Namur. This ongoing relationship is based on a commitment to the Seven Hallmarks of Notre Dame de Namur Learning Community.

## **HALLMARKS OF NOTRE DAME DE NAMUR LEARNING COMMUNITY**

Hallmark One: We proclaim by our lives, even more than by our words, that God is good.

Hallmark Two: We honor the dignity and sacredness of each person.

Hallmark Three: We educate for and act on behalf of justice and peace in the world.

Hallmark Four: We commit ourselves to community service.

Hallmark Five: We embrace the gift of diversity.

Hallmark Six: We create community among those whom we work and with those we serve.

Hallmark Seven: We develop holistic learning communities which educate for life.

## **NON-DISCRIMINATORY STATEMENT**

The Academy of Notre Dame recruits and admits students of any race, color, gender, or national origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate in the administration of its educational programs, or extracurricular activities on the basis of race, color, gender, national origin, or disability, if, with reasonable accommodations on the part of the school, the disabled person's needs can be met.

## **PROFESSIONAL AFFILIATIONS**

The Academy of Notre Dame is a member school of the National Catholic Education Association (NCEA). The school has achieved full accreditation by the New England Association of Schools and Colleges (NEASC).

## PARENT AND STUDENT HANDBOOK AND POLICIES

This handbook provides a summary and general guideline for the day-to-day operations of the school. Please take time to read it carefully since revisions are made each year. The Academy of Notre Dame reserves the right to create new policies and reserves the right to modify this Student Handbook as necessary. If such a situation arises, a letter will be sent home detailing the new policy before it takes effect. Parents who fail to support the policies of the Academy of Notre Dame may be asked to withdraw their child(ren) from the school.

**Attendance:** The Academy of Notre Dame operates on a one-session basis. Each student will be marked either Present, Absent, Tardy, or Dismissed each day. Records will state exact time of late arrival and/or dismissal.

**School Hours:** Prayer and announcements begin at 7:50 a.m. First period class begins at 8:00 a.m. Students in grades Pre-K through 5 are dismissed at 2:15 p.m. Students in grades 6 through 8 are dismissed at 2:32 p.m. (All Tyngsboro bus students are dismissed at 2:32 p.m.)

**Absence:** When a student is absent from school, the parent/guardian is to call the school office at 978-649-7611, ext. 326, between 7:00 and 8:30 a.m., or send an email to [attendance@ndatyngsboro.org](mailto:attendance@ndatyngsboro.org). If notification is not received by 8:30 a.m., a call will be placed to your primary number. Frequent absences interfere with academic progress and could jeopardize promotion to the next grade.

**Tardiness:** As a reminder, tardiness affects a student's performance. Being on time ensures that a student is prepared to begin academics at the start of first period. Students arriving after 7:50 a.m. are considered tardy. All students must report to the Administrative Assistant's office upon arrival at school to ensure that the child is marked present.

- Habitual tardiness is a matter for serious concern. If the situation is not corrected, parents will be contacted by an administrator and appropriate measures will be taken.
- Bus students will be admitted to school and will not be marked tardy if the bus arrives late.
- A student may not participate in any after school or evening school activity unless he/she has attended five full class periods that day.

**Early Dismissal:** For the safety and protection of each child, a parent/legal guardian must send a written request/email for early dismissal. A written request/email will insure that your child will be ready to leave at the designated time. A phone request will not replace the written request/email. The school administration will release a student only to a parent/legal guardian or authorized person designated by the parent/legal guardian. This person must enter the building by the front door, provide a current driver's license, and sign out the student at the reception office.

**Dismissals After Field Trips or School Events:** If a parent is a school chaperone or attending a school event, and wishes to dismiss his/her child early, a note/email should be sent to school by the morning of the event. The parent will still need to sign-out in the reception office. If a parent is chaperoning a field trip and wishes to leave the field trip location at the end of the day with their child, a parent must send in a note or email their child's teacher 24 hours prior to the field trip. Before leaving the field trip location, the parent must sign the class roster and note the time that they have taken their child. The parent may only take their own child/ren. PLEASE NOTE: This will be marked as a dismissal on the student's report card.

**Returning to School After Being Dismissed for Appointments:** Parents are encouraged to make all medical appointments outside of school hours. However, if a student is dismissed mid-morning for an appointment by a parent, the student is encouraged to return to school. The student must check into the office upon their return.

**Transportation:** In order to secure safety for all our students, we follow these regulations:

- Supervision is provided for your child before school beginning at 7:00 a.m. in the cafeteria.
- Parents must drive around the school after dropping their children off. We have a one-way traffic pattern. U-turns are dangerous and not permitted on school grounds.
- Parking in the fire lane is prohibited at all times.
- Staggered Dismissal: In order to expedite the pickup process, students in grades Pre-K through 5 are dismissed at 2:15 p.m., and students in grades 6 through 8 are dismissed at 2:32 p.m. Tyngsboro bus students in all grades will be dismissed to the bus line when the busses arrive. Please note: Tyngsboro School District does not allow non-Tyngsboro residents to ride town school busses under any circumstances.

**Student/Family Vacations:** Parents are encouraged to limit vacations to scheduled school holidays. During the school year, there are four scheduled lengthy vacations: Christmas, February, April and summer. All students should be present in school through the last day of school, unless a family emergency renders this impossible.

Teachers are under no obligation to give work ahead of time to students who will be absent due to a vacation. Work is made up upon return, as it would be for absence due to illness. If it is absolutely necessary for a student to miss school, work that is missed must be completed upon the child's return and submitted to the teacher by the date he/she specifies.

**Parents Away:** Parents are to inform the school if they will be away and the student is staying with someone else. The school should have the name and phone number of the adult responsible for the student as well as written authorization that the individual can act on the parent's behalf.

**Forgotten Items:** A student who has left the building for the day, after dismissal, or who is attending the extended day program, may not re-enter the building or go to his/her classroom for forgotten items, including homework unless granted permission from the Principal or a member of the Administrative team. Similarly, during the day, a student may not call home for forgotten items relating to school academics or sports activities. Forgotten items that are dropped off at the school will not be picked up during the day. Please note that students will not be allowed to go to reception to pick up any items until the end of the school day.

**Report Cards:** Grades Pre-K through 5 report cards will be available on Veracross three times a year and Grades 6-8 four times a year. Report card assessment consists of written and studied homework, class participation and effort, board and seatwork, written and oral tests and quizzes, long-term reports, projects and compositions. Specific grading policies will be presented at the annual parent meeting in the fall.

**Honor Roll:** Students in grades 6 through 8 may qualify for the Honor Roll. Major infractions of the discipline code, such as suspension, may result in a student being removed or disqualified from Honor Roll status.

President's List - 97 or above in all subjects

Principal's List - 95 or above in all subjects

First Honors - 90 or above in all subjects

Second Honors - 85 or above in all subjects

**Homework:** Regular homework is an expectation of all students at the Academy of Notre Dame. It should be considered a positive reinforcement of skills taught. Specific classroom policy will be presented at the annual parent meeting in the fall.

**Make-Up Work:** All work missed by students must be made up as soon as possible after returning to school. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless the school office grants permission. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not completing missed work.

**Retention:** If a student earns an "F" in one major subject, that course must be repeated in a summer program approved by the Principal. Any student earning an "F" in two or more subjects may not be promoted to the next grade level and may not return to the Academy of Notre Dame.

**Teacher Conferences:** Conferences are held after the first report card has been issued and at other times determined by the school. Parents who wish a conference at any other time with a teacher and/or the Principal are invited to request one. Teachers and staff members should not be contacted at home concerning school business, nor should teachers be interrupted in their classrooms. School-held functions when teachers have other duties are not to be considered opportunities for parent-teacher conferences, i.e. Christmas program, car/bus duty, or school sponsored functions where teachers are chaperones.

Parents are encouraged to discuss the progress of their child with his/her teacher at any time during the school year. If a concern arises, parents are expected to speak directly to the teacher first. Should the issue remain unresolved, parents may then contact the Director of Student Affairs to set up a meeting to discuss the matter (978-649-7611, Ext. 338). In most cases the teacher will also be included in the discussion. The parties involved will be expected to speak to and about each other in a respectful manner, or the meeting will be terminated by the Director of Student Affairs.

**Veracross Communication System:** For the purpose of easy and accurate communication, school information and notices will be available on our Veracross Parent Portal. More urgent communication will be done through email or voice mail. If an updated change to the login process occurs, parents will be notified before the changes are made. Following are the directions for accessing the information.

1. To access the Parent Portal you need to log in from the homepage of [www.ndatyngsboro.org](http://www.ndatyngsboro.org).
2. The Login button will be located in the top right corner of the homepage.
3. When you click on the login button, you will be taken to a page where you must enter the Username and Password that will be given to you in the fall.
4. From the Parent Portal, you will be able to access your student's records, track their academic progress, and communicate with the school. It is important that you keep your contact information up to date so that teachers and administrators can contact you when necessary.

**If You Need to Recover Your Password:** It is very important that you keep your profile up to date with a valid email address. If you do not enter a valid email address, you will not be able to retrieve a password reminder and you will need to contact Lori McDermott at [lmcdermott@ndatyngsboro.org](mailto:lmcdermott@ndatyngsboro.org) or by phone, 978-649-7611, Ext. 343 to obtain a new password.

**School Records/Custodial Rights:** Parents have the right to review school records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school. The school office needs to have on file any information regarding custody and visitation rights. A copy of the custody section of the divorce decree must be provided to the school by the custodial parent.

This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the case of a domestically troubled family, a request by either parent to review the records of their child(ren) will be honored by the administration, unless there is a court order specifying to the contrary.

**Student/Family Information:** Information regarding the students and families of the Academy of Notre Dame will not be released unless a parent gives written permission that such information may be released such as phone numbers, addresses, carpool information, etc.

**Use of Student Information/Pictures/Videos:** The school reserves the right to use a student's name, picture, or video in advertising, publications, official Academy social media or on the school website. Any parent who does not wish for his or her child's name and/or picture to be used must notify the Principal in writing each academic year within the first week of school.

**Change of Address:** In order for us to maintain accurate and current records, it is imperative that the home address, telephone numbers (cell, home, and/or work) be kept up-to-date by parents using the Veracross system.

**Library:** The school library exists for all who wish to learn, do research, be enriched, and read for enjoyment. Teachers in Grades Pre-K through 8 may schedule classroom visits to the library with the media specialist. Students in Grades K1 through 8 may checkout materials from the library. All materials must be returned on their due date. Failure to return materials on time may result in the student receiving a bill for the materials and suspension of library privileges. Failure to return materials in good condition may result in being billed for the cost of replacement.

**Computer Lab:** Students in grades K1 through 8 have access to our two computer labs as part of their curriculum where instruction is given by the technology teacher. Other teachers also make use of the labs to more fully integrate technology into their own curriculum and lessons.

**Internet Access and Expectations of Students:** We are pleased to allow students at the Academy of Notre Dame access to the Internet. The Internet is provided for students to conduct research. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. Be assured that filtering software and firewall protection have been installed to prevent access to inappropriate sites, however no filter is foolproof. Parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Academy of Notre Dame supports and respects each family's right to decide whether or not to apply for Internet access. Please take every opportunity to discuss with your child the appropriate use of the Internet both at home and at school. Please reference the Academy's Internet and Acceptable Use Policy found in the Veracross portal listed with other important documents including this handbook.

**Visitors:** All visitors must enter by the front door and report directly to Reception. All visitors must sign in and receive a visitor's badge. Before exiting the building, visitors must return to the receptionist's office and sign out. Visiting classrooms before and after school without an appointment is not permitted. At no time should a teacher be expected to stop instruction to attend a conference that has not been scheduled.

**Parent Volunteers:** All volunteers for classroom activities, cafeteria/recess, classroom assistants, and enrichment programs must have an annually approved CORI form on record and have documentation on file that they have completed the Virtus Program: Protecting God's Children. Volunteers are charged with the responsibility of supervising children; they may not bring younger siblings. Students are easily distracted when parents and other volunteers remain after their assigned duties are completed. Therefore, unless parents have other business in the school, such as an appointment with a staff member, they are requested to leave when their volunteer duties are completed.

**Homeroom Placement:** Request for individual teachers will be given respectful consideration, but the final decision for student placement will be made by the Principal.

**Field Trips:**

- Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips.
- Field trips are provided for the enrichment of students and participation is considered a privilege, not a right. Therefore, individual teachers, in consultation with the Principal and Director of Student Affairs, reserve the right to restrict or deny student participation on any field trip due to poor conduct.
- A field trip is an extension of the school program; therefore the school rules are in effect.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. A phone call or a note written by the parent is not acceptable.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class.
- Students not on the bus may not participate in the field trip and will be counted absent for the day.
- If a student becomes ill or becomes disruptive while off campus, a phone call will be made to the parent requiring the parent to pick up their child at the off-site location.
- All monies collected for the field trip are non-refundable.
- Cell phones will not be allowed on field trips unless used as a camera.
- All parents who accompany a class as a chaperone for field trips must have an approved CORI form on record in the school office and have documentation on file that they have completed the VIRTUS Program: "Protecting God's Children".
- Since chaperones are charged with the responsibility of supervising children, they may not bring younger siblings.
- Chaperones may not smoke in the presence of students.

**Dances:** Only students in grades 7 and 8 and their invited guests will be permitted to attend the fall middle school dance. Grade 6 students and their invited guests will be permitted to attend the spring dance. Students are expected to dress, behave, and dance appropriately. Provocative or sexually explicit dress or dancing is not allowed. Parents will be called to pick up their child if inappropriate behavior persists, and may result in disciplinary actions.

**School Attire:** The school has the right to expect students to arrive at school dressed in accordance with the uniform policy. It is the responsibility of parents to familiarize themselves with the uniform policy and to ensure that the policy is followed by each of their children, regardless of grade level. Students out of uniform will be sent to the office to call a parent. If a parent is not available, appropriate clothing will be provided.

The school uniform fleece jacket or vest may be worn with any uniform combination on non formal dress down days. The only acceptable sweatshirt to be worn with the dress uniform is the grade 8 class sweatshirt adorned with the NDA logo and signatures. This is a privilege for eighth graders only. Students may wear uniform gym sweatshirts on their assigned gym day ONLY. No other sweatshirt may be worn.

## DAILY UNIFORM

### **Everyday Uniform for Pre-K and K1 Boys and Girls:**

- Navy sweatshirt with school logo
- Navy sweatpants, with school logo
- Gold tee-shirt with school logo
- Navy knee-length mesh shorts with school logo
- White crew socks and sneakers - For safety reasons students are not permitted to wear high tops, crocs, sandals, clogs, flip-flops, nor any other sort of open-toed or open-backed shoes. (This includes dress down days).

### **Everyday Uniform for Girls**

- **Grades K2-5:**
  - Plaid jumper (All girls must purchase at least one jumper.)
  - Long or short sleeve blue, yellow or white Peter Pan collar blouse
  - White turtleneck with school monogram
  - Navy long sleeved cardigan sweater with school monogram
  - Navy long sleeved V-neck sweater with school monogram
  - Navy long sleeved crew neck sweater with school monogram
  - Navy twill pants with school monogram
  - Navy knee length shorts with school monogram must be worn with dress socks and dress shoes (worn April 1 to October 15 )
  - Light blue long or short sleeved polo shirt with school monogram may be worn with pants and shorts
- **Grades 6-8:**
  - Knee length navy kilt
  - White turtleneck with school monogram
  - Long or short sleeve gray, navy, white, or yellow polo shirt with school monogram
  - Long sleeved v-neck sweater with school monogram (gray or navy)
  - Crew neck sweater with school monogram (gray or navy)
  - V-neck cardigan sweater with school monogram (gray or navy)
  - Twill pants with school monogram (khaki or navy)
  - Navy or khaki knee length shorts with school monogram must be worn with dress socks and dress shoes (worn April 1 to October 15)
  - Plain white t-shirts or camisoles only under polo shirts. Lettering should not be visible through the shirt nor should camisole show below the polo.

### **Everyday Uniform for Boys**

- **Grades K2-5**
  - Navy pleated twill pants with school monogram
  - Navy belt
  - Navy knee length shorts with school monogram must be worn with dress socks and dress shoes (worn April 1 to October 15)
  - Long or short sleeve light blue polo with school monogram
  - White turtleneck with school monogram
  - Navy long sleeved v-neck sweater with school monogram
  - Navy crew neck sweater with school monogram
  - Navy v-neck cardigan sweater with school monogram



- **Grades 6-8:**
  - Pleated twill pants with school monogram (navy or khaki)
  - Navy belt
  - Navy knee length shorts with school monogram must be worn with dress socks and dress shoes (worn April 1 to October 15)
  - Long or short sleeve gray, navy, white, or yellow polo shirt with school monogram
  - White turtleneck with school monogram
  - Long sleeved v-neck sweater with school monogram (gray or navy)
  - Crew neck sweater with school monogram (gray or navy)
  - V-neck cardigan sweater with school monogram (gray or navy)
  - Plain white t-shirts only under polo shirts. Lettering should not be visible through the shirt

**Girls and Boys Footwear Grades PreK-8:**

- **Boys and Girls PreK and K1**
  - Sneakers
  - White crew Socks
  - For safety reasons students are not permitted to wear moccasin type slippers, crocs, sandals, clogs, boots (including Ugg style or dress boots), flip-flops, nor any other sort of open-toed or open-backed shoes (This includes dress down days.).
- **Girls K2-8:**
  - Flat style plain black, brown, or navy blue dress shoes. No “designer” shoes with company logo printed on them. NO SPORT SHOES OF ANY TYPE.
  - Navy blue knee socks or tights must be worn
  - For safety reasons students are not permitted to wear moccasin type slippers, crocs, sandals, clogs, boots (including Ugg style or dress boots), flip-flops, nor any other sort of open-toed or open-backed shoes (This includes dress down days.).
- **Boys K2-8**
  - Flat style plain black, brown, or navy blue dress shoes. No “designer” shoes with company logo printed on them. NO SPORT SHOES OF ANY TYPE.
  - White or navy “Crew length” socks
  - For safety reasons students are not permitted to wear moccasin type slippers, crocs, sandals, clogs, boots (including Ugg style) or flip-flops. (This includes dress down days.).

**FORMAL UNIFORM**

**Formal Uniform Boys and Girls PreK-K1**

- Navy sweatshirt with school logo
- Navy sweatpants, with school logo
- Gold t-Shirt with school logo
- Navy knee-length mesh shorts with school logo

**Formal Uniform Girls Grades K2 - 5**

- Plaid jumper
- Long or short sleeve white Peter Pan collar blouse with school monogram\*
- Navy long sleeved crew cardigan sweater with school monogram
- Navy blue knee socks

*\*For 2017-2018 school year students may wear blouse without school monogram.*

**Formal Uniform Girls Grades 6 - 8**

- Knee Length navy kilt
- Long or short sleeve white oxford shirt with school monogram
- Grey v-neck pullover sweater or vest with school monogram
- Navy blue knee socks

**Formal Uniform Boys Grades K2 - 5**

- Navy pleated twill pants with school monogram
- Navy belt
- Long or short sleeve white oxford shirt with school monogram
- Navy long sleeved v-neck sweater or vest with school monogram
- Navy crew length socks

**Formal Uniform Boys Grades 6 - 8**

- Navy pleated twill pants with school monogram
- Navy belt
- Long or short sleeve white oxford shirt with school monogram
- Grey long sleeved v-neck pullover sweater or vest with school monogram
- Navy crew length socks

**GYM UNIFORM****Gym Uniform for Boys and Girls Grades K2-8:**

- Gym uniforms will be worn for the entire school day on your child's assigned gym day.
- The gym uniform consists of:
  - Navy sweatshirt with school logo
  - Navy sweatpants with school logo (do not cut or remove elastic)
  - Gold t-shirt with school logo
  - Navy knee length mesh shorts with school logo (must not be rolled or hemmed, may only be worn from April 1 to October 15).
  - J.B. Edwards Uniform tracksuit with school logo may be worn on any gym day (please note: the gold t-shirt with school logo must be worn under tracksuit)
  - White crew socks and sneakers (NO HIGH TOPS)
  - For safety reasons no jewelry may be worn on gym days (with the exception of stud earrings)

All uniform attire must be purchased from the J.B. Pride Uniform. Students are expected to be in uniform throughout the entire school day, and uniforms should be clean and neat with no rips, tears, or stains or writing of any kind. Being out of uniform will result in disciplinary action.

**Backpacks:** Due to fire regulations, rolling backpacks are not permitted unless a doctor's note is issued to the school nurse. Attachments to the bag should be kept to a minimum.

**Lockers:** Lockers must be kept neat, clean and closed at all times. Books, bags, lunches, etc. may not be left on the floor in front or on top of the lockers. Due to fire regulations nothing is to be posted on the outside of lockers. No tape or glue is to be used inside or outside the locker. Only an academic class schedule will be permitted inside lockers (posted with a magnet). A small magnetic white board will be permitted for academic use. No personal photographs, magazine cutouts, mirrors, etc. will be permitted. Intentional damage, such as writing or graffiti, may result in the loss of locker privileges and, if necessary, parents will be notified of the damage and will be expected to make restitution. Other disciplinary actions will be taken. Lockers are school property and as such may be searched.

**Telephone Use:** The school phones are for business purposes only and are available to students only in emergency situations. Students will not be allowed to use the phone for such things as to have forgotten items brought to school, or to get permission to go home with a friend. Also, arrangements to stay after school for any activity must be made before arriving at school. Students may not use the telephone during class time except in an emergency and only with the teacher's permission. Telephone calls are to be made only during morning recess, lunch, and after school and are made from the Administrative Assistant's office only with permission of a faculty member.

**Special Occasion Celebrations:** Students who hand out invitations at school may do so with the homeroom teacher's permission provided that an invitation is distributed to everyone in the class. Students may not receive flowers or latex balloons or such at school or visits by dressed-up characters. Limousine transportation for birthday parties, or other special occasions, is not permitted. For the health, safety and allergy awareness of all students, there are 3 designated days to celebrate birthdays which will be announced during the school year. Parents are asked to refrain from sending in food on all other days other than those three days. Teachers will notify all parents about any planned events that involve food.

**Field Trips and Dress Down Days:** For dress down days and school field trips clean, modest, and neat attire is expected. Offensive pictures, designs, school logos and/or words on clothing will not be tolerated. No tank tops, short-shorts and skirts, bare midriffs, low-cut tops, pajama bottoms or see-through clothing will be allowed. Pants must be worn at the natural waistline. Shorts and skirts must be longer than the student's fingertips in length or capris may be worn. No leggings, yoga pants, or ripped jeans are allowed. Students who arrive at school clad in inappropriate attire will not be permitted in the classroom. A call will be placed to parents who will be expected to bring the student's school uniform, and other disciplinary action may be taken.

**Special Occasion Dress:** For all school performances, Christmas shows, group pictures, and special ceremonies boys are expected to wear a dress shirt and tie. Girls are expected to wear dresses or skirts of modest length or dress pants with a conservative dress top. No denim, khaki or leather is to be worn for special occasions.

Today's students remain particularly prone to the dictates of popular culture and fad. However, the Academy will not permit styles, which seem destructive or eccentric in negative ways. As such, students are not permitted to display evidence of body piercing (except stud earrings worn in the earlobe), tattooing or writing of any sort on the body or clothing while on campus.

**ALL UNIFORM VIOLATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

### **Hair/Jewelry/Makeup**

- Earrings are permitted in the earlobe only and must be studs, no dangling or hoop earrings allowed
- Boys may not wear earrings of any kind
- Jewelry, such as bracelets and necklaces should be in good taste
- Students may not wear chokers at any time
- Body or tongue piercing is NOT allowed
- Extravagant hair coloring or bleaching is not permitted
- Headbands may be worn. No hats or bandanas. No large hair ornaments.
- No beads or wraps in hair after vacations
- Scrunchies, hair clips, rubber bands, etc. may be worn in the hair, not on the wrists
- All makeup should be kept to a minimum
- Hats and sunglasses must not be worn in the school building
- Jackets and sweatshirts (on non gym days) are not allowed during the school day
- Hair must be clean and neatly groomed
- Boys' hair should be above and not touch the shirt collar and trimmed around the ears (neither mullets nor any other extreme hairstyle such as pigtails or Mohawks will be permitted.) The final decision on the hairstyle rests with the principal.
- Girls may wear a single color nail polish in soft pastel colors only.

**ALL UNIFORM VIOLATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL**

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

- We expect that students will respect the rights and human dignity of fellow students. Students must refrain from name-calling or any attempt to embarrass fellow students.
- We expect that students will show respect for the knowledge and authority of teachers. Students must be courteous and speak respectfully to adults and that they will give courteous response to any direction or request from an adult in the school.
- We expect that students will seek the assistance of a teacher, teacher aide, or other adult in the school when having problems with another student. Fighting, pushing, rough play, tackling, shoving, acts of intimidation, etc. will not be allowed.
- We expect that students will not exhibit behavior that could disrupt classroom activities or interfere with someone's right to an education.
- We expect that students will not bring unsafe objects to school such as matches, knives, or other objects that may be considered or used as a weapon.
- We expect that students will not leave the school grounds at any time during the school day unless they have permission from the office to do so, such as dismissal.
- We expect that students will exhibit proper and safe behavior going to and from school and will refrain from using improper language.
- We expect that students will not run while in the school building except in the gym during physical education.
- We expect that students will walk quietly and in single file to the right when passing in the corridors so as not to disturb others.
- We expect that students will not deface or destroy school property; they will not fool around in the restrooms, and will help keep school property clean, neat, and "litter free."
- We expect that students will not chew gum or have candy on a bus or on the school campus. Candy may only be distributed and consumed in the classroom at the discretion of the teacher.
- We expect that students will not throw any objects - rocks, dirt, snowballs, pebbles - that could cause injury to another person.
- We expect students to follow all the basic rules of good manners when eating in the cafeteria. Talking is allowed, but only in low tones. No shouting, screaming or whistling is permitted.
- We expect that students will use the playground equipment as it is intended.
- We expect that students will respect themselves by not writing on their hands, face, or body.

**Lunch/Lunchroom:** Students are required to conduct themselves in an orderly manner going to and from the cafeteria. Once in the lunchroom, good manners, courtesy and proper eating habits are expected. Violations of these rules will result in disciplinary action. Cafeteria rules include, but are not limited to:

1. No cutting in lines ahead of others; No running, shoving or pushing coming to or leaving cafeteria
2. Clean up tables and immediate area; Assigned table washers are expected to wash tables only
3. No food or drink out of the lunchroom; No glass bottles
4. No one is allowed out of the lunchroom area during lunchtime without the proctoring teacher's permission
5. No tossing items of food or other things in the lunchroom
6. No excessive noise during lunch period. (Shouting or screaming across the lunchroom is unacceptable behavior.) No sitting on or placing feet on tables
7. Students are to be respectful to the teacher's on duty

**Bus Regulations and Expected Guidelines of Behavior:** All students are expected to behave appropriately and safely while on a school bus.

1. Students must remain seated until the bus has reached its destination.
2. Students will follow the directions given by the bus drivers.
3. Hands, arms, and heads must be kept away from open windows.
4. No pushing, shoving, cutting, screaming or fighting at any time.
5. No eating, drinking, smoking or spitting.
6. Exit by the regular bus door, except in cases of emergency.
7. Respect the other students in the bus, especially those younger than one's self.
8. Students may be subject to temporary or permanent suspension of bus privileges for misconduct while using the bus.
9. Students must ride only on their assigned busses. A student may only ride a Tyngsboro bus if he/she is a resident of the town and has registered with the local superintendent's office.
10. No cell phones used while on the bus.

**Insubordination:** Insubordination (deliberate refusal to a reasonable authoritative request) is considered a major infraction and will not be tolerated. Any student who is disrespectful, threatening, or leaves class without permission, will be referred to the administration for disciplinary action and notification of parents.

**Dangerous Weapons in the School:** Possession or use of any object determined by Administration to be a weapon, or weapon-like object, is prohibited in school, on school campus grounds or at any school sponsored activities on and off campus. Violation of this policy will be cause for immediate suspension and possible expulsion from school.

**Smoking, Alcohol, Drug Abuse:** It is a strong conviction of NDA that the use or possession of tobacco, drugs and alcohol is not conducive to the proper emotional, social or academic development of our students; it is also illegal. Therefore, student possession of tobacco products, drugs or alcohol is never permitted on the school grounds or at any school sponsored event or activity, either on or off campus. Any student found passing, consuming, possessing, buying or selling controlled or dangerous substances in the school building or on the school grounds, or at any time when the student is accountable to the school system for proper conduct, may receive an out-of-school suspension and/or should be prepared to accept immediate expulsion. The Principal acting "in loco parentis" has the legal right to search the locker and belongings of any student suspected of being in possession of or being under the influence of tobacco products, drugs or alcohol.

## DISCIPLINE POLICY

It is expected that all students at the Academy will act with respect toward faculty, staff and students at all times and that behavior of students is in keeping with the philosophy of our school which is love of God, coupled with "love of neighbor." Disciplinary guidelines are set to provide a healthy and safe environment necessary to the successful operation of the school.

Each circumstance is taken independently and Administration reserves the right to implement discipline as warranted. Due to confidentiality, consequences are not shared with parties involved. Please reference the Academy's Discipline Policy found on the portal listed with other important documents including this Handbook.

1. When an infraction of a behavioral guideline or a minor infraction occurs, the teacher or staff member will make a reasonable attempt to correct the misconduct.
2. If the inappropriate behavior continues after the warning has been given, appropriate disciplinary action will be taken. If warranted, a teacher will either email or telephone the parent or guardian about the incident.
3. For more serious infractions, the student will report to the Principal or the Director of Student Affairs and the parent or guardian will be notified.
4. A detention may be issued. A parent conference may be requested if warranted.
5. If the behavior is repeated after the parent conference, the student will receive an in-school suspension. Should this occur, a parent conference will be required before the student may return to regular classes.
6. Students will be expected to serve detention on the first scheduled day after the infraction. Students and parents will have at least 24 hour notice prior to serving the detention, in order to make transportation arrangements. If a student is absent from school on the assigned detention day, the student will be rescheduled for detention on the next assigned day. If a student fails to report for detention, a phone call will be made to the parent or guardian and a conference will be required.
7. A student may not be allowed to attend a special program, enrichment activity, and or sport if the student's conduct is not in line with school policy.

**In-School Suspension:** A student may receive an in-school suspension for a major infraction of school rules. The suspended student is required to report to the Principal's office at the beginning of the school day for each of the suspension days and remain in an assigned place for the entire school day. Missed work must be made up following the suspension.

**Out-of-School Suspension:** When a student's behavior poses a risk to the physical, spiritual or academic welfare and progress of other students, or there is a prolonged or open disregard for school authority, the student may be suspended from school through the authority of the Principal. Suspension is a temporary dismissal from school for a serious infraction of school rules. When a student receives an out-of-school school suspension, parents will be contacted for a meeting. Missed work must be made up following the suspension. A suspended student is not allowed on the school grounds during the suspension period.

Students who are on in-school suspension or out-of-school suspension may not participate in any after school activities or sports programs on the days of the suspension.

**Expulsion:** Expulsion is the permanent dismissal of a student from the school. It is invoked rarely and is considered a last resort when detrimental behavior has not been corrected. The Principal will make the decision regarding the expulsion, and this will be relayed to the President. It would be rare that the President will overrule the Principal.

**Personal Property Restriction:** Any personal property that will cause disruption in school or on the bus will not be permitted. Any CDs, video games, or recordings which have a "parental advisory" are not permitted. Electronic devices such as portable handheld games, cell phones or the like - with or without headphones - are not allowed during school hours. They will be confiscated from the student. They may, however, be used after dismissal at after school activities with the permission of the teacher or coach.

**Cell Phones and Electronic Devices Policy:** Due to the age level of the Lower School students, it is recommended that students do not have a cell phone in school. If a parent warrants the need for a cell phone, he/she must adhere to the following school wide policy.

Cell phones, MP3 players, iPods, wearable internet capable devices, and similar devices may not be used or be visible during school hours from 7 a.m. to 2:32 p.m. These devices need to be shut off and locked in lockers or placed in backpacks or purses while school is in session. Leaving phones or other electronic devices in backpacks or purses is done so at the student's own risk.

Students who do not follow this rule will have these types of devices taken from them at the time the infraction occurs. If a student has his/her cell phone taken away, he/she will need to pick it up from the teacher who confiscated it at the end of the day. The infraction will be reported to the Director of Student Affairs. Students whose phones are taken away more than once will be subject to further disciplinary action:

**First Offense:** Teacher takes phone from student for remainder of school day. It is the responsibility of the student to pick up the phone from the teacher at the end of the day. Director of Student Affairs is notified.

**Second Offense:** Teacher takes the phone from the student for the remainder of the day, student must pick it up at end of day; Director of Student Affairs is notified; detention will be given; parents will be notified.

**Third Offense:** Phone will be given to Principal to be held until a parent can pick up the phone. Student and Parent will need to meet with Principal and further consequences will be given.

More than 3 offenses will result in further disciplinary action, including in-house suspension and the requirement of student to hand over phone at the beginning of each school day.

The Academy of Notre Dame asks for the support of this policy by parents. The Main Office should be used by parents/guardians to contact students during the day. Parents must refrain from calling or texting their children during school hours. Additionally, students are provided access to a phone if home contact is necessary. Students should never contact a parent for dismissal without having first met with the school nurse, guidance counselor or going to the Main Office. Such contact using a cell phone can result in a violation of the Cell Phone Policy and prescribed consequences will be followed.

The taking and the transmission of unauthorized digital photos are never acceptable. Cameras are not allowed in school unless permission is given by the administration or a teacher.

Electronic devices such as electronic readers, iPads and laptops may be used during classes for access to textbooks and other school related material at the discretion of the teacher. Students found using their electronic devices for reasons other than those set by her teacher will receive a warning and parents will be notified. If there is second infraction, the student and parents/guardians will meet with the Director of Student Affairs to determine the student's privilege to use the device in school.

If a student is found to be using a cell phone or other electronic device during a graded assessment (quizzes, tests) without permission, they will receive a 0 and the incident will be dealt with as an academic dishonesty violation.

The Academy has an e-policy regarding acceptable use of IT systems in school, as well as social media. This policy is found at the end of this handbook, and must be signed by parent and student and returned to the Lower School Office within the first two (2) days of school.

Cell phones will not be allowed on Field Trips unless permission is given by the Administration to use as a camera.



## HARASSMENT/BULLYING

The Academy of Notre Dame is committed to providing an educational atmosphere that is safe and built upon mutual respect. It affords all students the same protection regardless of their status under the law. The Academy will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or harassment in the Academy's school buildings, on school grounds, or in school-related activities. This includes but "is not limited to" assaults, discrimination, including discriminatory or insulting language on the basis of actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics, as well as sexual harassment, or any conduct containing sexual suggestions, that would give offense to a reasonable person.

### **DEFINITIONS:**

**Aggressor**, pursuant to 603 C.M.R. 49.00, is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

**Bullying**, pursuant to M.G.L. c. 71, § 37O, means the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or herself or damage to his or her property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyberbullying.

**Cyberbullying**, pursuant to M.G.L. c. 71, § 37O, means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyberbullying shall also include: (i) the creation of a web page or blog in which the creator assumes the identity of another person, or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution of posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

**Hostile environment**, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

**Local law enforcement agency** means a local police department, county district attorney, or any other public entity charged with investigation, apprehension, detention or prosecution of individuals suspected or convicted of a crime.

**Parent** means a student's father or mother, or guardian.

**Perpetrator**, pursuant to M.G.L. c. 71, § 37O, means a student who engages in bullying or retaliation.

**Principal** means the administrative leader of a public school, charter school, collaborative school, or approved private day or residential school, or his/her designee for the purposes of implementing the school's bullying prevention and intervention plan.

**Retaliation** means any form of intimidation, reprisal or harassment directed against a person in response to an action that person has taken or knowledge that the person has.

**Staff Member** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Student record** has the meaning set forth in the Massachusetts Student Records Regulations, 603 CMR 23.02.

**Target**, pursuant to 603 C.M.R. 49.00, is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

**Victim**, pursuant to M.G.L. c. 71, § 37O, means a student against whom bullying or retaliation has been perpetrated.

49.04: Bullying Prohibited

(1) Bullying, and retaliation against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has reliable information about bullying is prohibited as provided in G.L. c. 71, § 37O.

## **REPORTING AND RESPONDING TO COMPLAINTS**

### **1. Reporting by Staff**

A staff member is required to immediately report to the Principal, or to the President when the Principal is the alleged aggressor, any instance of bullying, harassment or retaliation that the staff member becomes aware of or witnesses. The requirement to report as provided does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

### **2. Reporting by Students, Parents, Guardians, or Others**

Any person, whether student, staff, parent or guardian, who feels he/she is a target of harassment, bullying and/or retaliation or a witness to harassment, bullying and/or retaliation should report the incident to the Principal immediately or to the President when the Principal is the alleged aggressor. Reports made by students, parents, guardians or other individuals may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Reports may be oral or written, but oral reports made by or to a staff member shall be recorded in writing.

### **3. Responding to a Report of Bullying or Retaliation**

**Safety:** Before fully investigating the allegations of bullying or retaliation, the Principal (or President) will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member

who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The Principal (or President) will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

**Notification of parents or guardians:** Upon determining that bullying or retaliation by a student has occurred, the Principal (or President) will promptly notify the parents or guardians of the target and the student aggressor of this, and of the procedures for responding to it. There may be circumstances in which the Principal (or President) contacts parents or guardians prior to any investigation. A principal’s notification to a parent about a report of bullying or retaliation must comply with confidentiality requirements of Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, below:

**The Academy is directed by the following statements from the Massachusetts Regulation pertaining to Notification of Bullying or Retaliation (CMR 49):**

49.07: Confidentiality of Records:

- (1) A principal may not disclose to a parent any student record information regarding an alleged victim or perpetrator who is a student and who is not the parent’s child.
- (2) A principal may disclose a report of bullying or retaliation to a local law enforcement agency under 603 CMR 49.07(1)(a) without the consent of a student or his/her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of victims, student witnesses, and perpetrators to the extent practicable under the circumstances.
- (3) A principal may disclose student record information about a victim or perpetrator to appropriate parties in addition to law enforcement in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals as provided in 603 CMR 23.07(e) and 34 CFR 99.31(10) and 99.36. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health or safety of the student or other individuals. It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

Regulatory Authority:

603 CMR 49.00: M.G.L. 71, §37O, as added by Chapter 92 of the Acts of 2010

Notice to Another School. If the reported incident involves students from another school, the Principal (or President) will notify the principal of the other school(s) of the incident so that school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

49.06: Notice to Law Enforcement Agency

- (1) Upon receipt and review of a report of bullying or retaliation, the principal shall make a preliminary determination whether to notify the local law enforcement agency of the reported incident. The principal shall notify the law enforcement agency if the principal has a reasonable basis to believe that the incident may result in criminal charges against the alleged perpetrator. The principal shall, consistent with school policy and procedure, consult with the school resource officer, if any, and such other individuals the principal deems appropriate in making such determination.

- (a) If the principal decides to notify the local law enforcement agency, the principal shall document the reasons for the decision and immediately contact the local law enforcement agency to discuss the incident and the law enforcement agency's involvement. Nothing in this section shall prevent the principal from taking appropriate disciplinary or other action pursuant to school policy and state law.
  - (b) If the principal decides not to notify the local law enforcement agency, or the local law enforcement agency determines that its involvement is not necessary under the circumstances, the principal shall respond to the incident of bullying or retaliation as provided in the bullying prevention and intervention plan. If the principal subsequently determines facts that cause him or her to believe that the perpetrator's conduct may be criminal, the principal shall notify the local law enforcement agency.
- (2) The principal shall notify the local law enforcement agency of a report of bullying or retaliation consistent with 603 CMR 49.06(1) if bullying or retaliation occurs on school grounds and involves a former student under the age of 21.
- (3) Each public school district, approved private day or residential school, collaborative school, and charter school shall include the requirements and procedures for communicating with the local law enforcement agency in the bullying prevention and intervention plan required by M.G.L. c. 71, § 37O.

**Investigation:** The Principal will thoroughly and promptly investigate all reports of bullying, harassment or retaliation. During the investigation, the Principal will, among other things, interview the alleged target, alleged aggressor, witnesses, staff, parents or guardians, and others as necessary. During the investigation, the Principal will, among other things, interview the alleged target, alleged aggressor, witnesses, staff, parents or guardians, and others as necessary. The Principal or designee will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful and that retaliation against someone who reports bullying or provides information during a bullying investigation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal or other staff members as determined by the Principal as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal will maintain confidentiality during the investigative process. The Principal also will maintain a written record of the investigation.

**Determinations:** At the conclusion of the investigation, the Principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying, harassment or retaliation is substantiated, the Principal will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Principal will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, if the aggressor is another student of the Academy, the Principal may choose to consult with the student's teacher(s) and/or school counselor, and the target's or student aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Principal will promptly notify the parents or guardians of the target and the student aggressor about the results of the investigation and, if bullying, harassment or retaliation is found, what action is being taken to prevent further acts of bullying, harassment or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the Principal cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Any student found to have bullied, cyber bullied or retaliated against another is subject to disciplinary sanction. The Principal (or President if the Principal is the accused aggressor) shall determine the level of disciplinary action appropriate for the act of bullying, harassment or retaliation that has occurred.

## **BULLYING TRAINING AND PROFESSIONAL DEVELOPMENT PLAN**

### **1. Training for Staff**

Training for all school staff on the Plan will include staff duties under the Plan, an overview of the steps that the Principal or designee will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school.

### **2. Training for Students**

The Academy will take steps to create a safe, supportive environment for all students in the school community, and provide all students with the skills and knowledge to respond to bullying, harassment, or teasing.

### **3. Hazing**

The Academy of Notre Dame also complies with Chapter 536 of the Acts of 1985, also known as Massachusetts General Law Chapter 269 which prohibits the practice of hazing. The term "hazing" is defined as, "conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person." It is a crime in Massachusetts to participate in or organize hazing. It is also a crime for any person at the scene of such initiation to fail to report the incident to the proper authorities. The Academy of Notre Dame will comply with the law and when appropriate, impose disciplinary sanctions as stated above.

## **HEALTH REGULATIONS**

The school's health program is intended to protect the physical health and well being of the students. To this end, the following regulations shall be observed: Please reference the Academy's Health Regulations and Policies found on the portal listed with other important documents including this Handbook.

1. A nurse is in attendance during the regular school day. The nurse attends to ill or injured students during school hours, and notifies parents when necessary. Please let the school nurse know of any communicable diseases or health problems.
2. It is a parent's responsibility to see that all emergency information (current work phone numbers, alternate person to be called, etc.) is accurate and up-to-date. Parents must bring in all Rx medication such as epipens and inhalers to the nurse.
3. Medications for a temporary illness or condition will be administered by the school nurse or a designated representative only if medication is received in the original prescription container and is accompanied by written parental and medical authorization. Parents must give medication at home if at all possible.
4. Medications (in their original containers) will be kept in the nurse's office. These must be accompanied by a written parent/guardian consent form and a physician's medication order form. Epi-pens, inhalers, etc., may be carried by the student based on individual circumstances and with parental consent. A copy of the note will be held in the nurse's office for reference. If a parent wishes to have a backup supply of emergency medications and treatments (epi-pens, inhalers, etc.) kept in the nurse's office, they must send them in accompanied by a written parent/legal guardian consent form and a physician's medication order form.
5. To be temporarily excused from physical education because of illness or injury, a student must bring a note signed by a Doctor.
6. Immunization documentation is required for all students and will be recorded and updated as provided by the parents every year for PK- grade 6 annual physical exam. Parents may see the Nurse for exemption status.
7. A student will be permitted the use of the elevator, if a note from a physician stating the reason and expected length of time is received by the nurse. No student will be permitted to ride the elevator at any time unless accompanied by an adult.
8. If a child vomits while in school, he/she will be dismissed and must be picked up by a parent/guardian unless authorized by the school nurse.
9. If your child has a fever, vomits or has diarrhea in the morning, please keep him/her home. He/she may not return to school until the child is fever free, vomit free or diarrhea free for 24 hours without medication. Be sure to keep encouraging hydration during these times.
10. If your child was seen by a physician for a sore throat and a throat culture was performed, please keep your child home for 24 hours. (A negative rapid strep test does not always mean that your child does not have strep.) If a strep test is positive, your child may not return to school until he/she has received 4 doses of prescribed medication. This means that he/she may not return to school the next day.
11. If your child is out of school for three consecutive days due to illness, a physician's note is required for return to school. A parent note will not be accepted.
12. Students are expected to participate in all aspects of the day. Special circumstances will be considered with a written doctor's note.

## CRISIS PLAN

The Academy of Notre Dame will attempt to respond fully and promptly in the event of a crisis within the boundaries of the safety and privacy of the students, staff, parents and other constituencies. Please reference the Academy's Crisis Plan found on the Veracross portal listed with other important documents including this Handbook.

The President is the official spokesperson during any crisis situation and his/her office will serve as the communication center. If the President is unable to fulfill that role, then another administrative staff member will be designated. The President has the responsibility of notifying or arranging for the notification of all necessary parties.

## ATHLETICS

**MEMBERSHIP STANDARDS FOR SPORT PROGRAMS:** Membership is open to all students who meet the qualifications of the sport. Team membership in any given year does not guarantee a position in the following year. Any student participating in the Academy of Notre Dame athletic programs must pass a physical examination. A fully registered physician must perform physical examinations. A student must have adequate insurance coverage. All completed physical forms and liability release forms must be returned to the Athletic Director prior to tryouts. All registration must be completed through the LeagueToolbox EAA online site prior to the deadline. If paperwork is missing or submitted after the deadline, the student is required to sit out the first game. Students will miss subsequent games until all paperwork is submitted properly online.

**The NDA Athlete will:**

- Be expected to maintain satisfactory academic standing.
- Attend the mandatory sports meeting with a parent.
- Strictly adhere to all school rules.
- Strive for academic and athletic excellence.
- Possess a high level of commitment and dedication to the team.
- Represent the student body in a manner, which complements the school and team.
- Show pride in the school and team.
- Show respect for coaches, opponents and officials at all times.
- Exercise self-control and self-discipline.
- Failure to meet any of these standards may result in temporary or permanent suspension from the team.

The following sports are available depending on level of interest:

- FALL - Cross Country, Volleyball and Soccer
- WINTER - Cheerleading, Basketball and Bowling
- SPRING - Track, Tennis and Softball/Baseball

**ATHLETIC DEPARTMENT POLICIES AND PROCEDURES:** The standards of any academic program cannot be compromised by allowing a student to participate in a sport when he/she is deficient in academic or behavioral areas. In order to play a sport, a student is required to have a passing grade in all subject areas, including specialists. Please see Attendance, Absences, and Tardiness for participation guidelines.

**Practice and Game Attendance Policy:**

1. Athletes who have made a team have made a commitment to be at all practices, games and team meetings. If any team member must be late, miss a practice, game or meeting for any reason, he/she must notify the coach. Each Coach's Team Policies will be provided at the beginning of each sport season.
2. If a team is traveling to the Lowell area, the school will try to provide bus transportation to the event only. Parents must arrange to have their child picked up at the field/school at the end of the sporting event. All bus transportation is subject to bus availability at the date and time of the event.
3. If a team is traveling outside of the Lowell area then the school will try to provide bus transportation both to and from the sporting event. However, parents have the option to take their child home from the away site at the end of the sporting event. In this case the Athletic Director must be notified via phone or note prior to the event and that person must sign out with the coach before leaving the event. The coach will stay with all players until each player is picked up by a parent. All bus transportation is subject to bus availability at the date and time of the event.
4. In the event that a team practice does not begin immediately following the close of school, children have two options. Students may go home and return to the school later for practice, or students may go to a designated study area until practice begins.

Students who opt to remain in the building until their practice begins may not leave school property. Violation of this rule is punishable with detention and a suspension from the team for 1 practice and 1 game.

Parents are required to pick students up at an off campus event within 30 minutes of game end. All students are required to be picked up from a school practice within 15 minutes of practice end. After 15 minutes, a student will be sent to EDP and parents will be charged.

**School and Class Attendance Policy: Athletics**

1. Students who are absent from school on either a game day or practice day will not be allowed to participate in the event scheduled for that day. A request may be made to the Principal or Athletic Director to participate under certain circumstances, i.e. documented attendance at a high school "shadow day," medical appointment, and funeral.
2. Students suspended from school or on in-school suspension may not participate in practices or games during their suspension day(s).
3. Students who accumulate 3 detentions or 1 in-school suspension within a sports season may be suspended from the team for the remainder of the season.
4. Any student who is excused from Physical Education class may not participate in any practice or game on that day.
5. A student suspended from any team who does not return to that team will be ineligible to receive a certificate or award at the sports banquet.

All uniforms must be returned to the Athletic Director at the end of each season. Any uniforms not returned by the end of the school year will result in withholding the student's report card until the uniform is brought to school.



## FINANCIAL POLICIES

### **ADMISSION**

Before students can be admitted in the fall:

1. A FACTS Tuition Management Agreement must be created by April 15, 2017.
2. A preferred payment plan must be selected.
3. Students enrolling after April 15, 2017, must have a FACTS Tuition Management agreement created within 10 days of deposit.

### **FEES**

1. Deposits received after the due date will be assessed a \$100 late fee.
2. When a plan payment is received 15 calendar days beyond the scheduled payment date, a \$25.00 late fee is charged to all accounts. This includes Plan IV payments. (Please allow 5 business days mailing time.)
3. Service Fees: Plan II - \$50.00 Plan III or IV - \$75.00
4. A \$25.00 fee is charged to all accounts for returned checks. Returned checks must be replaced one week from the date of notification. A history of returned checks may require payment via cash, money order or bank check at the discretion of the Finance Office.

### **REGISTRATION**

Before students are able to register, or are considered accepted:

1. All previous financial obligations must have been met; and
2. A non-refundable deposit must be received by the scheduled payment date.

High school schedules for the upcoming school year can only be processed after the required deposit for that year has been received in the Finance Office and by the scheduled payment date. These scheduled dates are posted on a yearly basis. Payments made after these dates must be made via cash, money order, or bank check.

### **NON-PAYMENT**

Past-due notices will be distributed by FACTS Tuition management. If tuition balance is not current by the first day of classes a non-admittance notice will be issued and the student will not be (re)admitted to the school until the tuition has been paid or an approved payment plan is in place.

If tuition is in arrears, until all financial obligations have been met, students will be unable to:

1. Receive report cards or transcripts
2. Participate in commencement ceremonies/receive diplomas
3. Receive any final reports
4. Students will be unable to register for or travel on extended school trips.

Person(s) responsible for payments to the school should contact the Finance Office if there will be a delay in payment for any reasons.

### **REFUNDS OF TUITION AND FEES**

Should you need to transfer your child during the school year, please notify the Finance Office in writing of the need to withdraw. In such cases:

1. All Deposits are *non-refundable*. *Deposits received after March 1, 2017, will be assessed a \$100 late fee.*
2. Tuition refund requests due to a withdrawal that are received in writing prior to January 1, 2018, will be prorated on a monthly basis.
3. After January 1<sup>st</sup>, the Finance Office is unable to make any refunds. Parents or guardian should notify the Finance Office in writing of student withdrawal as soon as possible.
4. Technology Fees, Finance Fees, Application Fees and Registration Fees are non-refundable.
5. Transportation Deposit and Fees are non-refundable.
6. Extended Day, Enrichment, Athletic and Field Trip fees are non-refundable.

## WEATHER POLICY

The following policies are in effect:

- If Tyngsboro Public Schools close due to weather, the Academy will automatically be closed.
- The Academy may close independently of Tyngsboro Public Schools if the administration thinks it is warranted.
- The Academy will make its own announcement if Tyngsboro Public Schools have delayed openings or early dismissal.
- Parents can expect to receive notifications via voice, text and email by 6:00 a.m. (Decisions are usually made between 5:00 a.m. and 5:30 a.m.) To be sure that you will receive these notifications, update your parent portal with any changes to your contact information. In the event of an early dismissal or an emergency on campus, information will be disseminated using the same methods of communication.
- Alerts will also be posted on the following resources:
  - WCVB ABC Channel 5-Closures will scroll at the bottom of the screen or visit this link to check online: <http://www.wcvb.com/weather/closings>
  - Academy homepage - An alert message will appear at the top of the homepage at [www.ndatyngsboro.org](http://www.ndatyngsboro.org)
  - Academy social media accounts: Facebook (<https://www.facebook.com/ndatyngsboro>), Twitter (<https://twitter.com/ndatyngsboro>), and Instagram ([https://www.instagram.com/nda\\_tyngsboro/](https://www.instagram.com/nda_tyngsboro/))
- The Weather Policy can also be found on the website at <http://www.ndatyngsboro.org/about/weather-policy>

## **PLAGIARISM, CHEATING AND FORGERY POLICY**

**Plagiarism:** Plagiarism, using and passing off someone else's ideas, inventions, writings, (i.e. copying and pasting from the Internet, copying homework, etc) as one's own will be considered as a form of cheating. It is expected that all students will perform their academic responsibilities in an honorable fashion. Students are made aware of the importance of citing sources, and practicing writing and editing citations for both print and web sources. Any student participating in academic dishonesty will be issued the following consequences: (Please reference the Academy's Plagiarism Policy found in the portal listed with other important documents including this Handbook.)

**First offense:** Student will receive a zero for all work completed dishonestly. Administration and parents/guardians will be notified. After the assignment has been redone, the student can gain back up to 50% of the points lost.

**Second offense:** Student will receive a zero for all work completed dishonestly. Administration and parents/guardians will be notified. After the assignment has been redone, the student cannot regain any of the points lost. The student will receive an in-school suspension and will not be able to participate in extracurricular activities or school sponsored sports for 20 Days. Infractions that occur out of season will be enforced during the next available season and will commence with the first regular season game

**Third offense:** Student will receive a zero for all work completed dishonestly. Administration and parents/guardians will be notified. After the assignment has been redone, the student cannot regain any of the points lost. The student will receive an in-school suspension and will not be able to participate in extracurricular activities or school sponsored sports for 60 Days. Infractions that occur out of season will be enforced during the next available season and will commence with the first regular season game. The transgressions will appear on the student's permanent record.

**Cheating:** It is expected that all students will perform their responsibilities in an honorable fashion. Cheating, unauthorized assistance on an exam, quiz, paper, project, homework, etc., is considered a major infraction and will not be tolerated. Any student who is found to be cheating will receive a grade of zero (0) on that assignment. The teacher involved will notify parents as well as the administration. A second offense of cheating will result in punishment of the student by in-school suspension.

**Forgery:** An unauthorized signature on any note, discipline form, test or quiz paper, agenda book or any other document containing a forged or altered item or signature is considered a major infraction and will not be tolerated. The teacher involved will notify parents as well as administration, and may result in disciplinary actions.

## **ASBESTOS MANAGEMENT PLAN NOTIFICATION** **ANNUAL NOTIFICATION:**

All parents, teachers, employees, short term workers or other building guests are notified of the presence of asbestos in school facilities. The Academy of Notre Dame will comply with the Federal Law, "known as AHERA." The school maintains records of all asbestos related activities and events pertaining to those identified materials. This notice is provided yearly in the school student handbook, employee handbook, school website, and/or public bulletin board. All asbestos related activities are conducted in compliance with asbestos rules and standardized work practices which are designed to provide safety for building occupants.

## **ACCEPTABLE USE ePOLICY**

The Internet is a source of instructional material to which students have access both in and outside of school. The Internet provides access to curricular and other educational material, and experience in searching for, finding, evaluating, and using information delivered electronically.

The Internet can be accessed through an increasing variety of electronic devices including those beyond what is provided by the school. Resources and the material available on the Internet vary in quality and appropriateness for school instructional purposes. Materials entering a school via Internet-based sources and resources may have not been selected ahead of time in a manner similar to the way other instructional material is selected, such as textbooks, software, or library books.

Internet safety issues also arise around the access to and the use of the Internet via computers and other Internet-ready electronic devices. These devices should be used in a manner that promotes safe, civil and legal online activity for children, as well as digital citizenship and literacy. There are issues with recognizing and responding to cyberbullying. Issues of protecting children from scams, cyber crimes, including crimes by online predators also arise.

To allow students access to instructional material from the Internet, to help prevent access to material which is deemed appropriate for classroom use, and to promote safe and appropriate online behavior, the following four-part approach is instituted whenever a student is accessing Internet material from the Academy of Notre Dame (NDA).

### **1. Acceptable Use Policy (AUP) Agreement**

Any student using the Internet from a computer at the Academy of Notre Dame must have a valid, Acceptable Use Policy Agreement on file.

### **2. Filter**

All NDA-owned computers which are capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful, or violent material.

### **3. Supervision**

When students use the Internet from NDA, NDA employees will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates standards in the Acceptable Use Policy or this ePolicy, the staff member may instruct the person to cease using that material, and/or implement sanctions as listed below.

### **4. Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## **Introduction**

The Academy of Notre Dame (NDA) provides information technology resources to students solely for educational purposes. Student use of school computers, networks, and Internet services is a privilege, not a right. This ePolicy (EUP) codifies what is considered acceptable use of computers and the network for the students. There is a separate Acceptable Use Policy (AUP) which is a shortened version of this policy and which students and parents must sign for access to NDA technology resources. It is the policy of NDA to comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and to prevent the following types of inappropriate user actions:

- Accessing inappropriate material via the internet and electronic communication;
- unauthorized access and unlawful activity; and
- unauthorized disclosure, use, or dissemination of personal identification of minors.

For continued access to technological resources at school, adherence to the following policy is required.

## **Agreement to Use School Computer Facilities, Software, and Internet**

### **Internet Safety**

Education, Supervision, and Monitoring: It shall be the responsibility of all members of NDA staff to educate, supervise, and monitor appropriate access and usage of the Internet in accordance with the Children's Internet Protection Act and Protecting Children in the 21st Century Act. Procedures for modifying and/or disabling any technology protection measures shall be the responsibility of the Technology Manager. Supervision and monitoring of computer and network use is outlined below:

- For use of the computer lab, a staff member has agreed to allow students in the lab for educational purposes and is responsible for checking on the students periodically.
- For use of the computers in the library, a librarian or staff member must be present. It is the responsibility of any present staff members to periodically check student use of computers.
- As each student will receive a unique username and password, the Technology Manager has the ability to monitor Internet usage. Students have no expectation of privacy in their use of NDA technology resources.
- The technology manager or their designee has the right to monitor NDA technology resources to ensure compliance with local, state and federal regulations as well as to investigate reports of misconduct or impropriety by users.

### **Network Usage**

Student Accounts and Files:

- Students have their own accounts to gain access onto school computers.
- When saving, students should save all information to their individual account (Save in My Documents when logged into your account.) or their Google drive.
- At the end of each school year, all files on the student's account will be cleared. It is the student's responsibility to save any information they would like to keep to their own storage device before the last day of the school year.
- Students bringing their own laptop or tablet devices may utilize the NDA student network for educational purposes, but must login with an approved account. All activities on such devices during normal school hours must adhere to the signed AUP and this ePolicy as though it were an NDA owned device.

### **NDA Email Accounts**

Upon signing the AUP, each student in grades 6-8 will receive an NDA email account which may be used for educational purposes. Students should always use their NDA email account and associated Google apps for class activities, such as emailing a teacher or another student.

- Approved Google apps are tied to the individual student NDA email account to allow more seamless collaboration and communication between students and teachers, as well as integration between applications.
- NDA email accounts and Google apps may be accessed from inside or outside the NDA network so that students may utilize them from home.
- Students and staff are not allowed to use NDA email accounts for any activities outlined in the "Unacceptable Use" section of this document.
- All official email communication from NDA to students will be sent to their NDA email account. NDA will not send official email communications to private email accounts of current students, except in cases where it is deemed impracticable to communicate otherwise.

## **Social Media Policy**

- Students are not allowed to access social media sites, including but not limited to, Twitter, Facebook and Instagram, from the NDA computer network, nor at any time during normal school hours through other methods.
- NDA reserves the right to use social media to advertise for the school and its students and alumni, including but not limited to, having a Twitter and Facebook presence. It is the job of the NDA technology and marketing departments to monitor and update these sites. Students, parents and alumni are encouraged to follow these sites from home and respond to posts with personal comments, but may not alter the content of accounts.

## **I. Computing Facilities**

As a user of the computing facilities at the Academy of Notre Dame (NDA), I have read the following rules. My signature and that of my parent/guardian, indicate that I agree to abide by them and understand the consequences if I do not.

- I understand that the computers and software provided by NDA are owned by NDA. I do not have the right to copy or distribute this software.
- I will not add personal software or download software to any school computer.
- I will take responsibility for any computer account that is given to me. I will not give my password to anyone nor will I bypass the security systems that may be in place.
- I will not attempt to change the configuration of any computer or software, or change/alter another student's work. I will not access Google or server folders other than my own.
- I will abide by all patent, copyright, or license restrictions that relate to any computer products, programs, software or documentation. I will not copy or pirate unauthorized software.
- I will treat the facilities and equipment with respect and will not intentionally damage them.
- I will not have food or drink near the computers.
- I will not use any personal electronic device to circumvent the policies of NDA.
- I will turn off and lock my cell phone and wearable internet capable devices in my locker during school hours except by explicit permission from my teacher for a specific time and activity.
- I will treat other students' electronic devices with the same respect that I treat NDA devices.

## **II. Internet**

The Internet is an exciting tool that allows us to communicate with people all over the world. It is important that we use it properly so that we do not break laws, offend others, or violate school rules.

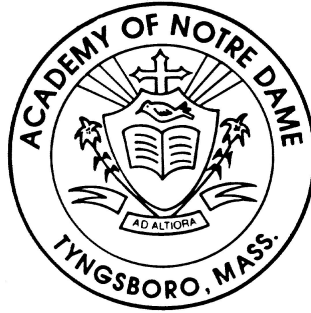
- I will be polite and respectful and use appropriate language and etiquette when communicating on the internet.
- I will only use the Internet for wholesome purposes. I will not send, receive, or access information or graphics that contain pornography or racist/sexist/discriminatory material.
- I will not use copyrighted materials from the Internet without permission.
- I will not knowingly place a virus on any computer or on the Internet.
- I will not provide any personal information on the Internet to anyone.
- I will pledge that my activities on social media will reflect the values and the mission of the Academy.
- I will not use my personal electronic device during school hours nor any NDA devices at any time to play computer games without explicit instruction from my teacher to do so.
- I will use NDA provided email and Google applications to communicate and collaborate with my teachers and classmates for educational purposes.
- I will not use the internet or my email or Google accounts for activities which violate the law or NDA policies, including but not limited to cyber bullying.

Violations such as the following may result in loss of access as well as other disciplinary and/or legal action:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computer systems or computer networks
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folder, work or files
- Employing the Internet or network for commercial purposes
- Using individual email accounts, or such services as Instant messengers, or chat rooms
- Accessing inappropriate websites, personal blogs and bulletin boards, as well as websites not assigned by the teacher or not relating to a given assignment during class.

I understand that failure to comply with these regulations or any other regulations specified in the NDA Policy will result in disciplinary action taken by the school administration or, if appropriate, the police.

**The Parent/Guardian and Student must sign the Student Handbook form found in your student's agenda book and return the signed form to his/her Homeroom Teacher. Signed agreement forms are kept on file in the main office for the school year. If a form is not returned, the student will not be allowed to use the computers or the internet.**



Dear Parent or Guardian:

Please read the Lower School Handbook and the Academy's Policies and Procedures found in the Veracross portal listed with other important documents carefully before signing the Handbook and Acceptable Use ePolicy Agreement. This agreement should be signed and returned to school by Friday, September 8, 2017.

Parents, please pay special attention to the following Guidelines for day to day operations and policies as stated in the handbook.

- Use of Student Information
- School Attire
- Expectation of Student Behavior
- Discipline Policy
- Harassment/Bullying Policy
- Bus Regulations
- Health Regulations
- Crisis Plan
- Athletics and Athletic Department Policies and Procedures
- Financial Policies
- Weather Policy
- Plagiarism, Cheating and Forgery Policy
- Cell Phone and Electronic Devices Policy
- Acceptable Use ePolicy Agreement

I have read the Academy of Notre Dame Student Handbook. I agree to abide by the school regulations.

Signature of Parent/Guardian: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date \_\_\_\_\_

Printed Student's Name: \_\_\_\_\_ Homeroom # \_\_\_\_\_