



**ACADEMY OF NOTRE DAME
UPPER SCHOOL
STUDENT HANDBOOK 2016-2017**

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THIS SCHOOL AGENDA BELONGS TO:

Name: _____ **Homeroom #:** _____

Phone: _____ **Student #:** _____

NON-DISCRIMINATORY STATEMENT

The Academy of Notre Dame recruits and admits students of any race, color, national origin or disability if, with reasonable accommodations on the part of the school, the disabled person's needs can be met, 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, national origin, or disability, if, with reasonable accommodations on the part of the school, the disabled person's needs can be met.

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PART I MISSION STATEMENT

The Academy of Notre Dame, Tyngsboro, a Catholic, private school, sponsored by the Sisters of Notre Dame de Namur, and based on the educational philosophy of their foundress, St. Julie Billiart, comprises a co-educational elementary school and a college-preparatory high 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.

HALLMARKS OF A NOTRE DAME LEARNING COMMUNITY

Hallmark 1

We proclaim by our lives even more than by our words that God is good.

- a. We believe, even in the midst of today's reality, that God is good, and we stand firm in our commitment to honor that goodness in ourselves, in others, and in our world.
- b. We value life as an on-going spiritual journey of deepening relationships with self, others, and God.
- c. We make relevant to the life of our contemporary learning community the Sisters of Notre Dame de Namur history and the spirit of St. Julie Billiart. We seek to live this heritage by allowing it to influence our actions in today's world.
- d. We create decisions and policies that reflect the mission and value of the Sisters of Notre Dame de Namur and that are sensitive to the various stakeholders.
- e. We make decisions respecting and informed by the gospel values of our Catholic tradition and teachings.

Hallmark 2

We honor the dignity and sacredness of each person.

- a. We develop and appreciate relationships that respect individual differences.
- b. We create environments that encourage the development of the whole person.
- c. We dedicate time, space, and personnel in support of the individual's spiritual/personal journey.

Hallmark 3

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

- a. We educate on behalf of justice and are willing to take socially responsible actions against injustice (e.g. issue of discrimination against women and racial discrimination).
- b. We ground our action on behalf of justice in the spiritual practice of reflection-action-reflection.
- c. We infuse classroom experience with global perspectives and integrate classroom learning with civic and cultural interactions.
- d. We live and act with reverence for the earth and the environment.
- e. We commit ourselves to create just systems and relationships within our learning community.
- f. We make conscious the effect our decisions and actions will have on the lives of the poor by making choices which are rooted in the gospel.
- g. We foster responsible global citizenship and to that end we commit ourselves to the practice of dialogue, non-violence, and conflict resolution.

Hallmark 4

We commit ourselves to community service.

- a. We integrate service-learning (community based learning) into the academic curriculum and co-curricular activities.
- b. We create partnerships with community agencies that facilitate service-learning processes.
- c. We ground our service in the spiritual practice of reflection-action-reflection, and we incorporate this process into our service-learning commitments.

Hallmark 5

We embrace the gift of diversity.

- a. We welcome to our community people of diverse cultures, ethnicity, race, socio-economic circumstances, gender, age, sexual orientation and faith traditions.
- b. We develop educational programs which expand our knowledge and understanding of the diversity in our world community and which celebrate the richness of that heritage.
- c. We initiate strategies and support services which respect individual learning styles and which build the self-esteem of each student.

Hallmark 6

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

- a. We remember and honor the legacy of friendship between the Sisters of Notre Dame co-foundresses, Julie Billiart and Francoise Blin de Bourdon, and we foster a spirit of friendship as foundational to our learning community relationships.
- b. We value and implement community-building activities, both social and spiritual, between and among all members of our learning community.
- c. We design and foster collaborative processes wherever possible; we ground decision-making in active participation and the principle of subsidiarity.
- d. We create interactive and collaborative educational experiences.
- e. We create an atmosphere of open and direct communication.

Hallmark 7

We develop holistic learning communities which educate for life.

- a. We design and implement academically excellent educational experiences.
- b. We create curricular/co-curricular interactions that facilitate student-centered learning/teaching environments.
- c. We actively support the intellectual, emotional, spiritual, psychological and social growth of the members of our learning community.
- d. We provide an environment and appropriate training for leadership development.
- e. We foster educational activities that develop self-directed learners capable of self-evaluation, critical thinking, and creative responses to life situations.
- f. We work with and within a risk-taking and flexible organization which
 - exhibits compassionate and socially responsible actions in response to issues of justice;
 - bases its curriculum on cross-cultural perspectives and understandings;
 - respects and explores the unique and complementary roles and gifts of women and men in society.

Subsidiarity

Jesus tells us in the Gospel, "If you are bringing your gift to the altar and you remember that your brother has something against you, go to him quietly and settle it between yourselves."

Settling problems at the lowest possible level is subsidiarity.

As part of a student's education into responsible adulthood, it is important that students develop the skills of self-advocacy and problem-solving. In teaching these skills, we believe that the principle of subsidiarity should be followed. This means that problem-solving should always begin at the lowest level possible. For example, students are encouraged to first address problems by speaking with the person or persons involved, be they student or faculty. If no solution can be found at that level, then the student can ask for a meeting with a faculty member or guidance counselor to help with a student issue or with the principal to help in a discussion with faculty. Parents are expected to follow the same protocol, speaking first with faculty and then with the principal if the problem is not resolved. Problems still unresolved may be brought to the president, who, as the chief administrator, has the final decision-making authority for the Academy.

PART II ACADEMIC INFORMATION

ADMISSIONS POLICIES

Non-Discriminatory Statement

The Academy of Notre Dame recruits and admits students of any race, color, national origin or disability if, with reasonable accommodations on the part of the school, the disabled person's needs can be met, 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, national origin, or disability, if, with reasonable accommodations on the part of the school, the disabled person's needs can be met.

Learning Differences

The Academy does not offer any type of comprehensive Special Education Program. Special Education services are available through the local public school systems. Parents must assume the responsibility to contact the public school in their town for information/evaluation of their daughter if they believe that special learning needs do exist. If it is determined that special needs exist, the Academy will determine, on a case-by-case basis, whether the school is able to make reasonable accommodations as proposed through neuropsychological testing.

COURSE REQUIREMENTS

To qualify for a diploma each student must earn a minimum 26 credits. These must include the following:

<u>Courses</u>	<u>Credits</u>
Religious Studies	4

English	4
Mathematics	4
Science (must include Biology)	3
World Languages (of same language)	2
Social Science	3
Physical Education/Wellness	.50
Fine Arts	1
Technology Integration	1

The balance of the required credits is chosen from elective courses. Competitive colleges require three or four credits of modern world language.

COURSE SELECTION

Course selections for the upcoming year are made in the spring. Once courses have begun in the fall or semester courses have begun in the spring, a student or her parent/guardian may only initiate a course change until the end of the first cycle in that semester. Courses dropped after completion of the first cycle will appear on the student's official transcript as a withdrawal. If a student is failing at the time of the withdrawal, the grade will appear as a 'withdrawn failure' or 'WF'. Withdrawal is done only for serious academic reasons and only after the teachers involved, the guidance counselor, and the parents have been consulted. Classes may not be changed because of dislike for the subject, for meeting time of the class, or for the teacher. A teacher may initiate a change if he/she believes it is to the academic benefit of the student. Guidance coordinates this process. Students are initially placed in courses based on the evaluation of the entrance test, placement tests, previous grades, and teacher recommendation. After freshman year, class placement is based on prior years' work and published criteria found in the Student Course Selection Book. When a student is placed other than at the advice of the professional staff, parents will be required to sign a statement that they realize said placement is against the professional advice of the staff, and that they will not hold the school responsible for the student's academic achievement in the class. The administration reserves the right to cancel a course that does not have a minimum enrollment of 10 students.

Core courses are required in order to meet established standards for college preparatory work. Students are encouraged to make selections that challenge them academically and augment their particular abilities and interests. While all curriculum offerings meet the rigors necessary for college preparatory work, honors and advanced placement courses are offered for those highly motivated students capable of a more demanding program. Teacher recommendation must initiate any consideration of placement at honor or AP levels. In addition, to qualify for honors or advanced placement courses students must meet specified minimum grade prerequisites and should be able to demonstrate consistency in the following:

- superior academic achievement
- strong higher thinking skills
- Self-motivation
- willingness to take on extra work
- strong research and writing skills
- good attendance
- preparation for class and prompt completion of assignments
- willingness to participate in discussions
- strength in independent and group work
- positive attitude toward rigorous work
- ability to perform under time pressure

A student not meeting standards of H/AP will meet with teacher and/or department head, parents, and guidance to discuss continuing in the course or moving to appropriate level, or another course if necessary.

Grade Requirements

Placements for the next school year will be determined by the cumulative course average at the end of 3rd quarter.

Honors Entering Grade 9 students must take special placement exams to qualify for honors. Honors placement within departments at all other grade levels requires a minimum of an 80 in the prior year's honors course or a 93 in the prior year course.

Advanced Placement Students seeking to enroll in an AP level class must have at least an 87 in prior related honors courses.

Virtual High School

The Academy offers the opportunity for learning through the VHS Collaborative. Students may take courses not available at the Academy. No lab courses may be taken. The grade for the online course is not calculated into a student's GPA; however the student receives credit for the course. The exception to this policy is any AP exam taken through VHS will be counted towards the student's GPA. The number of students who can participate in the Virtual High School is limited to 25 per semester. In the course of four years at the Academy, students may only sign up to take two semesters or one full year class unless there are extra openings. Waivers may be granted for AP courses and for scheduling conflicts. In order to participate in the VHS, an application must be completed and deadlines met to ensure availability. Therefore this option is limited to:

1. Students with scheduling conflicts
2. Students taking AP courses not taught at the Academy

3. Seniors first then juniors and then sophomores. Sophomores will be by lottery if sophomore requests exceed slots available.
4. Students may only sign up to take one full year online course or two semester courses unless there are extenuating circumstances, as determined by guidance or administration.
5. A sophomore or junior online course may be postponed if scheduling issues for another student arises even after registration for the first student was made.

Registration for the VHS Collaborative:

1. VHS coordinator will set a deadline for applications.
2. Parent approval is needed.
3. After the deadline date there is a lottery by grade level. Seniors get first lottery until all seniors are placed, then juniors, then sophomores, if seats are still available. Students who do not get a seat in the VHS will get priority for the next year.
4. AP courses will count in a student's GPA. Other VHS courses will not be counted in a student's GPA.

If a student fails a VHS course, she must make up the course at her own expense. **Any senior failing a VHS course will not graduate until the course is repeated and successfully passed** (see "Senior Fail Policy" on page 8). If a student fails a VHS course, she will not be eligible for any other VHS courses.

If a student wishes to withdraw from a VHS course at any point after the course begins, she will receive a 'W' on her transcript. If she is failing, the grade will appear as a 'withdrawn failure' or 'WF'. She will also be responsible for reimbursing the Academy for the cost of the course. Cost is set annually and will be on the application packet.

EXAMS

Final exams are given in May for seniors and in June for underclassmen. For semester courses, final exams, if applicable, are given at the end of the semester. Each exam grade appears on the report card and is 10% of the final average. Final exams are not administered unless all financial obligations have been met.

A senior is exempt from a final exam if she has a 90% average or better by the last day of senior classes. This privilege does not pertain to Advanced Placement courses. A student who misses a midterm or final exam because of an illness must provide the Principal with a doctor's note verifying the student's illness. All arrangements for make-up exams are made at the discretion of Principal. All unexcused absences from a final exam will result in the student receiving a failing grade for the exam missed.

FAILURES

Students who fail a subject for the year must make up the course by attending an accredited summer school or by working with a tutor approved by the principal. The plan for making up course work is determined by the Academy after consultation with the parent/guardian and the Guidance Office. Students who pass summer school or successfully complete the agreed-to tutoring plan will have their failing grade changed to a 60. The report from the summer school or tutor is added to the student file as proof that the course was made up. A student who fails two courses in a year generally will not be allowed to return to the Academy.

SENIOR FAIL POLICY: Seniors who fail a class for the year will not receive a diploma until the failed class is made up in summer school or with other accommodations approved by administration. This will mean a delay in registering for college classes, as colleges and universities require proof of graduation for registration.

GRADING SYSTEM

All courses are designated as CP (College Prep), H (Honors) or AP (Advanced Placement). Grades are stated on the report card in numerical form. Grades below a 60 are reported as an F.

INCOMPLETE GRADES

A grade of "Incomplete" is given if, because of absence, a student is unable to complete all make-up work by the close of grades. Faculty members will work with Guidance, student and parents to coordinate the completion of missed work. Deadlines will be set by the teacher, and work not completed by the designated time will be assessed as a failing grade. See sections on make-up work for further details.

<u>Numerical grade</u>	<u>CP</u>	<u>Honors</u>	<u>AP</u>	<u>Numerical grade</u>	<u>CP</u>	<u>Honors</u>	<u>AP</u>
100	4.00	4.50	5.00	79	2.40	2.90	3.40
99	3.95	4.45	4.95	78	2.30	2.80	3.30

98	3.90	4.40	4.90	77	2.20	2.70	3.20
97	3.85	4.35	4.85	76	2.10	2.60	3.10
96	3.80	4.30	4.80	75	2.00	2.50	3.00
95	3.75	4.25	4.75	74	1.90	2.40	2.90
94	3.70	4.20	4.70	73	1.80	2.30	2.80
93	3.65	4.15	4.65	72	1.70	2.20	2.70
92	3.60	4.10	4.60	71	1.60	2.10	2.60
91	3.55	4.05	4.55	70	1.50	2.00	2.50
90	3.50	4.00	4.50	69	1.40	1.90	2.40
89	3.40	3.90	4.40	68	1.30	1.80	2.30
88	3.30	3.80	4.30	67	1.20	1.70	2.20
87	3.20	3.70	4.20	66	1.10	1.60	2.10
86	3.10	3.60	4.10	65	1.00	1.50	2.00
85	3.00	3.50	4.00	64	0.90	1.40	1.90
84	2.90	3.40	3.90	63	0.80	1.30	1.80
83	2.80	3.30	3.80	62	0.70	1.20	1.70
82	2.70	3.20	3.70	61	0.60	1.10	1.60
81	2.60	3.10	3.60	60	0.50	1.00	1.50
80	2.50	3.00	3.50	59 or lower	0	0	0

HONOR ROLL CALCULATIONS:

Each quarter, the Honor Roll will be determined by the following criteria:

1. Principal's List – No grade below 90 in College Prep Course

No grade below 90 in Honors Course

No grade below 87 in Advanced Placement Course

2. First Honors– No grade below 87 in College Prep Course

No grade below 87 in Honors Course

No grade below 84 in Advanced Placement Course

3. Second Honors - No grades below 83 in College Prep Course

No grade below 83 in Honors Course

No grade below 80 in AP course

Honor Roll is calculated by individual quarter.

GRADUATION REQUIREMENTS

To be eligible for graduation, seniors must meet the minimum number of credits as described in the section "Course Requirements," pass all senior courses, complete all projects and long-term assignments, have met all financial obligations and returned all library or other school-owned materials. They will be given a checklist by their homeroom teacher and all items must be

completed and signed off before the senior's last day. They must also complete the graduation survey on Naviance by deadline given.

SENIOR FAIL POLICY: Any course failure will result in a diploma not being awarded at graduation. Diploma will be given to the student after the successful summer school completion of the failed class or successful completion of course through other arrangements approved by administration.

GUIDANCE DEPARTMENT

The Guidance Department keeps accurate school records for each student and sends transcripts and other pertinent information to the colleges so designated by the students. In addition, counselors plan and run group sessions with classes, coordinate programs for students and parents, meet with students and/or parents when requested to do so, coordinate the Advanced Placement Program, arrange for college admissions representatives to visit, and prepare students for course selection each spring. Guidance information is sent via email through the Naviance program.

Guidance Appointments

A student or the guidance counselor may initiate an appointment to meet. When a guidance appointment is scheduled, the student must notify the subject teacher and present a written pass obtained from the guidance counselor to leave class. Parents may also initiate an appointment on behalf of their student by calling or emailing the guidance counselor. Normally, the Academy's guidance counselors meet with students for academic counseling such as course selection and college preparation. A guidance counselor may meet with a student regarding personal issues such as stress or trouble with peers. Appropriate meeting times for appointments not initiated by guidance are at break, lunch and DLT and not during class time. Guidance counselors and teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. If serious concerns exist, parents/guardians and administration will be promptly notified.

College Planning

Guidance counselors meet with each junior and her parent in a group setting. At this meeting, the Junior College Planning Packet is disseminated. The Planning Packet includes specifics about the college admissions process, admissions testing, Advanced Placement Exams, financial aid and scholarships, and recommendations. Guidance counselors seek to work closely with students and their families throughout the college search process. Juniors are expected to make individual appointments with their counselor regarding college by the end of their junior year.

Transcripts

Official transcripts may be obtained upon written request via Naviance (for current students) or in writing (for alumni). For students who have graduated or transferred from the Academy, any request for a transcript **MUST** be received in writing in the Guidance Office. Transcripts for each student are kept on file after a student graduates, transfers or withdraws from the Academy.

Student Records

The official file includes cumulative records from previous schools, academic transcripts, academic testing, and contact information. If a student transfers, only the contents of this official file will be forwarded to a new school. If a parent or student wishes to view the record, the request must be received in writing by the Guidance Office and at least twenty-four business hours' notice is required. The cumulative file will be given to each senior upon graduation. Only transcripts are kept in the guidance office after a student receives her diploma.

The Academy abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the Academy will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Transfers

Any student who desires to leave the Academy must notify her counselor and the principal of her intentions. A student will not be allowed to withdraw from school without the written authorization of her parents/guardian. Student records cannot be sent to another school without a written authorization release form (obtained either from the school to which the student is transferring, or from the Academy Guidance Office) with the parent/guardian's signature. Only the contents of the official student file will be forwarded to a new school.

HOMEWORK

The Academy curriculum is rigorous. Students need to spend time outside of the class reviewing the day's work, preparing for upcoming topics, doing research projects and doing supplementary assignments for classes. Students should expect about three hours of homework a night. Proper time management will lead to success. Parental help with time management relating to sports, jobs or extracurricular activities is encouraged.

MAKE-UP WORK: (SHORT-TERM ABSENCE, 3-6 consecutive school days)

Work missed due to absence is expected to be completed within a two-week period. Upon her return to school, it is the responsibility of the student to meet with her teachers within two days to plan her schedule of make-up work. A deadline date for make-up work is to be set between the student and each teacher as determined by the course expectations. If the deadline is not met, the grade for the assignment(s) may become an F (or a zero) at the discretion of the teacher.

MAKE-UP WORK: (LONG-TERM ABSENCE, 7 or more consecutive school days)

A long-term absence is defined as seven or more consecutive school days. Doctor/healthcare documentation is needed after seven consecutive absences in order for the student to return to school. After a long-term absence, parents/guardians need to notify their daughter's guidance counselor as to when the student will be returning. Guidance will set up a meeting with the student, parent, and each teacher to assess missed work. Timelines will be developed between the teachers and student as to when work should be completed. It is expected that this will normally be accomplished within two weeks, barring extenuating circumstances. Prolonged absence may result in the loss of credit and the need to repeat a class.

If a student is confined to home or hospital for an extended period, Guidance will coordinate completion of assignments at the place of confinement whenever practical. Parents need to contact their local school department to determine whether the student qualifies for home/hospital instruction.

If a student is unable to complete school assignments because of an illness, or if there are major requirements of a particular course that cannot be accomplished outside class, the student may be required to take an incomplete or withdraw from the class without penalty. Absences in any class beyond 20 school days, whether consecutive or during the course of the year, will necessitate a meeting to determine whether or not the course needs repeating.

PARENT CONFERENCES

Teachers, guidance counselors, and administrators are available to meet with parents at mutually acceptable times throughout the school year. Please refer to the "Communication" section for information about how to contact school personnel. Unscheduled visits to classrooms and guidance are disruptive; therefore, parents should schedule appointments. Parent Conference nights are scheduled each year shortly after the first report card is issued. **Please see the annual calendar for the scheduled date of report card conferences.**

PROGRESS REPORTS

Progress reports are issued to each student at mid-quarter. Parents will be notified by email that reports are uploaded and accessible via their Parent Portal. Parents and students must understand that it is possible for a student to be passing at mid-quarter and still fail for the quarter. Teachers will make every effort to notify parents if a failure is pending. However, a student could do so poorly on a project or exam that a failing grade results, even though it was not anticipated earlier.

Please see the annual calendar for scheduled dates of progress report issuance.

REPORT CARDS

Report Cards are issued four times a year: November, February, April and June. Parents will be notified by email that report cards are uploaded and accessible via their Parent Portal.

Please see the annual calendar for scheduled dates of quarterly report card issuance.

TUTORING

Students who experience academic difficulty are encouraged to avail themselves of extra help offered by their teachers. In addition, a student may receive peer-tutoring through National Honor Society. NHS tutoring runs from 2:40 to 3:10, Monday, Wednesday and Thursday on a drop-in basis. Students must arrive by 2:40 to receive help. Students may also set up a schedule to receive extra tutoring before school. Teachers may also recommend and/or parent may decide that outside tutoring might be needed. Tutoring is most effective if teachers are able to communicate with tutors. No teacher may be hired as a tutor for a student he or she currently has in class.

RETREATS, FIELD TRIPS, OFF-SITE ACTIVITIES

RETREATS at the Academy of Notre Dame take place once a year within the context of the school day. Retreats are planned in such a way as to be sensitive to all faith traditions. Since the Academy is a Catholic school, student attendance at retreats is required. Should a freshman, sophomore or junior be absent from her class retreat due to health reasons, family obligations and the like, she must fulfill the retreat requirement by performing six hours of service. Senior class retreat is an extended day program. Should a senior be absent from her class retreat, she must fulfill the retreat requirement by performing 12 hours of service. All service hours will be monitored by the Campus Minister and may not include volunteer hours, which are used for National Honor Society or other such organizations.

FIELD TRIPS are provided for the enrichment of the students and are an integral part of curriculum. Field trips are privileges given to students; students may be denied participation if they fail to meet academic or behavioral requirements. Participation is expected. Parental permission is required for all off-site trips and a form describing the trip is provided by the school for the parent's signature. Failure to submit a proper field trip form, signed by a parent/guardian, will mean the student will be unable to participate in the field trip. Phone calls or written notes are not able to be substituted for the field trip permission form. Faxed permission forms can be accepted. A field trip is an extension of the school; therefore, the school rules will be in effect. Students missing a field trip due to absence are required to submit make up schoolwork related to the educational mission of the field trip.

OFF SITE AND AFTER SCHOOL ACTIVITIES are regularly scheduled through Mission and Ministry and the Athletic Department. Each of these departments seek parental permission for participation and transportation arrangements at the start of the year or respective season. Signed permission slips must be on record before students may participate.

PART III ORDERLY RUNNING OF SCHOOL

The Academy expects its students to be mature, responsible young women exemplifying the highest standards of behavior in and out of school. Conduct which does not meet these standards not only prevents the individual from developing her potential, but also hinders the intellectual and moral growth of the entire student body. In order to ensure the right of every student to an environment which encourages learning, within an atmosphere of mutual respect and honesty, the school has formulated regulations and guidelines. In observing these policies, each student accepts a shared responsibility to guarantee the rights of all students. The student is an Academy student at all times. A student who engages in conduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by school officials.

DAILY SCHEDULE

The school day normally runs from 8:00 a.m. - 2:35 p.m. during which time students are scheduled into classes, proctored studies, one ten minute break and lunch. The library is open Monday through Friday from 7:00 a.m. to 12:25 p.m. and 1:05 p.m. through 4:15 p.m. Activities often meet during lunch and after school with faculty advisors. Students remaining after school are expected to be with a teacher or in the library or in the "Upper School After School Student Waiting Area" on the ground floor. While the building remains open, supervision is not provided after 4:15 p.m. **Parents must contact the school in writing if their daughter will remain beyond 4:15 p.m. so that mutually agreeable plans can be made.**

The normal class schedule is as follows:

Period	Time	Length (minutes)
Bell to go to 1st class	7:55	
Period 1	8:00 – 8:40	40
Period 2	8:42 – 9:22	40
Period 3	9:24 – 10:04	40
Break	10:06 – 10:14	8
Period 4	10:16 – 10:56	40
Period 5	10:58 – 11:38	40
Period 6	11:40 - 12:20	40
Lunch / Meetings	12:20 - 12:55	35
Period 7	1:00 – 1:50	45
Lab/AP/DLT	1:50– 2:35	45

An X Day schedule is for days when scheduled events change the normal school day. On these days, students consecutively attend period one on A through F days. These days are announced beforehand and are posted.

Homeroom periods will take place periodically throughout the year as needed, and will occur from 12:20 - 12:25 p.m. and will be announced beforehand.

Delayed Openings

Letter days will be the same as the normally scheduled letter day with an adjusted time schedule for classes.

DLT/ Directed Learning Time

The last 45 minutes of a normally scheduled day are referred to as DLT (Directed Learning Time). During this time, students who are in a science class will have the combined 90 minutes with last period to perform labs. Students in AP courses will also continue

class to allow extra time for these intensive courses. For students in all other classes, the DLT is a time for students to opt for enrichment offering that support our mission of educating the whole person for life. Students who are in need of extra help or who need to make up work must use this time to get extra help or to complete assignments/tests. Other students may opt for a quiet study or to pursue opportunities for enrichment. Students opting to leave their 7th period DLT need to get a pass from the activity advisor. They need to bring this pass from the teacher to her 7th period class. Seniors who have a 7thth period class **may not leave** during DLT and **may not go to the lounge** during this period. Seniors with a 7thth period study may exercise senior privilege at the beginning of DLT, on days when senior privilege is allowed.

ATTENDANCE

The school day runs from 8:00 a.m.–2:35 p.m. Regular attendance is necessary for the development of academic excellence. To further academic growth, a student must be present for instruction and interaction in the classroom. In addition, tardiness and early dismissals contribute to individual class absences, which may result in poor class performance and low grades. Absences in any class beyond 20 school days, whether consecutive or during the course of the year, will necessitate a meeting to determine whether or not the course needs repeating. Parents and students must make every effort to schedule students' appointments outside of school hours.

Absences

If a student exceeds seven (7) absences (excused or unexcused) in any given quarter or for any given course in one quarter, her parent/guardian will need to contact the Dean of Students as to the reason for the absence. If the school is not contacted, parents/guardians will be contacted to discuss further appropriate follow up action which may include disciplinary action. After ten (10) days of absence, the school reserves the right to require a doctor's note. See guidelines under Make-Up Work.

Excused Absence

Excused student absences due to illness, doctor/dentist appointments or family emergencies must be clearly documented with a signed note from parents and/or doctors.

Unexcused Absence

An unexcused absence is when a student is missing school without a serious reason, even if it is with parent/guardian knowledge. Also, failure to provide a documented note for a student absence will be deemed as an unexcused absence. Students with unexcused absences may not be permitted to make up missed schoolwork, exams/quizzes or homework, and may be subject to disciplinary action at the discretion of school administration.

Attendance Procedures

- When a student is absent, it is imperative that a parent/guardian contact the Upper School Office by phone between 7:30-8:00 a.m. to verify the absence at (978) 649-7611 x319. For the sake of safety, if a parent does not contact the Upper School Office, parents will be called to verify their student's absence.
- When she returns to school, the student must email the Upper School Office or bring a written note signed by a parent/guardian explaining the absence. These notes must be brought to the Upper School Office.
- Unexcused absences are, but not limited to, absences without written notes, and are considered unexcused by the Dean of Students. These absences are subject to academic and disciplinary consequences. If a student does not present a note for an excused absence to the Upper School Office upon returning to school, she will not be able to make arrangements to make up missed work until a parent note explaining the absence is given to the school secretary.
- Students who are absent for seven (7) consecutive school days because of illness must present a doctor's note on the day they return stating the number of days excused from school.
- Students are responsible for contacting their teacher(s) to arrange make-up assignments, tests, quizzes and homework.
- ***If a student is absent for more than half the day, she may not attend a school or sports team function in the afternoon or evening without permission from the school administration.***

Tardiness

The school day begins at 8:00 a.m. and continues to 2:35 p.m. A student will be marked tardy upon entering first period class after 8:00 a.m. A student arriving after 8:00 a.m. must report to the main office to sign in. The student is required to provide a written note from a parent stating the reason for the tardy. Excessive tardiness is disruptive to the student's academic performance and also to the smooth running of the school. Students are allowed a maximum of six (6) tardies to school per semester. Detention will be issued for the next three tardies. For any student tardy for the tenth time in one semester, a parent conference with an administrator may be required. Further disciplinary action will be taken. Any assignments due to any teacher that day, even if the class was missed, must be passed in. If the assignments are not turned in, they will receive the credit noted for late work in teachers' class expectations.

Dismissal

If a student leaves school early for an appointment, which cannot be scheduled for non-school hours, the student submits a written note signed by the parent/guardian to the Upper School Office on the morning of the requested dismissal. The request should state the reason for dismissal and the name of the person picking the student up or, if the student is driving herself, that should be so noted. Any assignments due to any teacher that day must be passed in before the student is dismissed. If the assignments are not

turned in, they will receive the credit noted for late work in teachers' class expectations. The student and designated adult must sign out in the high school office before leaving.

Leaving School Grounds

Students are not allowed to leave the campus during the school day without explicit parental and administrative permission. Students are not permitted in the parking lot, or any other area of the campus without authorization from the office. Leaving school grounds during school hours without permission is a serious infraction of school policy, and disciplinary action will be taken.

Leaving School Grounds After School Hours

On occasion, students waiting for transportation home or for sports to begin will walk to local eating establishments. Any parent who does not wish his or her daughter to walk to these establishments must notify the principal in writing within the first week of school.

Change of Contact Information

In order to maintain clear communication, the school is to be notified in writing of any change of custody, address, email address, or telephone number.

This school abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

CONFIDENTIALITY

Confidentiality is generally held to mean that one individual or individuals will keep private information that has been given to them, and will not reveal it. Teachers, guidance counselors and administrators will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of serious concerns. Students will be notified that counselors and teachers will keep their confidences unless their health and safety or those of another are involved.

Communication

Parents Contacting Notre Dame:

As noted in the Subsidiary Section of the Handbook, concerns or complaints should be handled at the lowest possible level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.

If parents wish to contact a teacher, they should either call or email:

- Email teachers using their first initial and last name followed by @ndatyngsboro.org.
- Call the Upper School Office at 978-649-7611 and leave a phone message for the teacher. The teacher will respond in kind within two (2) business days.
- Teachers may establish email communication after the initial phone contact. Please refer to the individual teacher's classroom expectations.
- If parents wish to phone the Upper School Principal, call 978-649-7611, Ext.317.
- If parents wish to phone their daughter's guidance counselor, call 978-649-7611, Ext.333 or Ext.334.

If teachers or the principal wish to contact a parent they will phone the parent using the daytime contact number listed in the Upper School Office. The parent is asked to respond in kind within two (2) business days.

Notre Dame Administration Contacting Parents:

For the purpose of easy and accurate communication, all school information and notices will be placed on the Parent Portal. If an updated change to the login process occurs, parents will be notified through the portal before the changes are made.

Parent Portal instructions will be available on the school website.

FINANCIAL POLICIES

The following policies are in effect:

- All parents/guardians must sign a tuition agreement before the beginning of the academic year. Additional information and policies are in the agreement.
- All parents are required to establish a free online FACTS Management Account. All payment plans, financial aid, athletic fees, transportation fees and re-enrollment tuition deposits are done through FACTS Management. Upon set-up Parents choose whether to schedule payments independently or to have automatic payments. The late fee for re-enrollment tuition deposits is \$100 and for all other fees and Payment plans a \$25 late fee will be applied.

- Notice of tuition deposits for re-enrollment are mailed and emailed in February. The tuition deposit invoice is generated in FACTS. A FACTS reminder email is sent out for scheduled and automatic payments. It is incumbent upon the parent to advise the Academy **in writing** of a student not returning before February 25th as tuition deposits are non-refundable
- Admission: Students are not admitted to class in August if a Tuition Agreement form signed by both parents/guardians (when applicable) has not been submitted to the finance office and the chosen payment plan is not current.
- Registration: Student registration for the coming year is not offered or accepted unless all previous obligations have been met, and a non-refundable deposit has been paid by the scheduled payment date.
- Grade information and diplomas are not issued, nor are transcripts or final report cards sent unless all financial obligations have been met.
- Travel: Students are not permitted to travel on extended school trips if tuition is in arrears.

Parents Away

Parents are to inform the school in writing if they will be away, and their daughter is staying with someone else or staying alone in her home. 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. If a student is to be left home alone, the parents need to inform the school of whom to contact if a serious concern arises.

Vacation

During the year there are three scheduled lengthy vacations: Christmas, February, and April. We ask parents to schedule family vacations at those times. Teachers are under no obligation to give work ahead of time to students who are absent due to a vacation. Days missed for non-calendar vacation days are included in absence totals.

Transportation

Students who bring cars to school may not go to their cars during the school day without permission from the school office. Cars are to be parked in the parking lot behind the gym. Seniors have a designated parking area beside the basketball court. Underclassmen park on a first come basis in any area behind the gym except in the senior area. *All cars must be registered at the office, and the permit must be renewed each year.* Traffic is one way around the building. It is expected that students will drive slowly, courteously, and safely and be especially conscious of the younger children. Students who ride the school buses are expected to be courteous and prompt and follow the monitor's direction.

SCHOOL CANCELLATION PROCEDURES

As soon as a decision is made by the President of the Academy regarding the cancellation or delayed opening of school, the automated call system will be initiated to inform all constituents, and the following radio and TV stations will be contacted to will begin announcing our cancellations:

LOWELL - WCAP

BOSTON -WBZ (radio 1030)

TV channels 4, 5 & 7

If you do not hear our cancellation on these stations, it means that there will be school. School cancellations are also posted on the school website at www.ndatynqsboro.org and on the Academy's Facebook page. In case of several days' cancellation, the decisions will be on automated call system and on the radio as soon as they are made. You may also call the "School Cancellation Mailbox" (978-649-7611, Ext. 400).

SCHOOL ATTIRE

The school attire for the Academy of Notre Dame includes:

- A gray plaid skirt – no shorter than two-inches above the knee. Skirts are not to be rolled or hemmed above school requirement.
- Tan "chino" style long pants from JB Edwards or Lands' End (plain front or pencil fit)
- White monogrammed blouse (long or short sleeves)
- White, navy blue, burgundy or pink monogrammed polo shirt (long or short sleeved)
- White turtlenecks and mock turtlenecks
- Navy blue blazer with school emblem.
- Crew, cardigans, and V-neck sweaters with monogram in either navy blue or burgundy, or sweatshirts in gray or navy blue with monogram may be worn.
- Monogrammed sweatshirts in gray and navy blue are available from Student Council. **No team sport sweatshirts may be worn.**
- Navy blue, wine or grey tights or knee socks. Tights and socks should be plain or cabled and may not be textured or patterned. Yoga pants, leggings, and stirrup pants may not be worn in place of tights.
- Flat-soled, low cut dress shoes, or boat shoes such as Sperry's may be worn. Shoes must be navy blue, black, gray, brown, and maroon and be solid in color and without patterns. Sneakers, boots or boot type footwear, high heels, platform shoes, slipper-like shoes, flip-flops and Adidas sandals are not to be worn.
- If you are confused about the type of pants, appropriate styles may be found at our school site on Land End's website.

No clothing should be tight or form- fitting.

White T-shirts may be worn under blouses, but no color clothing is permissible.

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 of any kind. Being out of uniform or having a sloppy appearance of the uniform will result in a disciplinary action.

Upper School students remain particularly prone to the dictates of popular culture and fashion. However, the Academy will not tolerate trends. It is our hope to prepare students for the professional world. As such, students are not permitted to display unnatural hair coloring, visible tattoos, and visible body piercing with the exception of ear piercing not to exceed two simple earrings on each ear lobe.

Out of Uniform Days: Since students always represent the school, for casual dress days, school events in the chapel, and other school trips, modest, neat attire is expected. There should be no tight-fitting clothing, displays of cleavage or midriff, and uncovered shoulders. Skirts and tunics should not be more than three inches above the knee, and there are no slit skirts. Shorts must have a minimum of 5 inch inseam. Shoes are to follow the school guidelines. Students who do not dress according to school policy will need to change into a school uniform at the time of the infraction.

Shopping Information

J.B Edward Uniforms

39 Cummings Park
Washington Street
Woburn, MA 01801
1-800- 462-8192 or 1-800-654-5148

www.jbedwarduniforms.com

Uniform skirts, blouses, turtlenecks, white polo tops, blazer and cardigan sweaters are available from J.B. Edward Uniforms.

Lands' End

2 Lands' End Lane
Dodgeville, WI 53595-0001
1-800-469-2222

www.landsend.com/school

School Code 9000-8557-2

Crew and V-neck sweaters, white and color polo shirts, turtlenecks and plain chino pants are available from Lands' End.

Student Council

Monogrammed sweatshirts in gray and navy blue are available from Student Council. These may be purchased during school hours and cost is \$20.

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. Possible crises to consider are fire, hurricane, bomb threat, explosion, school bus accident, an intruder in the building, or the death of a student, faculty or staff member. If a crisis occurs, the school community will use the COPsync911 system and follow procedures as outlined in the Crisis Plan. (The Crisis Plan can be found in the portal listed with other important documents including this Handbook.) Parents will be alerted to the situation after the danger has passed and staff members are able to communicate safely via email and the automated call system.

FIRE DRILLS

Under the supervision of the teachers, students leave the building through the assigned exits **quickly, silently, and orderly**, following the directions posted in each classroom. No one is to go to any other part of the building for anything. All belongings are to be left in place. If the fire alarm is sounded at a time other than class time, students are to exit the building immediately and report to a designated homeroom area outside the building.

FOOD/DRINKS

Food and drinks are not permitted in classrooms, library, reference room or computer lab without explicit prior permission of the teacher for that class period. Clear bottles of water are the one exception. Food and drinks are never allowed when using school computers. **No gum chewing is allowed in school.**

ELECTRONIC DEVICES

MP3 players, iPods, cellular phones, wearable internet capable devices, and similar devices may not be used or be visible during school hours from 8 a.m. to 2:35 p.m. These devices need to be shut off and locked in lockers while school is in session. Students who do not follow this rule will have these types of devices taken from them on the day the infraction occurs. If a student has her

cell phone taken away, she will need to leave her phone in the Upper School Office at the beginning of school and pick it up at the end of the day. Students whose phones are taken away more than once will be subject to further disciplinary action, including having to turn in their phone to the Upper School Office daily for the remainder of the year. 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 dean of students to determine the student's privilege to use the device in school.

The Academy has an epolicy 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 Upper School Office within the first two (2) days of school.

STUDENT EMAIL

All students will be provided with a school gmail account. This account is for school use only and is not accessible by emails outside the ndatyngsboro domain. Emails originating from outside this domain will be filtered. This email account will be the primary email account that teachers, administrators and student leaders will use for email communication with students, so it should be checked at regular intervals.

DAILY ANNOUNCEMENTS

Students will be able to view daily announcements on the monitor on the second floor. Announcements will also be emailed daily. Students are reminded to check the hallway monitor AND email daily for any school-related announcements.

INTERNET ACCESS

We are pleased to provide Internet access to students in accord with established guidelines. Please see the acceptable use policy at the end of the handbook. This policy **MUST** be signed by the students and her parent/guardian.

LIBRARY

The Library hours are from 7:00 a.m. to 12:20 p.m. and from 1:05 p.m. to 4:15 p.m. Students wishing to use the library during a study period must obtain a signed pass from Mrs. Grant and present it to the study proctor.

LOCKERS

Each student's locker should be kept locked at all times. Possessions should be kept neatly in the locker. To avoid clutter and prevent accidents, book bags are not to be left unattended in corridors. It should be noted that the lockers are school property and may be opened and searched **by administration** at their discretion.

LOST ARTICLES

Students have lockers for their use. Valuable items (such as purses) should be locked in the locker or carried on the person. The school is not responsible for lost articles on school property. Lost and found articles are kept in the office until the end of a semester. After two announcements, articles in the lost and found are donated to charity.

LUNCH

The lunch period runs from 12:20 to 1:00.

During lunchtime, students are to be in the cafeteria area or in warm weather, between May 1 and October 15, outside between the main building and the gym. No student is to be in the classroom areas between 12:25 and 1:00 p.m. with the exception of students who are meeting with teachers. Students are expected to use good manners while eating and to clean up after themselves. No food or drink is to be brought to the classrooms or libraries following lunch. Students are directly answerable to the teachers on lunch duty. Time will be taken from lunch periods for regular all school meetings and for homeroom meetings. These meetings will be announced ahead of time.

STUDENT FILES

Each student is required to return necessary paperwork to the main office within the first two (2) days of school. These forms include the Emergency Card, the Student Handbook Agreement, Terms and Conditions for Use of the Internet, and Parental Health

Related Permission Form. Failure to turn in signed student forms may result in disciplinary action and/or the student's being unable to attend classes.

STUDENT OF THE MONTH AWARD

The Student of the Month Award is for any student or group of students who make an outstanding contribution to the Academy. Open to all grade levels, this award seeks to acknowledge those students who enrich the school community through their service, school spirit, and notable achievement.

Criteria:

- Involved in Academy programs: clubs, activities, sports etc.
- Committed to building community
- Demonstrated initiative
- Exhibited a responsible and cooperative attitude
- No documented disciplinary issues

Process:

Once a month nominations from teachers are submitted to the Student of the Month Committee detailing the reason for their nomination. The list of nominations will be vetted through the dean of students for any documented discipline issues. Given this information, the committee will present their selected candidate to the faculty for added input.

STUDY PERIODS

Students must report to assigned studies. After checking in with the teacher, the student may remain in the study hall for individual study or show a signed pass to sign out for the library, reference room, guidance appointment or work with a faculty member. Seniors with privilege must sign into their study hall before going to the senior lounge.

TELEPHONE

In case of emergency, students may use the phone located in the main office during lunch, break, and after school. The main office phone is to be used only for calls to parents and/or to arrange for transportation, not social calls to friends. **Cellular telephones may not be used during school hours without staff permission.**

USE OF STUDENT INFORMATION/PICTURES/VIDEO

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 daughter's name or picture to be used must notify the principal in writing each academic year within the first week of school.

VISITORS

If a student wishes to have a guest spend the school day with her, the student brings a note requesting permission from her parent/guardian and presents it to the principal. It is understood that students are responsible for the conduct of their guests whenever they are on school grounds. Unregistered visitors are not allowed in the school building at any time or on school grounds during the school day.

DANCES

Dances held by the Academy, whether on or off school property, provide excellent social opportunities for Academy Students. The following regulations guide student behavior at school dances and other social functions:

General Information on dances:

- Respect for the host location must be observed.
- Students are not admitted to a dance after one hour past its scheduled start time so should plan to arrive promptly, or they will be turned away at the door. The only exception is if prior arrangements are made with the faculty member in charge. This exception will be at the faculty member's discretion. Students may not be readmitted to the dance once they have left.
- Smoking is prohibited.
- Any use or possession of alcohol and/or drugs is prohibited. Knowledge of use or possession of alcohol and/or drugs is prohibited. Both use/possession of or knowledge of use/possession of such substances will be considered as 'major infractions' and may result in a student being placed on probation, suspension, or expulsion as deemed by school administration. Students are expected to notify chaperones immediately upon learning of use/possession of such substances at school events.
- The dance is open to all Academy students and their guests. Students are responsible for the behavior of their guests. *See STUDENT GUESTS on following page.
- 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.
- Students should remain at the dance until one half hour before it ends.
- All students and guests should be picked up no later than the published end time of sanctioned event.

Expectations and Code of Conduct

We expect all students and guests to behave in a manner which shows respect for themselves and others. Students who violate this code may be asked to leave the dance, and parents will be contacted.

Our **dress code** remains in effect. Clothing must be appropriate.

Student Guests

Guests planning to attend the dance must be high school students or a guest approved by the moderator of the dance and must present the following at the door:

- Completed Academy Upper School Dance Registration Form signed by parent(s) and school official (if a high school student). If guest is no longer in high school, form must be signed by a parent/guardian and student who will be hosting the guest
AND/OR either:
- A photo ID (current school issued ID or driver's license) OR (if no photo ID) a copy of a school issued current year schedule signed by a school official

Guests who do NOT have proper identification or dress will NOT be admitted to the dance.

STUDENT ELECTIONS POLICY

Officers for the senior, junior, and sophomore classes, as well as Student Council and National Honor Society, will be elected each spring. Elected positions include president, vice-president, secretary, and treasurer. A student candidate may seek nomination papers for one office only. During freshmen year, class activities will be done in *ad hoc* committees in order to develop leadership potential. Freshmen Student Council representatives are elected in the fall.

Each candidate for a class office is required to submit a nomination sheet, which contains a minimum of two faculty signatures and five student signatures. A student may sign only two (2) nomination sheets per office; a faculty member may sign multiple nomination sheets.

In advance of the school elections, the Academy's Leadership Committee will host a mandatory Leadership Workshop to help students understand the election process, as well as the responsibilities of office. By the completion of the workshop, candidates will be able to fill out the required forms: Nomination Sheet, Reflection Paper, Platform, and sign the "Understanding of Elected Officers." Candidates will be listed in alphabetical order on the ballot. A student must get a majority of votes in order to win an election. If there is not a majority, a runoff election will take place. A mandatory half-day Leadership Development and Planning Meeting will take place after final exams, date TBD.

Academic Criteria for Class/NHS/Student Council Officers

Holding an office is contingent upon appropriate academic success. A student leader is expected to maintain positive standards in her course of study. All courses must be passed and teachers must acknowledge that student leaders are putting in effort for a student to run for office or stay in office. Any student who fails one course in any given quarter will be put on probation. A failure carries over from one academic year to the next. Removal from probation is contingent upon her receipt of a passing grade in all courses the following quarter. If a student leader has two consecutive quarters with a failing grade for any course (even in two different courses), her position will be automatically revoked.

Additional Criteria for Officers

A candidate for any Academy office must be willing to show leadership by complying with school rules and fostering a positive school spirit; be attentive to the responsibilities of her specific position; foster a positive working relationship with her faculty advisor, be in communication with classmates in order to know their ideas; be conscientious in academic affairs; be available for after-school meetings; be consistently present and punctual; be able to work with others and delegate responsibility; be willing to extend herself for the good of the class; be enthusiastic and supportive of all school activities and encourage others to do likewise.

If an elected officer does not fulfill her responsibilities (as stated on the nomination sheet), she will be accountable to the Leadership Council which is composed of the dean of students, class advisors, Student Council and National Honor Society advisors, Campus Ministry advisor, and the Athletic Director. The following procedures will be followed:

Minor infractions include, but are not limited to, the responsibilities listed in the Officer's Roles and Responsibilities sheet:

- The class/club advisor, coach or athletic director will issue a written warning.
- A copy of this warning will be sent to her parents/guardian for a required signature and to the head of the Leadership Council.
- After two warnings a student will be required to meet with the Leadership Council at which time expectations will be discussed and a plan of action will be initiated.
- If a student receives a third warning, she will be removed from her position.
- No one will fulfill her position; the remaining officers will carry out her duties.

Major infractions include, but are not limited to, dishonesty, blatant disregard for school rules as outlined in the student handbook, disrespect for members of the faculty/staff or fellow students, public comments that disparage the school, staff or other students. Any student leader who has knowledge of others breaking school rules and fails to bring this to the attention of an administrator or faculty member may be disciplined. As a representative of your class, club, team and school it is expected that you will display good character and integrity both within the school setting and within the community at large. When a major infraction occurs the following action will take place:

- The person initiating the complaint will meet with the Leadership Council to explain the reason for the complaint. The Council's discussion will focus on the severity of the infraction.
- If it is decided that the student be required to meet with the Leadership Council, the student will be given written notification by the Council. That notification will include an explanation of the infraction and the date/time of the meeting.

- The student will meet with the Leadership Council.
- After the meeting with the student, a follow up meeting of the Leadership Council, the student and the person who initiated the complaint may be necessary.
- The Leadership Council will then meet to decide what course of action will be taken in order resolve the issue. A written decision will be given to the student. This written decision must be signed by both the student and parent and returned to the head of the Leadership Council.

SENIORS

DISTINGUISHED SENIOR AWARD:

The Distinguished Senior Award is an honor given to a senior who exemplifies the mission and philosophy of the Academy. Her continuous commitment to gospel values, academics, the school community and wider communities is evidenced by her service and dedication to others throughout her attendance at Notre Dame.

Criteria:

Attended Notre Dame for a minimum of one year

Maintained an average of 70% with no failures

Involved in Notre Dame programs: clubs, activities, sports etc.

Committed to building the Academy community

Exhibited a generous, cooperative and responsible attitude

Demonstrated initiative

No documented disciplinary issues

Process:

Once a month, nominations from teachers are submitted to the Distinguished Senior Award Committee, detailing the reason for nominating the student. The list of nominations will be vetted through the dean of students for any documented discipline issues. Guidance will be asked for any pertinent information concerning student involvement outside of Notre Dame. Given this information, the committee will present their selected candidate to the full faculty for added input. A nominated student remains under consideration for the year.

Senior College Visitation

Seniors are expected to visit college campuses and/or schedule admissions interviews when the Academy is not in session. If a student must miss school for a college visit or interview, she will be marked absent and will be responsible for all make-up work. A note from a parent is required upon return to school.

Senior Privileges

The Academy grants certain privileges to seniors. Senior privilege includes:

- Late arrival and early dismissal
- Release from study hall or DLT (Directed Learning Time)
- Access to the senior lounge and senior cafeteria
- Out-of-uniform days in spring
- Parking lot preferences
- Exemption from final exams

Late Arrival and Early Dismissal

Seniors who have a first period study may arrive late, but they must sign into the Upper School Office 10 minutes in advance of their second period class. Seniors with a period 7 study may be dismissed at 1:50 during the DLT period after they have signed out of school in the Upper School Office.

When school functions occur during these times, seniors must attend these function. If a senior chooses to attend her first or last period study, she is expected to follow the regular procedures (see Study Periods).

Release from Study Hall

During Study Period, each senior must individually sign out of study and go directly to the senior lounge. It is the responsibility of the senior to let the study hall teacher know that they are in the lounge.

Access to the Senior Lounge

The senior lounge is available for students to use during school hours. Seniors are required to remain in the lounge until the end of the class period. Rules of the lounge will be established by the senior class and approved by the administration, and posted in the fall. Failure to cooperate with these rules will result in the loss of this privilege. Students must keep the lounge neat and tidy, and the lounge is subject to random checks by faculty and administration. Senior class officers bear the responsibility of ensuring that the class cooperates in keeping the lounge neat and free from trash. The administration retains the right to close the lounge if the class fails to maintain its order.

Eligibility

1. In order to participate in these study period privileges and the use of the Senior Lounge, a senior must maintain a 70 C- or better in all subjects, and there must be a permission slip on file which has been signed by her parent(s) or guardian(s). Students who lose this privilege must remain in their studies.
2. The privilege will be revoked for a quarter from any individual who
 - falls below a 70 (C-) in any course.
 - abuses the privilege by failing to follow directions for signing in and out of study.
 - arrives tardy more than once following morning study privilege.
 - fails to abide by the rules of the Student Handbook.

Out of Uniform Days in the Spring

Seniors may be out-of-uniform for the last two weeks of senior classes. Please refer to the Out-of-School Uniform policy about appropriate attire.

Parking Lot Preferences

Senior Parking is found along the fenced area by the Lower School basketball courts.

Exemption from Final Exams:

Seniors with a 90% or better average in a course or taking an AP course are exempt from the final exam.

SCHOOL HEALTH REGULATIONS

The school's health program is intended to protect the physical health and well-being of the students. The school relies on parents to keep the staff informed of health issues which might impact the student in school. The following regulations apply:

- At the start of each school year, parents are asked to complete an emergency information form which is kept on file for the year. For the student's protection, if changes in this information occur during the year, it is the parent's responsibility to notify the Upper School Office of this in writing.
- Medications, over the counter (OTC) or prescribed, may not be carried by students. All medication (prescription and/or any medicine even if used temporarily like Tylenol, Ibuprofen, Benadryl or cough drops) must be administered by the school nurse, and ONLY with a signed Parent Medication Permission Form on file in the nurse's office. This form must be signed and returned to the nurse during the first week of school.
- If your child requires any prescription medication to be administered in school, a parent signature and a doctor's order needs to be on file. The doctor's order must include The Five Rights: to whom it is given; what is given; how often; how much; by what route (oral, inhaled, etc.) Parent permission signature and doctor's signature can be on separate forms, but both need to be on file. Please call the school nurse to confirm that a faxed order was received and if you are expecting your doctor to fax it. School fax # is 978-649-2909 and the nurse's extension is #329.
- In the case of EpiPens or inhalers, a parent MAY give written permission for the student to carry it on her person. The above medication requirements still apply, a doctor's order is needed (in addition to written parental consent) for carrying Epi Pens or inhalers. This includes students carrying during the school day, or at any school -related activity (athletic practices, events, field trips, overnight trips, etc.)
 - If parents wish 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/guardian consent form and a physician's medication order form.
 - All medications brought in must be done so by the parent and given directly to the nurse. Any medication that has discontinued or expired must be picked up within 2 weeks of notification or it will be discarded.
 - If a student is on a medication NOT administered in school, please keep the nurse informed, in case of emergency.
- Any student not taking physical education must have a doctor's certificate stating a reason for absence. A release to return to class must be signed by a doctor before a student may return to class.
- Students who become ill during the day will be given a teacher pass and must report to the high school office and then see the nurse. The school nurse will contact the parents/guardians if it is necessary for the student to leave school. If the student returns to class, the nurse will sign the pass and indicate the time.

- Student pregnancy is not considered a reason to leave the Academy; however, the student and parent are expected to notify the school administration so that guidance and nursing staff can support the student and help her plan. Every effort will be made to allow the student to continue her studies.

AIDS/Acquired Immune Deficiency Syndrome

Since there is no evidence of casual transmission by sitting near, living in the same household, or associating with an individual with AIDS, anyone diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HTLV-III), and receiving medical attention, will be allowed to remain in school and attend regular classes. A complete copy of the guidelines as recommended by the governor's task force on AIDS is filed in the administrator's office.

DISCIPLINE

As members of the Academy community we strive to create a Christian community based on mutual respect and the dignity of all. We abide by rules and regulations that are grounded in courteous behavior to one another and to all school personnel. Therefore, mature and appropriate behavior is expected at all times. Any member of the school personnel (administration, teachers, and staff) has the authority to correct student misconduct through a process of honest dialogue, and when necessary, the assigning of detention or referral to administration. If the student refuses to follow the standards of conduct contained in the Student Handbook, disciplinary action will be taken.

Students attending school-sponsored events or sporting events are expected to behave with respect, courtesy and good sportsmanship. While the Academy does not attempt to regulate the private life of its students during non-school hours, it does have a concern with conduct that may bring discredit or harm to the name of the school or reputation of the student body. Consequently, behavior at school or away from school, inappropriate to Christian moral standards, or in violation of the law may result in disciplinary action from the school. A student may be subject to disciplinary action for conduct that is detrimental to the common good or is of such a nature as to jeopardize the good name of the school. It is understood that students are responsible for the conduct of their guests on school property and/or at school related functions. The guest should remain with the designated student for the duration of their visit.

We are partners with parents in their children's education. When dealing with rumors of dangerous activities, we notify parents of concerns about student life or behavior, even when off campus.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his or her discretion.

Types of Disciplinary Action

Detention system

A student may be given detention for simple misconduct.

- When a behavioral infraction occurs within the classroom, the teacher may issue the student a teacher's detention and/or call her parents. Students receiving a teacher detention will be given one day's notice prior to the time they must serve the detention. This detention takes place within the teacher's classroom. If a student is given a teacher detention, it is the responsibility of the student to report to the teacher on the assigned day. Any student failing to meet the obligation to serve a teacher detention will automatically receive a school detention.
- Any member of the Upper School staff may issue a school detention to a student breaking school rules. A student who receives a school detention will be given a copy of the discipline form to be brought home and signed by the parent or guardian and returned to the dean of students the next school day. The dean of students will keep accurate records of the student's total number of detentions. The teacher will retain a second copy. A student who fails to report to assigned detention or arrives late for a detention will be given two additional detentions for the detention missed.
- Violation of school rules and/or standards of behavior may result in the revoking of privileges including removal from elected office or loss of senior privileges.
- If the behavior is repeated, other disciplinary measures will be taken.
- School detention runs from 2:35 -3:10 Tuesday and Thursday of each week.
- No detentions are put on transcripts or on a student's permanent record.

Examples of possible minor infractions that will result in either a teacher detention, or school detention, or loss of privilege: *being out of uniform, inappropriate hall or chapel behavior, gum chewing, food in the classroom, tardiness to a class or unauthorized use of electronic devices or other such minor infractions.*

Examples of possible major infractions that will result in stronger disciplinary action: *blatant disrespect, bullying, continuous disregard for school rules, cutting class, harassment, insolence, insubordination, damage to school property, cheating, stealing, leaving school without proper dismissal, lying to school personnel, unexcused absence, truancy, fighting, forgery, breaking the law, or other such major infractions.*

Probation

Students who demonstrate a continuous disregard for school rules and regulations or a serious infraction of the school rules may be placed on Disciplinary Probation. Parents will be called to make them aware of the situation. In order for the student to remain at the school, she must sign a probationary contract drawn up by the dean of students and signed by the student and her parent/guardian. Violation of the terms of the contract may result in further disciplinary action including expulsion from the school. The record of a student placed on probation is not put on the student's transcript or on their permanent record.

Suspension

Suspension is a temporary dismissal from school for ten days or less for a serious infraction of school rules. These infractions include, but are not limited to, continuous disregard for school rules, smoking, stealing, truancy, fighting, breaking the law and use of or possession of alcohol or drugs on school property or at school sanctioned functions. A student who is suspended may not attend any classes, be on the school grounds and may not attend or participate in any school activities. Parents will be contacted by a school administrator; a meeting will be scheduled with at least one parent/guardian, the student, and a school administrator before she is allowed to return to school. Suspended students must make up all missed class work, quizzes and tests which will be graded according to the individual teacher's policy on accepting late work. **The record of a student suspended is not put on a student's transcript or on their permanent record. However, it is mandatory for school guidance counselors to report suspensions on all college applications and explain the reason for 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 cannot be changed or is so serious as to be harmful to the common good or jeopardize the good name of the school. These behaviors include but are not limited to trafficking in illegal drugs, failure to comply with other terms of disciplinary probation or suspension, conduct detrimental to the safety of other students. This is inclusive of behavior at school or away from school. Parents will be contacted by a school administrator, and a meeting will be scheduled with at least one parent/guardian, the student, and a school administrator. The decision on expelling a student rests with the school president who would be in consultation with the high school principal. **The transcript and permanent record of a student expelled from the Academy of Notre Dame will list expulsion as the reason for departure.**

Due Process

1. Detentions: Students should be told by the teacher or administrator giving the detention the reason why the detention is being written, and the student will be given time to discuss the infraction with the person initiating the detention.
2. Probation: Student will meet with an administrator and be given written notice of the offense. An explanation of the evidence will be presented. Students will be able to present their side of the story to a school administrator.
3. Suspension: Students will be given written notice of the suspension with reasons for the suspension. They will be able to present their side of the story. If requested, an administrator will meet with the student and parent.
4. Expulsion: Students will be given written notice of the offense with reasons for the action being taken. A meeting on the expulsion will take place before the principal. At this meeting the student may address the issues of the expulsion. The school president will write a final decision on the expulsion after consultation with the school president.

Alcohol, Drugs and Tobacco

It is a strong conviction of the Academy that the use of drugs, tobacco and alcohol is not conducive to the proper spiritual, emotional, social, or academic development of our students; it is also illegal. Every student has the right to a learning environment free of drugs and alcohol. It is the responsibility of all students, parents, and school personnel at the Academy to work together to achieve this goal. Therefore, drugs, alcohol, or tobacco are never permitted on the school grounds or at any school-sponsored event or activity, either on or off campus. Use of alcohol or drugs prior to attending school and school events, including school sponsored events that take place off-campus, is also forbidden. The administration of the Academy reserves the right to search the person, or locker, or other property on school grounds of any student suspected of the possession of either drugs or alcohol. Use or possession of drugs or alcohol during school hours or at school functions will result in serious disciplinary action being taken and may result in the filing of a report with the police and/or expulsion.

It is our mission to support our students as they work to improve their lives. Any student who voluntarily seeks assistance of any school official with regards to a substance abuse problem will be referred for professional assistance and will not be subject to any disciplinary measures, provided that no violation of school policies subsequently occurs. The appropriate role of the parent is to require their children to comply with school policies and to cooperate with deterrence measures. Parents, and not the Academy, bear the responsibility of ensuring that their children are protected from un-chaperoned parties or social settings where drug, alcohol and tobacco use is likely

Cheating

Academy of Notre Dame Academic Integrity Policy:

The Academy's mission is to educate the whole person for life; therefore, honesty and respect are essential behaviors of all Academy members. Lying and cheating are morally objectionable and will not be tolerated on any tests, quizzes, projects, and assignments. Cheating includes, but is not limited to, plagiarism, unauthorized collaboration, and fabrication of work. A student found cheating will receive a zero on the given work. Parents will be notified and administration will document the infraction. Students who cheat may be subject to further disciplinary action. Subsequent cheating by the student will require a meeting with the student, her parent, the teacher, and the dean of students. A probationary contract will be drawn up by the dean of students and signed by the student and her parent/guardian. Violation of the terms of the contract may result in further disciplinary action including expulsion from the school.

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, or 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, photo electronic 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.

(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

A. 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.

B. Notifications

Notice to 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:

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.

C. 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.

D. 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.

TRAINING AND PROFESSIONAL DEVELOPMENT

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 vulnerable populations in the school community, and provide all students with the skills, knowledge, and respond to bullying, harassment, or teasing

[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 now 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.

PART IV STUDENT ACTIVITIES

We believe extracurricular activities are enrichment of the school program; however core curriculum should be the primary focus of the student. Therefore, if a student fails a course in an academic quarter she will be placed on probation. Her continued participation in the activity is contingent upon getting tutoring and/or after-school help and passing at the next marking report. If a students wish to begin a new club at the Academy, please see the Principal for more information.

To supplement the academic offerings, the Academy offers the following opportunities:

ACAPELLA GROUP: Students who enjoy singing are welcome to join acapella group. This activity offers opportunities for both solo and choral singing. Practices are held once a week, and the group performs for Academy events, such as the talent show, open houses, Fine Arts night, etc.

BOWLING CLUB: The NDA bowling club hosts afternoon bowling trips a few times a year. We encourage participants to give the sport a try and to improve their technique and skill, whatever form that may be. We are open to all students and faculty of any ability and we mean ANY ABILITY.

DESTINATION IMAGINATION: Team members work together to develop a solution to one of seven open-ended challenges and present their solutions at tournaments. Students will learn and experience the creative process from imagination to innovation and learn skills for life.

DIVERSI5: NDA's student group devoted in a special to educating and raising awareness around Hallmark #5, "We embrace the gift of diversity." Diversi5 is a group of students committed to creating a safe non-judgmental space where conversations around topics and issues related to diversity that are hard to talk about can be discussed openly, honestly, and freely in order to promote understanding, connection, and raise much needed awareness around such topics. The group's goal is to promote conversation, educate and raise awareness through workshops and activities, and celebrate diversity through fun events. All students are welcome to join the group and participate in all the events it sponsors.

GLEE CLUB: Glee club meets once a week. Any student who enjoys choral singing is welcome to audition. Glee Club performs a wide variety of repertory in assemblies, graduation, Fine Arts Night, and other Academy events.

GUITAR ENSEMBLE: this club is designed for students who enjoy playing music with others. Prior guitar knowledge is not required; beginner guitarists, however, will need to attend a few extra practices with the club advisor at the beginning of the year. During the club meetings, students practice a variety of pieces and prepare to perform as a group in school events and performances. Students are responsible for bringing their own guitar and tuner to school.

HACKY SACK SOCIETY: The purpose of The Hacky Sack Society is to have an opportunity to relieve stress during a long day of school, make friends, and have an overall good time.

KANJAM SOCIETY: KanJam Society - Is a fun club open to all students interested in teamwork, frisbees, stress relief and fun. The object of the game is to score points by throwing a frisbee and hitting or entering the goal - the 'Kan'.

MISSION and MINISTRY: Committed to serving in three important areas of school life: (1) Supporting spiritual growth and arranging worship experiences which provide opportunities to deepen one's relationship with God. (2) Organizing outreach programs and service projects to help others locally, nationally, and globally. (3) Providing school leadership especially in supporting the mission and hallmarks of the Sisters of Notre Dame de Namur. For any more information see Mrs. Griffin in the Mission and Ministry Office.

Mission and Ministry's major components are:

1. **1804 Society**
 - Ambassadors
 - Students involved in **1804** are those who, having been selected through an application process, have expressed their desire to represent the Academy at school events such as Open Houses, high school information fairs, visits to area middle schools, evening events, and mission-related events. Students will be trained in the mission of the Sisters of Notre Dame, the history of Saint Julie, and be ambassadors of the school. Members of **1804** are enthusiastic supporters of the Academy who are active in our school community and who seek to share their experience of the Academy with prospective students and their parents.
 - Mission Moderators
 - One of the traditions in schools sponsored by the Sisters of Notre Dame de Namur has been a focus on Notre Dame missions throughout the world. This "option for the poor" encourages sacrificial giving on the part of the individual students and faculty through contributions offered daily in the homeroom. Mission Moderators help to choose a mission their class wants to support for the year. It is the responsibility of the Mission Moderators to collect money each week from their classmates for the mission, and to keep their class updated on reaching their goal. This is done at class meetings and through the class bulletin board.
2. **Service**
 - Community Service
 - Students are encouraged and invited to join in seasonal service projects that occur throughout the year. They can join different committees related to specific service projects to help plan and coordinate the projects or simply sign up to volunteer. Some of our past projects include running an after school program at a sister school, volunteering at a soup kitchen, a Blood Drive, a clothing drive, and volunteering at local organizations such as senior citizen homes and shelters.
 - Service Trips
 - NDA offers two service trips a year. An international spring break service trip (for sophomores through seniors only) and a domestic summer service trip (open to freshmen - seniors). These trips are an amazing opportunity to serve for a long period of time in a very meaningful way.
3. **Retreats**
 - Each grade level has its own retreat every year. This is a time for the class to come together, learn more about each other, and grow spiritually. It is an off-campus day of fun and spiritual nourishment. Students are invited to join the retreat committee to help plan the retreats.
4. **Liturgy**
 - As a Catholic school founded by the Sisters of Notre Dame, liturgy and worship is an essential part of our identity. We follow the Catholic liturgical calendar and have several Eucharistic liturgies throughout the year. We also have a number of prayer services that include interfaith elements. Students are invited to join the liturgy committee to help plan, coordinate, and run liturgies and prayer services.

MODEL UN: Model UN offers students the opportunity to take part in a simulation of world politics as they debate issues on behalf of a nation. Throughout the fall semester, students prepare position papers for Model UN Conferences which take place throughout the year. Students take the role of diplomat for their assigned nation and through debate and negotiation seeks solutions to current real-world issues. The club's activities help to hone a wide variety of skills (research, critical thinking, and speaking) while having fun and expanding one's world view.

NATIONAL HONOR SOCIETY: The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students at the Academy. Membership is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on four criteria: Scholarship, Leadership, Service, and Character.

Students who have a 3.3 average or above will be notified of their academic eligibility after the first semester of their junior year. Nomination forms which give evidence of leadership and service must then be filled out and submitted to the faculty council. Membership in the N.H.S. is more than an honor or privilege. It incurs a responsibility and an obligation to continue to demonstrate those outstanding qualities that resulted in the student's selection. The induction ceremony takes place in March of each year.

NDA BOOK CLUB: This club uses literature as a vehicle for the exploration of a variety of issues that are of relevance to the Academy's student community. Selections, chosen by the group members, range from the classics to contemporary works, inclusive of both fiction and nonfiction genres. Meetings are held on a monthly basis. Conversations are informal, but guides are sometimes used to focus discussion.

NDA's MUSE: The goal of this visual arts magazine, published once per semester, is to showcase the artistic talents of NDA students. Members promote calls for art entries, make selections, document the artwork and design the magazine's layout. Calls for art entries are open to all students (members and non-members alike).

NDA'S NEWSPAPER: *Damies' Digest* The overarching goal of the school newspaper is to augment community identity through a sense of shared experience. The staff works to produce quarterly editions, providing the Academy with a narrative of the people and events that bring a vibrant spirit to the halls of our school. Full staff meetings are held weekly; other meetings are scheduled as needed to ensure the timely publication of each edition. Aspiring journalists and photographers are encouraged to make a commitment to the newspaper.

STUDENT COUNCIL: The purpose of the Student Council is to serve the school as a whole. Five students and one alternate from each class are elected to represent their respective classes. Representatives are elected yearly. Elections for sophomore, junior and senior classes are held in May. Elections for freshmen are held in October. It is the duty and responsibility of each chosen representative to attend all Student Council sponsored activities during her tenure. The Student Council, as a representative body, acts as a liaison between students and administration. A primary objective of this Council is to reinforce school spirit through communication and participation.

THEATER-NDA DRAMA GUILD: The purpose of the theater program at the Academy of Notre Dame is to provide educational and meaningful experiences in theater, as well as to develop and showcase the many talents of our students. Our shows celebrate the actresses, singers, dancers, artists and creative minds in our midst. Students learn to develop their talents in the performing arts along with skills in leadership, team-building, and creativity, and work together for the common goal of entertaining the school and larger community. Auditions are open and encouraged to all students. Students participate on stage and also behind the scenes with sets, costumes, lighting, etc.

YEARBOOK: The process of assembling a yearbook allows students to experience working as a team to meet a deadline. The task involves taking pictures, soliciting advertisements, organizing information, and laying out pages. The yearbook is created entirely online. The staff's purpose is to design a yearbook that reflects the personality and spirit of the Academy community and to celebrate and document its legacy to the Academy of Notre Dame.

PART V Athletic Department Handbook

ATHLETIC PROGRAM: All students who meet the academic eligibility requirements, pass a physical exam, and are students in good standing at the Academy are welcomed and encouraged to try out for a team. Transfer students please see below regarding eligibility rules for transfers.

In harmony with the Academy's mission statement "to educate the whole person," the athletic program serves as an integral part of our educational values. The Academy's philosophy to offer a well-rounded education can be realized through athletic involvement. Upper school athletics are an extension of the classroom. Many valuable lifelong lessons can be gained through participation in athletics. Student-athletes have the opportunity to experience leadership roles, teamwork, commitment, and responsibility. Participation in athletics helps students develop time management, organizational skills, self-discipline, accountability and confidence. Academy athletics promotes sportsmanship and respect for others at all times among athletes, coaches, parents and spectators.

[Policies and Procedures](#)

The Academy's athletic program is a member in good standing of the (MIAA) Massachusetts Interscholastic Athletic Association and the (MVC) Merrimack Valley Conference. The Academy abides by all of the rules set forth by the state association and the conference.

The Academy Athletic Program strives to offer a range of both team and individual sports, several of which have a no cut policy. These are broken up into three seasons: fall, winter and spring. We have a total of nine Varsity level teams and four Junior Varsity teams. Participation on Academy athletic teams is open to all students who meet the criteria set forth within this handbook. All students are strongly encouraged to participate in at least one sport. Only one sport per season is allowed as stated in MIAA Rule #46.

Starting Dates and Tryout Information

The fall season begins prior to the starting date of school (TBA each year). The winter season begins on the Monday after Thanksgiving. The spring season begins on the third Monday in March.

The Academy desires to have as many students as possible participate in the athletic program. We encourage coaches to keep as many students as they can without unbalancing the integrity of the sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport and level. The Academy strives to maximize the opportunity for our students to participate without diluting the quality of the program.

All interested candidates must attend all tryout sessions (number of try-out sessions is determined by the coach). Coaches are directly responsible for determining who will be a member of their team and at which level.

FALL SPORTS

Cross Country* (Var. & JV)
Soccer (Var. & JV)
Swimming & Diving* (Var.)
Volleyball (Var. & JV)

WINTER SPORTS

Basketball (Var. & JV)
Indoor Track (Var.)

SPRING SPORTS

Softball (Var. & JV)
Tennis (Var. & JV)
Track & Field* (Var.)

*indicates no cut policy

Transfer Students

NDA welcomes all transfer students to participate in sports but in order to be eligible to play the MIAA has several rules that we must adhere to; MIAA Rule 57 through 57.7 A student who transfers from any MIAA member school must execute a Form 200, this form can be obtained from the Athletic or Guidance office.

All Foreign students who transfer to NDA without a parental change of residence are ineligible unless they are under a CSIET (Council on Standards for International Education Travel) approved foreign exchange program. Foreign students who are not in this country under a CSIET program must apply for a waiver through the MIAA waiver process. Only the MIAA can approve foreign students for participation in sports.

Academic Eligibility

Although the Academy strongly encourages athletic participation, it is never at the expense of maintaining good academic standing. The Academy's philosophy surrounding academic excellence is evident by our requirements for eligibility. Academics should be the first priority of our student/athletes. The coaching staff also supports this philosophy; they are always available to offer assistance to student-athletes.

1. To be eligible for the fall season, students must have no previous 4th quarter failures or previous end of year failure in any course, (freshman excluded). All students must have no 1st quarter failures.
2. To be eligible for the winter season, all students must have no failures in any course in both the 1st and 2nd quarters.
3. To be eligible for the spring season, all students must have no failures in any course in both the 2nd and 3rd quarters.
4. If a student is academically ineligible, she is ineligible from the time of issuance of the report card to the next issuance of the report card. Note: Progress Reports are not used in determining eligibility. The exception to this rule is any student with a documented ed plan/learning disability. These students must display strong academic effort and be meeting academic requirements of their Guidance Counselor and approved by the Athletic Director and Principal.
5. A student who is ineligible is not allowed to practice or compete with the team. Because the timing of third quarter report cards is generally right at the start of the spring season, an exception will be made to this rule for a student who failed a second quarter course but was passing by progress report time. In this case, she may try out for a spring team but may not actually compete until third quarter grades are issued.
6. A student who becomes ineligible is excluded from receiving any team and league honors and awards as well as recognition at the end of year Sports Banquet.

Medical Clearance and Injury

Students must submit the following forms in order to be eligible for athletics.

1. A record of a physical examination as set forth by MIAA Rule #56.1 - All students must pass a physical examination within 13 months of the start of each season. Students who meet these criteria at the start of the season will remain eligible for that season. Physical examinations must be performed by a duly registered Physician, Physician's Assistant or Nurse Practitioner.

Penalty: A student in violation shall be suspended for the number of contests in which she participated without a proper physical.

A copy of the MIAA Sports Medicine Committee recommended physical examination form may be obtained from the athletic office, or downloaded from the school's website or the MIAA website, (miaa.net). It is three-part form that includes Medical History, Physical Examination and Medical Clearance.

2. A Parental Permission to Play/Liability Release form must also be submitted prior to the first practice. This form may also be obtained from the athletic office, or the school website.
3. An Emergency Contact Card must be submitted prior to the first away competition. These cards are placed in each team's medical kit for easy access in the case of an emergency. They include pertinent information regarding phone numbers, allergies, medications, and hospital requests.

In accordance with MIAA rule # 56.2 - Whenever a medical person is on duty at an athletic event, he/she shall be responsible for both teams (unless the other team has its own medical person present). His/her judgment will be final with regard to the condition of a player after injury. Physical disqualification by the medical person renders the student ineligible. The athletic trainer must clear the athlete for return to participation. When a Physician renders an athlete unable to participate, the athlete is ineligible to participate until a note by a Physician is submitted stating that the athlete is cleared.

[School and Class Attendance Policy](#)

In order to participate in practices and competitions on a school day, students must have been in attendance a minimum of three hours. In the case of extenuating circumstances, (examples: attending a funeral or a college visit), this rule may be waived by the either the Principal or the Athletic Director. Excessive absences and tardiness from/to school and/or classes may result in game or season suspensions. Students suspended from school or on in-school suspension may not participate in practices or competitions during their suspension day (s).

[Practice and Game Attendance Policy](#)

Participation on an NDA athletic team requires a strong commitment. Students who have made a team have made a commitment to attend all practices, competitions and team meetings. Many teams hold practices and compete during the evening, on non-school days and during school vacations. Students are strongly encouraged to think about their choice to play a sport and the time commitment that is necessary. If any team member must be late, miss a practice or competition, she must notify the coach in advance when possible. Absences from practices, competitions and meetings jeopardize retaining membership on that team as well as any receiving honors or awards. This includes absences during non-school days and school vacations.

[MIAA Rule #45– Loyalty to the High School Team: Bona Fide Team Member](#)

A bona fide member of the school team is a student who is consistently present for and actively participates in all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. The first offense to the Bona Fide Team Rule will result in a 25% suspension of the season. A second offense will result in a 25% suspension of the season and also renders the athlete ineligible for tournament participation.

Starting time for all afternoon practice sessions does not begin until 3:00 p.m., Monday-Thursday. Student/athletes are encouraged to participate in other school activities. Students who are involved in other school activities are expected to attend those activities prior to practice. Students/athletes are also encouraged to take advantage of the delayed practice start time in order to receive extra help, to complete make-up work, or to begin homework.

[Athlete Code of Conduct](#)

Participation in Academy Athletics is a privilege. All athletes are expected to abide by all school and MIAA policies. Repeated infractions of school rules may lead to game(s) or season suspensions. The Academy believes that a high standard of conduct and citizenship are essential in maintaining a sound athletic program. Behavior unbecoming of a student-athlete could result in the revocation of the privilege to participate. Good sportsmanship is of utmost importance and any display of unsportsmanlike conduct will not be tolerated.

[MIAA Rule #63.1 – Good Citizen Rule](#)

Student-athletes may not represent their school if they are on in-house or out-of house disciplinary suspension. A suspended student is ineligible for practice and competition for at least the number of days (or partial days) equal to the number of days of the suspension. Local policies will determine the actual days of ineligibility.

[MIAA Rule #48.1 - Taunting](#)

Taunting includes any actions or comments by coaches, players, or spectators which are intended to bait, anger, embarrass,

ridicule, or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates, or threatens based on race, gender, ethnic origin or background and conduct that attacks religious beliefs, size, economic status, speech, family, special needs, or personal characteristics.

Examples of taunting include but are not limited to: "trash talk", defined as verbal communication of a personal nature directed by a competitor to an opponent by ridiculing his/her skills, efforts, sexual orientation, or lack of success, which is likely to provoke an altercation or physical response; and physical intimidation outside the spirit of the game, including "in the face" confrontation by one player to another, standing over/straddling a tackled or fallen player, etc.

It is a strong conviction of the Academy that the use of tobacco, alcohol and drugs is not conducive to the proper emotional, social, physical, intellectual and spiritual development of our students. Therefore the use of these substances in any amount and at any time will not be tolerated.

MIAA Rule #62.1 Chemical Health

From the earliest fall practice date, to the conclusion of the academic year or final athletic competition, whichever is later, a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as "NA or near beer". It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor. The MIAA statewide minimum standard is not intended to render "guilt by association", e.g. many student athletes might be present at a party where only a few violate this standard.

If a student in violation of the rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

Minimum Penalties: First Violation – When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program for the purpose of rehabilitation. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 25% of the season.

Second and Subsequent Violations – When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic events totaling 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 60% of the season.

If after the second or subsequent violation the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or counselor of a chemical dependency/treatment center must issue certification. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating the 40% of the season.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

Transportation

NDA provides transportation to most interscholastic competitions. All students are required to travel by bus with the team to all events. In the case of extenuating circumstances, the Principal or Athletic Director must be notified. There will be some instances when bus transportation to a game is not provided, (night, weekend or vacation games). If there is no bus provided, the coach or Athletic Director will notify students in advance. In this case, parents are responsible for providing transportation. Students may be picked up after an away competition by a parent, guardian or other designated person over the age of 21. If a parent wants a student excused from returning to school on the team bus after a game, the request must be in writing and presented to the coach or Athletic Director 24 hours in advance of the game.

Protocol of Communication

If at any time a student-athlete or parent would like to discuss an alleged injustice, the following procedure is recommended. All student-athletes are encouraged to speak with their coaches and/or captains in order to help resolve any situations.

1. Contact the immediate coach involved to schedule a meeting (during a game or directly following a game is *not* recommended).
2. If the resolution is unacceptable, contact the head coach of that sport if JV level.
3. If resolution is unacceptable, contact the Athletic Director.
4. If resolution is unacceptable, contact the Principal.

Philosophy of Levels

Junior Varsity (JV) – Here at the Academy, this is the entry level for high school athletics. Athletes and parents should accept the following concepts:

1. Development and/or reinforcement of fundamentals

2. Equal learning opportunities for all participants
3. The amount of playing time, and/or positions is determined by the coach's evaluation of the athlete's skills, capabilities, attitude and role on team.
4. Learning the rules of the game.
5. Development of love of the game.
6. Development of team concept.
7. Development of sportsmanship and fair play.
8. Development of ambition to achieve the Varsity level of play.
9. Winning has a lower priority than skill and character development.
10. Learning of basic game strategies.
11. Develop an understanding of the importance of good nutrition habits and physical conditioning and their link toward improved performance.
12. Commitment to the team.

Varsity (V) – This level continues to emphasize the above and the following.

1. Development of high proficiency in the physical skills necessary in the sport/event.
2. Development of a higher level of strategies, game situation analysis and all mental aspects of the sport/event.
3. Maximum commitment to the team.
4. Individual sacrifice for the good of the team.
5. The amount of playing time, and/or positions is determined by the coach's evaluation of the athlete's skills, capabilities, attitude and role on team.
6. Specific definition of the athlete's role within the team concept.
7. Winning within the rules of sportsmanship and fair play.

Uniform, Equipment and Facility Care and Replacement

Each athlete is solely responsible for any uniforms and/or equipment issued.

1. Uniforms and warm-ups are to be worn only for competition. They are not to be worn during practices or at other times.
2. Uniforms and warm-ups are to be washed on a regular basis, following the instructions on the garments.
3. Uniforms and warm-ups must be returned washed and folded, with the athletes name attached, by the announced due dates at the end of the season or penalties will result.
4. Any athlete who owes for a missing uniform or equipment will not be issued additional uniforms or equipment and will not be allowed to practice or play.
5. Damaged or lost uniforms and/or equipment must be paid for by the athlete.
6. Athletes will be respectful of all facilities and grounds whether home or away. Willful damage to any facilities or grounds will result in game or team suspension (s).
7. Athletes are required to assist in the cleanup of facilities and grounds at both home and away sites after all practices and games.
8. Athletes are not allowed to use any equipment or facilities without prior permission from the coach or athletic director.
9. Athletes are not allowed to use any equipment or facilities without supervision by their coach, athletic director or designated person.

Captains

1. Team Captains can be either elected or coach appointed.
2. The role of Captain is *not* limited to senior members of the team.
3. The role of Captain is an honor. This honor should be upheld by displaying leadership, integrity, and responsibility at all times. Please review the section regarding "Student Leadership".
4. Captains are the example setters for their teammates and should outline expectations.
5. Captains work with the coach for the betterment of the team.
6. Captains promote sportsmanship amongst the team members.
7. Captains organize team activities such as pasta dinners, any fundraising projects, etc. and organize team support and attendance at other school events/games.
8. Display good communication skills by listening to any athlete or team concerns.
9. Act as a go-between for the team and coach.
10. Captains must communicate with and receive permission from both the coach and athletic director in regard to any team and NDA wear purchase.

Criteria for Certificates, Letters and Awards

All Athletes and Managers are encouraged to attend the end of year Sports Banquet. This is a wonderful evening celebrating all team and individual accomplishments throughout the year.

1. All athletes that complete the season receive an Academy certificate.
2. Athletes that maintain a GPA of 2.50 – 2.99 during their entire sport season receive an MIAA Silver Certificate for Academic Excellence. (fall and winter season only)
3. Athletes who maintain a GPA of 3.00 or higher during their entire sport season receive an MIAA Gold Certificate for Academic Excellence. (fall and winter only)
4. After the first season in which an athlete completes the season at the Varsity level, (a minimum of 50% participation is required) she will receive an Academy Letter along with a sport emblem. Coaches will determine what establishes the 50% criteria. NOTE: One letter & emblem per sport will be issued throughout the four year period.
5. Captains will receive Captain emblems in their sport.
6. Managers will also receive certificates, letters and emblems.

7. The coach determines individual awards/recognition.
8. The Athletic Director with input from the Principal, Coaching staff and other school personnel determine special awards/recognition for senior athletes.

Academy of Notre Dame High School ePolicy

The Internet is a source of instructional material to which students and staff members 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 and staff 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 or staff member is accessing Internet material from the Academy of Notre Dame (NDA).

1. Acceptable Use Policy (AUP) Agreement

Any student or staff member 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 and staff 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 and staff 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 high school 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.

Definitions

- **Harassment:** to disturb persistently; torment, as with troubles or cares; bother continually; pester; persecute.

- **Defame:** to attack the good name or reputation of, as by uttering or publishing maliciously or falsely anything injurious; slander or libel
- **Intellectual Property:** The ownership of ideas and control over the tangible or virtual representation of those ideas. Use of another person's intellectual property may or may not involve royalty payments or permission, but should always include proper credit to the source.
- **Plagiarism:** the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work
- **Technology Protection Measure:** a specific technology that blocks internet access to visual depictions that:
 - a. are **obscene:** as the term is defined in section 1460 of title 18, United States Code, or
 - b. are **child pornography:** as the term is defined in section 2256 of title 18, United States Code, or
 - c. are **harmful to minors.**

Acceptable Uses

Students and staff will use the computers and networks, including personal electronic devices, solely for educational purposes and for reasonable NDA business purposes. Acceptable uses include, but are not limited to, the following:

- Course Assignments
 - Students and staff may use school software and the internet to assist them in completing course assignments and research.
 - Students and teachers may only establish web pages using school computers and networks for specific educational objectives as directed by teachers and/or administrators. Content on these websites must be related to educational activities.
- College Planning
 - Students may provide personal contact information to education institutions for educational purposes and career development purposes.
 - Students may utilize non-NDA issued e-mail accounts only for communicating with colleges and career development companies
- Individual Interests not prohibited by unacceptable uses
- Virtual High School (VHS)
 - Students may access schools computers for taking VHS courses and for working on assignments for those courses.
- Students may access school computers during their study periods or DLT. Students who are using computers for assignments take priority over those who are using computers for individual interests. Acceptable uses include, but are not limited to, reading an online newspaper, practicing typing skills, and exploring computer software.
- NDA business activities, including but not limited to marketing and communications with outside vendors, alumni and donors, as well as updating NDA's social media sites.

Students and staff are expected to obey the rules of network etiquette. These rules include, but are not limited to the following:

- Be polite.
- Never send or encourage others to send abusive messages.
- Use appropriate language.
- Use electronic mail correctly (i.e. no sales, advertisements or solicitations, etc.)
- Use the NDA e-mail accounts and associated Google apps for all school related communications

Unacceptable Uses

To the extent possible and practical, steps shall be taken to support the safety and security of users of the network and direct electronic communications at NDA. Unacceptable uses include, but are not limited to, the following:

- Students and staff will not post information that could cause damage, danger, or disruption to another person.
 - Students and staff will not engage in personal attacks or harass another person.
 - Students and staff will not knowingly or recklessly post false or defamatory information.
 - Students and staff will not use speech that is inappropriate in an educational setting or violates school rules or local, state or federal laws.
 - Students and staff will not bully or cyberbully anyone pursuant to MA Title XII, Chapter 71 Section 370. More information may be found on the Massachusetts Attorney General's [website](#).
 - Students will not share personal contact information about themselves or other people. *Personal contact information* includes your name, phone number, address, email address. (See exception in Acceptable Uses.)
- Students and staff will not use NDA technology resources for non-educational purposes.
 - Students and staff will not use technology resources for commercial uses or political lobbying except for reasonable NDA business and marketing uses.
 - Students will not use NDA technology resources for social networking including, but not limited to, chatting or instant messaging, texting, Facebook, MySpace, and Twitter. Students may not use their personal electronic devices for such activities during normal school hours.

- Students will not establish or access non-NDA web-based e-mail accounts on school resources or during normal school hours unless such accounts have been approved on an individual basis by a staff member for an educational reason, such as applying to colleges.
- Students may access their NDA provided email accounts and Google applications for educational purposes.
- Students will not use personal electronic devices during normal school hours or school devices at any time for playing online games, unless specifically instructed to do so by their teacher for educational purposes
- Students may not use personal cell phones or wearable internet capable devices during normal school hours without express permission from the principal. All such devices should be locked in the student's locker and turned off during normal school hours.
- Students may not stream video or video chat over the NDA network at any time unless specifically instructed to do so by a teacher for an educational purpose
- Students and staff will not be disrespectful of others' privacy and property.
 - Students and staff will not log in to another person's account. If another account is open, it is one's responsibility to log out of the account and log back in with his or her username and password.
 - Students and staff will respect the intellectual property of others.
 - Students and staff will not plagiarize works found on the Internet or from peers.
- Students and staff will not modify the computer or network.
 - Students and staff will not download software without the permission from the Technology Manager.
 - Students and staff will not attempt to harm or destroy data, the network, hardware, or software.
 - Students and staff will not attempt to harm, bypass, or destroy internet filters.

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 and staff member will receive a unique username and password, the Technology Manager has the ability to monitor Internet usage. Students and staff 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 and staff have their own accounts to gain access onto school computers.
- When saving, students and staff 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 E-Mail Accounts

- Upon signing the AUP, each 6th through 12th grade student will receive an NDA email account which may be used for educational purposes. Emails from outside the NDA network are blocked from accessing student accounts to help protect students from spam, cyberbullying, phishing, and other forms of e-mail dangers. Students should always use their NDA e-mail account and associated Google apps for class activities, such as e-mailing 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 e-mail 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 e-mail accounts for any activities outlined in the “Unacceptable Use” section of this document.
- All official e-mail communication from NDA to students will be sent to their NDA e-mail account. NDA will not send official e-mail communications to private e-mail accounts of current students, except in cases where it is deemed impracticable to communicate otherwise or except as part of the robo-call system described below.

Robo-Call Policy

- NDA has an automated phone and text communications system (robo-call) for sending out official announcements, such as school closing information. Parents and guardians may sign up to receive these automated calls on their home or cellular phones.
- Students, parents and guardians may also sign up to have automated text alert communications sent to private phone numbers or emails, at the discretion of the parents or guardians.

Printing Policy

- NDA provides some networked printers in the computer room and the reference room for student use. Additionally, other networked printers are provided for staff.
- Students and staff may bring in a flash drive or other storage device to save any information for printing outside of school. Students may also save information to their Google drive.

Social Media Policy

- Students are not allowed to access social media sites, including but not limited to Twitter, Facebook and MySpace, 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, but may not change them.

Children’s Internet Protection Act (CIPA)

Per CIPA, NDA has adopted the necessary measures to ensure its compliance with the federal law. Compliance includes the following components:

- **Technology Protection Measure:** Internet filters to block/filter internet access to visual depictions that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors.
- **Internet Safety Policy:**
 - Restricting access to inappropriate material on the Internet
 - Ensuring the safety and security of students and staff when using direct electronic communications
 - Addressing unlawful activities including “hacking”
 - Addressing unauthorized disclosure, use, and dissemination of personal information
- **Public Meeting and Reasonable Public Notice:** The school will hold a public meeting in which the technology protection measure and internet safety policy are addressed.

Organizational Responsibility and Privacy

It is impossible for NDA to restrict access to all controversial materials. The school does not have complete control over the accuracy of information on the internet or the effectiveness of filtering programs. In addition, the privacy of system users (staff and students) is limited. Therefore the school or any member of the school may not be held responsible for inappropriate communication on the network or for any objectionable material viewed or used by a student. Furthermore, NDA and its staff cannot be held responsible for inappropriate communication or activities outside of our network or on private cellular networks.

Penalties for Improper Use

Violations of the Acceptable Use Policy may result in the loss of access as well as other disciplinary or legal action. Consequences for violations of this policy shall be decided by school administrators on a case by case basis. Consequences for violating this policy include, but are not limited to:

- Use of network only under direct supervision
- Suspension of network privileges
- Use of computers only under direct supervision
- Suspension of computer privileges
- Turning in personal cell phones or electronic devices to the main office at the beginning of each school day to be returned at the end of the day
- Detention
- Being withdrawn from a VHS course
- Loss of school privileges, including but not limited to:
 - o losing senior privilege
 - o losing student office

- o losing athletic sports eligibility
- Suspension from school
- Expulsion from school
- Legal action

When questionable usage has taken place, it is the student's responsibility to inform the Technology Manager or an appropriate staff member. Not reporting such usage may lead to the aforementioned consequences.

Agreement to Use School Computer Facilities, Software and Internet

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 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/or any wearable internet capable devices in my locker during school hours. I will refrain from any/all use of these items during school hours unless I have obtained explicit permission for their use from a faculty or staff member 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, and in a manner consistent with our school's mission, 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 understand that using derogatory language about any member of the NDA community, demeaning statements about or threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use, or any other inappropriate behavior on social media will be subject to disciplinary action.
- I will not use my personal electronic device during school hours nor use any NDA devices at any time to play computer games without explicit instruction from my teacher to do so.
- I will use NDA provided e-mail and Google applications to communicate and collaborate with my teachers and classmates for educational purposes.
- At no time will I use the internet or my e-mail or google accounts for activities which violate the law or NDA policies, including but not limited to cyberbullying.

This Acceptable Use Policy is a summation of the important points of the Academy of Notre Dame ePolicy.

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

THE PARENT/GUARDIAN AND STUDENT MUST SIGN THIS "ACCEPTABLE USE POLICY AGREEMENT" FORM 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.

Student's Name (please print): _____ Grade: _____

Student's Signature: _____

Parent/Guardian Name (please print): _____ Date: _____

Parent/Guardian's Signature: _____

NDA STUDENT HANDBOOK SIGNATURE PAGE

We have read the handbook and agree to be governed by this handbook. We expect our daughter to do so also.

In cases where the conduct of a student, either inside or outside the school, is detrimental to the reputation of the school or the moral good of the student body, the President of the Academy of Notre Dame reserves the right to dismiss the student.

Parents must understand that their failure to meet obligations as outlined in this handbook can result in their daughter being required to withdraw at any point in the school year.

The school reserves the right to change policies and procedures as outlined in the handbook. Parents will be notified of any changes.

Student name: (please print): _____

Parent/ Guardian's Signature

Student's Signature

Date

**PLEASE RETURN THE TERMS AND CONDITIONS OF INTERNET USE AND THE NDA HANDBOOK SIGNATURE PAGE
FORMS ABOVE TO THE HIGH SCHOOL OFFICE**

NO LATER THAN SEPTEMBER 8, 2016

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