

# **I. INTRODUCTION TO NOTRE DAME ACADEMY**

## **WELCOME**

We welcome you to Notre Dame Academy. As collaborators, you and your families will share in the prayers and good works of the Sisters of Notre Dame. We are grateful to those families who send their daughters to us now and to those who have done so in the past. Your contribution to the smooth running of the school is deeply appreciated. Since our work is service to the Church and the civic community, we strive for mutual care, loyalty and trust so that together we witness God's Goodness and Provident Care in our lives.

## **MISSION STATEMENT**

*Notre Dame Academy, a Catholic High School dedicated to Mary, exists to educate young women to make a difference in our world.*

## **PHILOSOPHY**

Notre Dame Academy is a Catholic secondary school for young women established by the Congregation of the Sisters of Notre Dame. In the spirit of St. Julie Billiart, the school emphasizes the dignity of the individual person created in the image of God. Students and staff pursue learning in an environment that promotes mutual respect and responsibility. As an educational institution, Notre Dame Academy offers a curriculum that is primarily college preparatory. While maintaining that its focus is the cultivation of the intellect, the school ascribes to the philosophy of St. Julie that its students should receive an education that "equips them for life." Consequently, the school encourages the harmonious development of the whole person: spiritual, intellectual, emotional, physical, cultural, and social. Each student is urged to strive for excellence and the full development of her God-given talents. Convinced that learning must be for life, the school provides many opportunities for academic, social, and spiritual involvement outside the formal curriculum.

As a Catholic school dedicated to Mary, the Mother of God, Notre Dame Academy offers the student the opportunity to grow in the knowledge and practice of their faith. As a member of a dynamic faith community, the student is invited to grow in the realization of God's love for her and the responsibility she has to contribute to the building of the kingdom. Like Mary, she is encouraged to ponder God's word and bring forth Jesus to the world around her.

As a school formed in the spirit of St. Julie, Notre Dame Academy attempts to keep alive in both staff and students the realization of God's goodness. The educational program is founded on the following four principals that are part of the educational heritage of the Sisters of Notre Dame:

- The centrality of a good and provident God
- The dignity of each person as an image of God
- The Notre Dame educator as a gospel witness
- An integrated education for transformation

Notre Dame Academy shares St. Julie's passionate concern for the poor. It fosters the development of young women who are circumspect in their acceptance of societal values and practices, and confident of their ability to contribute to the formation of structures that are just and supportive of human progress. The school expects its students to be capable of discerning and implementing such changes in a world often at odds with their Christian values and vision.

## **BELIEFS**

Notre Dame Academy believes:

- in the centrality of God in education, which fosters the formation of solid spirituality and the development of Christian values.
- in striving to create an inclusive atmosphere which builds unity and respects diversity.
- in the value of a strong academic, single-gender education to prepare young women for the future, where their leadership and self-determination will help make a difference in their families, their communities and in the world.
- in educating the whole person.
- that Christian service is essential in building the kingdom.
- that it is important to provide an environment that is conducive to learning.

## **HERITAGE**

Julie Billiard was born on July 12, 1751 into a middle class, family in Cuvilly, France. She was the fifth of seven children. As a child she was healthy, sensible, intelligent, and a hard worker. While still young, Julie displayed a deep love of God and shared her faith by teaching catechism and Scripture classes to the illiterate children in her area. During her teen years, misfortune struck her parents reducing the family to poverty but Julie did not lose her faith in the good God. Her faith was tested further during the French Revolution. Because of her teaching, Julie was hunted by the anti-clerical elements within the revolution. At this time, Julie's health began to fail and for the next thirty years she was an invalid. Undaunted by her frail physical condition, she enlisted other women to join her cause and they formed a religious community dedicated to sharing their faith in God and their knowledge. They worked especially with the people in economic poverty believing that education was the key to a better life. After thirty years of suffering, Julie recovered her health. For the next twelve years, she actively spread God's word and founded the Sisters of Notre Dame de Namur.

In 1849 a young teacher, Hilligonde Wolbring, out of love for the poor, took orphaned and neglected children into her home. Together with Elisabeth Kuhling, her friend and colleague, she educated and cared for them. Both women had been formed in the spiritual and pedagogical tradition of Bernard Overberg. Notre Dame Academy is part of the legacy that strives to keep alive in both the staff and students the spirit of these remarkable women of faith. It is our hope that a graduate of Notre Dame will be, like St. Julie, Hilligonde Wolbring, and Elisabeth Kuhling, women who make a difference.

## **HISTORY**

The Sisters of Notre Dame, seeking refuge from Bismarck's Kulturkampf, came to the Diocese of Covington at the invitation of Bishop Toebbe in 1874. The community first staffed Mother of God School in Covington but soon constructed their own facility on Fifth Street to serve as a school and a provincial center for the Sisters of Notre Dame. Originally, Notre Dame Academy was K-8 with a two -year commercial program.

In 1906 a high school program was begun under the direction of Sister Mary Agnetis Schmitz who served as its principal for forty years. In 1923 Notre Dame Academy became one of three Catholic high schools accredited by the state and was accredited by the Southern Association of Colleges and Secondary Schools one year later. In 1927 a new provincial center, St. Joseph Heights, was completed on Dixie Highway. The Fifth Street building became the school. Initially, enrollment in the commercial classes outnumbered the four-year academic program, but by 1934 this commercial program had declined so drastically that it was discontinued. In 1937 it was necessary to close the elementary school to accommodate the rapidly growing high school. Sister Mary Agnetis resigned as principal in 1946 although she remained at the school to

teach. From 1946 to 1950, Sister Mary Jean Boeh headed the school and in 1950 Sister Mary Immacula Laske became principal. During the 1950's, the building on Fifth Street was deteriorating as the enrollment escalated to record numbers. The decision was made to build a new Notre Dame Academy on the Provincial Center grounds in Park Hills.

Sister Mary Agnetis and Sister Mary Vincentia Klein started a remarkable fund raising campaign. These Sisters wrote appeal letters to hundreds of people and one of Sister Mary Agnetis' appeals touched the heart and the checkbook of hotel magnate, Conrad Hilton. His contribution of \$500,000.00 laid the foundation of the capital campaign. The generosity of alumnae and friends saw it through to completion. The new school on Hilton Drive was opened in 1963 with an enrollment of 562 students.

Having overseen the construction of the new school, Sister Mary Immacula turned the principalship over to Sister Mary Honora Karrer in 1964 and she served in this capacity until 1970. In 1970, Sister Mary Immacula returned briefly but in 1971 Sister Mary Virginia Ann Cleves, the Assistant Principal, assumed the responsibility and remained in this office for fifteen years. Sister Mary Rita Geoppinger served as principal from 1986 to 2002. Under her direction, a new addition to the school, including a gymnasium, was constructed in 1995.

Sister Elaine Marie Winter became principal in 2002 and served in this capacity until 2010. During her tenure, in 2006, Notre Dame Academy adopted the President/Principal model of governance, appointing Sr. Mary Shauna Bankemper the president of the school. This model divides the administrative authority and responsibility between two people who work in constant collaboration with one another. The role of the president is to provide for mission advancement, strategic planning, development, fundraising and other related activities. The role of the principal is to be the educational leader with responsibility for curriculum and instruction as well as day-to-day management. A capital campaign began in 2006 added a Fine Arts Center, soccer field and track, and improvements to the existing building. In August of 2008 Notre Dame Academy became an independent 501c(3) corporation with a decision-making Board of Directors. The Board has the fiduciary responsibility for NDA and promotes the mission of NDA through strategic planning and policy-making activities. The President is the only employee of the Board.

In 2010, Dr. Laura Koehl (Class of 1975) became the first lay principal of the academy. The principal works with an Administrative Team consisting of herself and the Assistant Principal.

The mission of teaching the Catholic faith, the tradition of academic excellence, and the special spirit of the students of Notre Dame that was instilled by Sister Mary Agnetis beginning in 1906 lives on today as a continuation of the example set by St. Julie Billiart, Hillegonda Wolbring and Elisabeth Kuhling.

## **NDA HANDBOOK AS CONTRACT**

In light of the philosophy and objectives of this school, the following policies have been established as a code of conduct for every student attending Notre Dame Academy. Respect for one self and others is the essential rule of conduct upon which the specific regulations in this handbook are based. The parent(s)/legal guardian(s) and the students are responsible to know and to abide by all school regulations.

The rules, regulations and guidelines in this handbook are not designed to be all-inclusive. It is anticipated that some situations and student conduct will occur outside the scope of what is specifically stated herein. The administration and the faculty have the authority to direct the student in such situations.

This document contains policies and procedures for which the school community members are responsible. Contract law is the predominate governing law at Notre Dame Academy as in all non-public schools. Under this contract, Notre Dame Academy agrees to provide educational services to a student in return for payment in tuition and fees and adherence to school rules. The parent(s)/legal guardian(s) accept(s) all the conditions set forth in the current Parent/Student Handbook and agrees to comply with all school regulations. The principal retains the right to amend the student handbook for just cause. Parents and students will be given prompt notification if changes are made.

Notre Dame and Covington Catholic High School have a common campus regarding activities. A breach of conduct at either place is subject to the disciplinary code of the school that the student attends.

## **II. POLICIES OF NOTRE DAME ACADEMY**

### **A. ABSENCE POLICY**

NDA desires to provide a quality education for each of our students. Attendance at school is considered very important to the whole learning process. When a student is absent from class, lectures, discussions, and demonstrations are missed that cannot be repeated. Therefore, it is extremely important that students are consistently present for all of their classes.

Our absence policy allows a student to miss 13 attendance points for a full credit course and 7 points for a half credit course before credit is lost due to missed class time. Sixty minutes of missed class time is equivalent to one attendance point. Therefore, a student has to miss 13 to 17 days of class before accumulating 13 attendance points. If a student exceeds the allotted number of points, she will lose credit in that course. This will be recorded on the report card and transcript as a Withdraw Passing (WP).

If a student must be absent from school, a parent/guardian should call the school office by 8:00 AM. The student should bring a note upon her return stating the date of the absence and the reason for missing school. Other documentation, such as a doctor's note, is also very helpful. These notes are kept in the student's file.

If a student must be absent from school for a reason other than illness, she should bring a note indicating the reason for the absence and the dates she will be absent to the school office before the absence occurs. Excused absences, those NOT counted toward a student's missed points, include:

- 1) Five college days during junior and senior years - A "college day" is a day on which a senior or junior is scheduled to visit a college or university. The student obtains a verification form from the school office to take with her and returns it signed by a college official. Failure to provide verification will result in an unexcused absence. College visits are not excused after April 30. NOTE: College days are not mandatory.
- 2) Funerals of immediate relatives, or others in consultations with the Assistant Principal for Student Life.
- 3) Participation in an NDA sponsored activity in which a student will miss class time
- 4) Attendance at NDA/CCH athletic events that occur during school hours at the discretion of the administration through public notification.

Unexcused Absences include any time a student is absent from school for any reason other than those stated above. Illness, even with a doctor's statement, is NOT an excused absence. Sick days are simply added to the "missed points" total.

A request for an Excused Absences Form can be made through the school office and is to be completed for any student who has a chronic condition, is having surgery, or must miss school repeatedly for reasons beyond her control. Forms should be completed within two weeks of a student's return to school after a prolonged absence. Documented absences supported by this form may be excused upon review by the Assistant Principal for Student Life. There are special forms on which to report these absences.

Vacations taken during the school year are discouraged. If this is unavoidable, a vacation form is to be completed for each class. The forms are available in the school office. Students are responsible for completing any missed work.

## **EARLY RELEASE**

Notes from parents requesting that students be permitted to leave school early are brought to the school office before school so that an Office Permission Slip can be issued. It is important that the student take care of this when she arrives at school for attendance purposes. The student is to present the slip to the teacher at the beginning of the class she is in at the time of dismissal. She may leave five minutes prior to the time stated on the slip. All students must be signed out of the building in the school office before they leave. A student can sign herself out if she is driving. If the student returns to school she must report to the school office so she can be readmitted to classes.

## **ILLNESS DURING SCHOOL**

In case of illness during the school day the student is to report to the school office and may be admitted to the health room. A student must decide if she is going home or returning to class within one half hour. If she decides to go home, the school secretary contacts a parent. No student may leave the building or call home on her own. Every fifteen minutes in the health room is counted toward the number of points missed in a class.

## **LATE ARRIVAL**

The first bell rings at 7:55 AM and students are expected to be in their first class by 8:00 AM, ready to begin instruction. If a student is not in class at 8:00 AM, she reports to the school office for an admission slip. Students who are tardy to school will be charged with missed points and their tardies will be noted on the report card.

Students tardy to any class, including homeroom, will be issued a Tardy Slip by the teacher. Three tardies in one semester warrants a detention.

## **EXTENDED STUDENT ABSENCES**

If it becomes necessary for a student to miss an excessive amount of school, she and her parents will work with the counselors to help her continue her education. All teachers of the student will meet with Student Services to set up a plan for the student during her absence.

## **B. ACADEMIC POLICIES**

The Curriculum is reviewed and updated on a regular basis. A Curriculum Guide under separate cover is provided to assist students and parents in selecting courses appropriate to the student's interests and abilities. Twenty-six credits are required for graduation from Notre Dame Academy. Semester courses are taken as independent sections. The student must earn a passing grade for each required or elective course.

## **GRADING SCALE**

93 -100:	Represents exceptional mastery of the material
85 -92:	Above average work
77 -84:	Average work expected in a college preparatory school
70 -76:	Below average work
Below 70:	Failure to demonstrate competency in the subject or to fulfill the course requirements
Incomplete:	Only for exceptional reasons is an "I" given for a quarter.

Honors and Advanced Placement courses are weighted to determine GPA.

## **ACADEMIC FAILURE**

If a student fails a required subject for the year, she is required to make up this credit by attending summer school or a school approved alternative. It is the student's responsibility, after consultation with the counselor, to meet this requirement and provide documentation to Notre Dame Academy.

Each year the student must acquire the necessary credits to achieve the appropriate grade level status. If through failures a student is lacking three credits, she will be required to repeat the entire year if she chooses to remain at Notre Dame Academy.

No diploma will be issued until all required credits are acquired. A student will not be permitted to participate in the graduation ceremony if she lacks more than two credits at the end of the senior year or is not current on her tuition.

## **ASSIGNMENTS**

Students should be responsible for their own learning. A student should e-mail her teachers directly if she is absent from class so she can receive the missed assignment. If there is no access to e-mail, the student or parent should call the academic counselor who will take care of notifying teachers. A student may want to contact her academic counselor if she is going to be missing several days of school.

## **BOOK BAGS**

Students are not permitted to carry book bags in the halls. These are to be stored in their lockers during the school day. For safety purposes, large purses are not permitted and may not exceed 12 inches by 12 inches in size.

## **CHANGING A CLASS**

Currently enrolled students participate in an extensive course selection process with their parents and counselor. They complete a signed Course Selection Form during the second semester of the school year. The information from these papers is used to plan for the coming year. Changes are rarely made after the student selection process and require the approval of an academic counselor. There is a \$25.00 processing fee if the change is made.

## **FIELD TRIPS**

Participation in field trips or school-sponsored activities off the school premises is a privilege. A signed parent permission/waiver form is to be turned in to the person sponsoring the trip. A student who fails to return the completed form remains at school. Further consequences are at the discretion of the sponsor.

## **HONOR CODE**

The NDA Honor Code exists to integrate the values of NDA into each student's daily life. Students are expected to live out the principles of honor and individual responsibility, both personally and academically, in order to maintain a fair and respectful environment. All freshmen will be expected to sign their name in acceptance of the code for their four years at NDA. The code reads:

I believe in the values of Notre Dame Academy and our mutual commitment to make a difference in our world. I will strive to:

Uphold	Principles of honesty, integrity, and trustworthiness
Accept	Accountability for my actions and diligence in my commitments
Live	Nobly by respecting myself and others
Demonstrate	Duty to create an environment of tolerance, fairness, courage, and loyalty
Display	Acceptance of the responsibility of citizenship
Live a Life of	Service for God and others

## **STUDENT AGENDAS/PLANNERS**

Every student receives a planner at the beginning of the school year. The student is expected to use it to record assignments, keep track of grades, mark absences using missed points, and as a reference for school rules and regulations. The planner should be with the student at all times.

## **STUDENT ELIGIBILITY**

Students participating in any extra-curricular activity must be in good academic and disciplinary standing. A student is ineligible to participate in extra-curricular activities if she is failing two or more classes at the time progress reports or report cards are issued. She remains ineligible until the next reporting period.

A student who is on disciplinary probation may not participate in any extra-curricular activities until her twenty-day probationary period is complete and progress has been made.

If a student receives an Incomplete on her report card, she is ineligible for Honors for that quarter.

A student is ineligible for a scholarship if she has not been enrolled for a full year at NDA.

## **STUDENT RESPONSIBILITY**

Each student has the responsibility to attend and to be prepared for every class each day. Employment or outside activities will not be accepted as an excuse for inadequate preparation, poor performance in class or failure to serve detention. In the event of conflicting demands on a student's time, school takes precedence.

## **C. ECONOMIC POLICIES**

### **FINANCIAL OBLIGATIONS**

Each student is responsible for her debts. Tuition and fines are to be paid before the final report card will be issued. No student may begin the next school year if her tuition is not current. All tuition and financial obligations must be taken care of before a diploma is issued or records are released.

### **FUND RAISING**

No sales or collection of money may be made in the school without permission of the administration.

### **REGISTRATION FEE**

The registration fee of \$200.00 is paid at the same time the application for enrollment is submitted. The student's schedule is then processed. A student returning to NDA is also required to pay the registration fee of \$200.00. This non-refundable fee is due in May and is included in the May payment. It is applied to the following year's tuition.

### **TUITION**

In accordance with Diocesan policy, a two-tiered tuition is established yearly. The first tier is a base rate set for those registered in Northern Kentucky Diocesan parishes. The second tier known as the Out of Diocese rate reflects the absence of any Diocesan support to the school for this student.

Tuition rates reflect Notre Dame Academy's efforts in Development and the Annual Giving Campaign to meet the actual cost of educating a student at NDA. The monetary support from families able to give makes it possible to keep the tuition affordable.

A tuition coupon booklet is issued in July. A schedule of payments starts in early August and payments are mailed directly to the PO Box address, or automatic withdrawals can be arranged. Every family is asked to keep current with tuition. Exceptions to this schedule, because of a family's unique cash flow situation, may be arranged with the Finance Director. Special arrangements are to be put in writing and will be kept on record in the business office.

There is a \$100 deduction for full payment by August 2. There is a \$600 deduction for the second student from the same family currently attending NDA. The third student from the same family currently attending receives free tuition, but pays \$650 in fees. A sibling tuition policy provides a \$200 tuition discount at both Covington Catholic High School and NDA if siblings are attending these schools at the same time. In the event that a third son or daughter is involved, both schools will provide a \$1500 discount.

If a student leaves Notre Dame during the school year, she is required to pay through the remainder of the quarter in which she is leaving.

#### **WORK-STUDY PROGRAM/TUITION SHARE**

Notre Dame Academy is committed to providing quality Catholic education to any young woman who sincerely desires it. Tuition assistance is available in connection with the work-study program. The school works with students and their parents to make Notre Dame education available. Private School Aid Service (PSAS) forms for this program are available upon request in the school office. The deadline for application is May 1. The school also has many supporters who are committed to this goal and are generous in subsidizing the tuition assistance program. Parents have the opportunity to contribute to the Tuition Share program by adding a donation to their monthly payment.

#### **D. ENROLLMENT POLICY**

##### **EQUAL OPPORTUNITY**

Notre Dame Academy does not discriminate on the basis of race, color, or ethnic origin. Notre Dame Academy's mission and philosophy are intended to aid parents in providing a Catholic education for their daughters.

##### **ADMISSION**

Admission is open to young women from the Northern Kentucky and Greater Cincinnati area. Students from in-district parishes are given preference according to the policy of the Diocese of Covington. Policy regarding transfer students can be found in Appendix #5.

The enrollment process begins with the acceptance of an application, course selection form and registration fee. The student and her parent/legal guardian(s) are then invited to school to meet with school personnel.

Notre Dame Academy asks that parents release any records of a student dealing with a service plan or any other academic provisions made for her learning in her previous school so that the student can continue her progress in high school.

##### **WITHDRAWAL**

A parent/legal guardian must initiate a student's transfer to another institution following procedures outlined on the Student Transfer-Withdrawal form. The student and her parent/legal guardian will have an exit interview with the principal.

A student who withdraws because of preference for another school is not permitted to return until one year after she has left, pending a hearing.

If a student leaves NDA, by choice or by expulsion, the student may not be on school grounds during the school day. A student may visit NDA after school if she is here for a purpose, such as to watch a performance or an athletic event.

### **III. ACADEMIC ATMOSHPHERE**

#### **ANNOUNCEMENTS**

Each girl is responsible for information given during announcements made at the beginning and the end of each school day. Students must be seated and silent during announcements.

#### **CLASS**

Students are to come prepared for each class. This includes having all supplies and homework. Students are also expected to behave appropriately in the classroom by paying attention and staying on task. Students are required to report a teacher missing from class if the teacher is not present within ten minutes from the time class was to begin.

#### **EXAMINATIONS**

An exam is intended to be a learning experience in synthesizing, reviewing, and selecting important information. All students are required to take mid-term exams in every subject. Freshmen, sophomores and juniors are required to take final exams in every subject. Seniors who have a passing grade for three quarters and a 93% or above average for the fourth quarter may be exempt from their final exams if the teacher allows exemption.

Exams are given on assigned days. To take an exam on a day other than the one assigned requires a \$25.00 fee to be paid to the school office. The exam is given at the convenience of the teacher. The fee applies even if the student has missed the exam because of illness.

Final exams constitute one-fourth of the fourth quarter grade. Midterm exams may be weighted differently by the teacher but may not constitute more than 1/4 of the second quarter grade.

Students taking AP exams are excused from classes on the day of the AP exam.

#### **HALLS**

For safety reasons students are not to gather or sit in the hallways or foyer before, during, or after school. No student should enter the hallways until after 7:45 AM. They should go to their lockers and to their first period class. Students arriving before 7:45 are to report to the cafeteria or auditorium. After school students may work in the cafeteria, in one of the computer rooms, in the Media Center, or wait in the foyer on the benches provided.

Students maintain quiet in the halls and on the stairways especially during the lunch periods. They are not to loiter by lockers but may go to an empty room and leave the door open while they work or talk quietly. Any student who leaves class or study hall is required to have a hall pass.

#### **HOMEROOM**

Students are to stand for the prayer and the Pledge of Allegiance and listen attentively to the announcements. There is silence in the homeroom while announcements are being made. No student may be absent from or leave the homeroom during announcements. Students making announcements sign in at the office and their attendance will be verified in the office. Students may not leave homeroom without permission.

## **HOMEWORK**

All students are expected to study at home nightly and will regularly be given assignments to follow up the day's class work. Failure to do homework may affect the grade and may warrant a violation.

## **LUNCH**

Lunch is available for purchase in the cafeteria. Students who pack a lunch are to store it in their locker. There are microwave ovens available for student use.

There are three different lunch periods for students so some students are in class while others are eating lunch. Because of this, it is necessary that students maintain quiet in the halls during the lunch times. Students who are scheduled for lunch are to remain in the cafeteria or the foyer until five minutes before their lunch period is over.

## **MEDIA CENTER**

The media center is a place for reading, creating, researching and producing. Students utilizing the media center should respect others, respect the materials and be productive. The media center is open from 7:45 to 3:30 school days. A student must obtain a pass from the librarian to come to the media center during study hall. She presents this pass to her study hall proctor who signs it and permits the student to go to the media center. It is imperative that the student signs in when she arrives in the media center. This is the only written record of her presence in the media center. The librarian signs the pass at the time of departure and indicates that time on the pass. Students must return to the study hall prior to the end of the period.

Each student is responsible for materials checked out from the media center. These materials should be returned on time so they can circulate to other students. A fine of ten cents per school day will be charged for most overdue materials. Late reference materials will be fined at a rate of one dollar a day and overdue cameras will be fined at a rate of ten dollars a day. Each student will receive a notice if she has overdue materials. Failure to respond to this notice may result in a detention.

Students who have completed Infotech-Speech classes may borrow a digital video or digital still camera for school projects. Cameras may be checked out overnight. Parents or guardians must sign a Borrower's Agreement, available from the librarian, each year before a camera can be checked out. Camera check out is subject to availability. Anyone with food or drink in the media center will receive a ten dollar fine and must leave the media center.

## **PRAYER**

Prayer is an essential part of our school day. A daily prayer and the Pledge of Allegiance are said as part of morning announcements. Some form of prayer is said at the beginning of each class. The school day ends with prayer over the intercom system.

## **STUDY HALLS**

Study hall is an opportunity for students to get school work finished in a conducive learning environment. Each student is required to be on time and sufficiently prepared with the materials she needs to use her time constructively for the entire study period.

If a student leaves study hall, she must return before the end of the period with a note from a teacher. This is needed for attendance purposes. A violation will be issued if a student fails to do so.

Seniors may be granted the privilege of unstructured study time but must stay in the assigned area or sign out to a different location in the school office.

## **TECHNOLOGY**

Computers are available for individual use in the Media Center unless reserved by a teacher for a class. Students may also use the Computer Labs with adult supervision. A filtering system establishes parameters for appropriate use within the building, but students and their parents are primarily responsible for the appropriate use of technology. Notre Dame Academy does not allow the use of its name on the Internet in unofficial capacities such as student identification on social networking websites or weblogs. NDA reserves the right to require its name be removed from any site that contains material determined to be threatening or offensive. Students may not access social websites or weblogs on the school's computers in accordance with the Internet Acceptable Use Policy, appendix #2. Inappropriate use of technology that including but not limited to harassment, use of school name, remarks directed to or about teachers, offensive statements, or safety threats will be subject to consequences even if the use occurs off of school property.

## **IV. ACADEMIC DEVELOPMENT**

### **ACCREDITATION**

Notre Dame Academy is fully accredited by the Southern Association of Secondary Schools and the State of Kentucky. Notre Dame has been recognized by the U.S. Department of Education as a National Blue Ribbon School of Excellence.

### **MENTOR CENTER**

The Mentor Center provides an academic tutoring program based on adult and peer tutoring. Its purpose is to assist students who are struggling or failing in a particular course or to offer periodic help when an ordinarily strong student falls behind due to injury, illness or other problems.

The Mentor Center owes much of its success to student self-selection. A student may nominate herself as needing to be mentored or a teacher may recommend that a student seek a mentor. In either case, it is the student who ultimately commits to the program.

Through the Mentor Center the needs of diverse ability levels are addressed one-on-one so that students can build the skills and confidence they need to succeed in the classroom. Student mentors in one subject may be mentees in another. This program boasts a high success rate for improving students' academic performance in all curricular areas.

### **TESTING PROGRAM**

**HIGH SCHOOL PLACEMENT TEST** is an assessment given during the eighth grade year to prospective students to aid in academic placement. Two cognitive skills subtests measure verbal and quantitative skills, and three subtests measure the basic skills of reading, mathematics, and language.

**PLAN TEST** is a practice test for the ACT and is scored on a similar scale. It includes academic tests in English, mathematics, reading, and science reasoning. It also includes an interest inventory, a study skills assessment, and a student information section. This test is given to all sophomores in the fall.

**PSAT** measures verbal reasoning, critical reading, math problem solving, and writing skills. It is scored on a similar scale relating to the SAT. The PSAT is given during the school day and is required for all Sophomores and Juniors. Sophomores take the test as a practice. The test is used to qualify for National Merit status in the junior year.

**ACT** is an assessment for college admission that includes four curriculum-based tests in English, mathematics, reading, and science reasoning. The results of the ACT are reported on a scale of 1 (low) to 36 (high) including scores for each of the four subject areas and a composite score. It is recommended that the test be taken at least once at the junior level and again early in the senior year. Colleges accept the student's highest score. Students are responsible for registering for this test.

**SAT I** is a reasoning test for college admission, scored from 200-800. The SAT consists of two 75 minute sections which test academic strengths in verbal and mathematical areas. Some colleges and universities recommended that students take this test. Colleges accept the student's highest score. Students are responsible for registering for this test.

**SAT II** consists of subject tests that measure knowledge and skills in a particular subject and the ability to apply that knowledge. This test is not required by all colleges so students should check the requirements for the schools they are considering. SAT II subject tests are usually taken near the end of the junior year or during the senior year. Students are responsible for registering for this test.

## **V. AWARDS, HONORS, AND SCHOLARSHIPS**

### **ACADEMIC AWARDS CEREMONIES**

Undergraduate scholarship winners, students with three quarters of first honors, and students who have achieved recognition in state or national competition are honored each spring at a convocation and reception. Every senior is recognized during an awards ceremony at the senior breakfast on the morning of graduation.

#### **B.E.S.T. AWARD**

The BEST Award is intended to recognize students who have worked the hardest, improved the most and put forth the most effort in classes. A student from each grade level is honored with the B.E.S.T. Award first, second and third quarter. To determine the B.E.S.T. Award recipient for each grade level, teachers are asked to nominate students in their class that have exhibited the above characteristics. For each grade level, the student who receives the most nominations is selected as the B.E.S.T. Award recipient for that quarter. Corporex is NDA's Business Education Success Team (B.E.S.T.) partner. The names of students who earn First or Second Honors and the names of all students nominated for the B.E.S.T. Award are displayed quarterly.

#### **FIRST AND SECOND HONORS**

Honors will be calculated on the weighted scholastic mark. A student will receive First Honors if she has an average weighted scholastic mark of 95 and no weighted mark below 93. A student will receive Second Honors if she has an average weighted scholastic mark of 87 and no weighted mark below an 85.

#### **SCHOOL SCHOLARSHIPS**

Full and partial scholarships are awarded each year to recognize academic excellence, reward student effort, commend service, and assist families in need. Some recipients are selected from the student body based on specific criteria, while others require application. Announcements are made in the spring and posted on the NDA website to inform students and parents of application requirements and deadlines. Applications are available online or in the school office.

#### **Sister Mary Agnetis Scholarships**

Several incoming freshmen are awarded partial tuition scholarships through the generosity of the Sisters of Notre Dame. These scholarships are based upon entrance test scores, scholarship testing, and a writing sample.

Four current freshmen, four current sophomores, and four current juniors are awarded partial tuition scholarships for the following school year. Two are awarded to the students who rank first and second in the class; two are given to students chosen by the faculty based on over-all academic achievement. These scholarships are supported through various generous donors, including gifts in memory of Sister Mary Agnetis Schmitz, the first principal of Notre Dame Academy. An application is required.

**Mary Burroughs Scholarship**

These partial tuition scholarships have been established in memory of Mary E. Burroughs, a former Northern Kentucky resident and friend of NDA who was supportive of Catholic education. This scholarship is awarded to students who demonstrate need and are committed to their education at NDA. An application is required.

**St. Julie Billiart Award**

A partial tuition scholarship is awarded each year to a student who demonstrates an outstanding spirit of service. An application is required.

**B.E.S.T. Scholarship (Business Education Success Team)**

A partial tuition scholarship provided by Corporex, NDA's B.E.S.T. Partner, is awarded to a student who has worked the hardest, improved the most and put forth the most effort within classes. The scholarship recipient is selected from students who have been nominated for three consecutive quarters or have been selected as the B.E.S.T. Award recipient for one quarter.

**Sister Mary Clareta Scholarships**

Two partial tuition scholarships are awarded annually by the family of Sister Mary Clareta Bomkamp, an NDA graduate and a former business teacher at Notre Dame Academy. Juniors who have demonstrated hard work and exceptional effort in their classes over the past three years are eligible for this award. Students may also apply on the basis of need. An application is required.

**The Gospel of Life Foundation**

In honor of the encyclical letter by Pope John Paul II, *The Gospel of Life*, Drs. Thomas and Nancy Shaughnessy established this foundation in the year 2000 to encourage the administration, faculty, staff, and students of Notre Dame to share the message of the sanctity of human life with classmates, school families, and the community at large. This foundation produces income to fund either scholarships to deserving students who have been active in promoting life or to fund activities that do so. An application is required.

**The Guy Hollenkamp Memorial Scholarship**

A trust fund has been established in memory of Guy Hollenkamp, who was an active supporter of Covington Catholic and Notre Dame Academy. Guy was a graduate of CCH and planned to send all of his children to CCH and NDA. This scholarship is reserved for NDA or CCH students who are attending either of these schools when a parent dies. The family may apply for this scholarship if tuition and other educational expenses would make continued attendance a financial hardship for the family. It is the sincere hope of the friends of Guy Hollenkamp, who initiated this scholarship, that no child will undergo the additional loss of his/her school community because of finances. The scholarship is administered by Friends of Guy Hollenkamp. An application is required.

**Tuition Assistance Grants**

Limited need-based grants are available to students. The student's over-all record is considered in addition to need. These grants are provided by many generous donors, including those who have set up Trust Funds. A parent and the student applying must fill out and submit the PSAS (Private School Aid System) forms. Awards up to full tuition/fees can be made from this fund but most often the awards supplement tuition payments or work aid hours. These grants are not automatically renewable but a family may apply each year. There is no stipulated grade point average required for consideration. The student must demonstrate that she is making good use of the grant through her scholarship and conduct. An application is required.

## **SENIOR AWARDS**

### **Academic Signing**

Each Spring seniors who have received at least half tuition scholarships to the college or university they are attending are recognized at a ceremony. Officials from the various colleges and universities are invited to recognize the students.

### **Commonwealth Diploma**

This is a second diploma awarded at graduation to those students who meet the criteria established by the State of KY, including the completion of four advanced placement courses in specified subjects.

### **National Honor Society**

Juniors and Seniors who meet the standards of the National Honor Society may apply for membership. Graduates in the N.H.S. wear a gold cord over their graduation gown.

### **Notre Dame Distinguished Graduate Award**

This award is given to a senior who is a most authentic witness to Notre Dame education. The award is based on Grade Point Average, service and outreach in the community, which is evidenced in living out Gospel values in every day life.

### **Outstanding Senior Award**

The Departmental Outstanding Senior Award is given to a senior in each academic department who has had success in the department's curriculum, has taken part in subject related activities outside of class time, and has displayed a positive attitude

### **President's Education Award**

The President's Education Awards Program provides recognition from the President and the U.S. Secretary of Education to seniors whose outstanding efforts have enabled them to meet challenging standards of excellence. Awards of achievement are presented to students who have a 3.5 GPA OR have scored in the 85th percentile on the SAT or ACT test. Awards of excellence are presented to students who have a GPA of 3.5 AND have scored in the 85th percentile on the ACT or SAT.

### **Work Ethic Diploma**

The Northern Kentucky Chamber of Commerce awards Work Ethic Diplomas to seniors who have exhibited a positive work ethic throughout the school year. Criteria for judgment includes a combination of grade point average, absence rate, attendance rate, tardy rate, discipline, community service, punctuality in completing assignments, respectfulness, group cooperation, and work ethic.

### **Valedictorian and Salutatorian**

The Senior who has the highest class rank after the third quarter is recognized as the class valedictorian. The Senior with the second highest rank is recognized as the class salutatorian.

## **VI. CODE OF CONDUCT**

As a Catholic school, Notre Dame Academy strives to create a climate of order and learning that necessitates respect for self, parents, teachers and staff, and classmates. Notre Dame Academy has high expectations and standards for its students. The challenges that Notre Dame presents are deliberate and intended to help young women become mature, responsible and conscientious individuals who espouse the values and ideals of the school's patroness, Mary.

The policies and regulations are established to create a safe, productive environment for all. It is essential to the student's social, moral and spiritual development to experience and accept consequences if her behavior is inappropriate. Parents, teachers, counselors and administrators work together with the students to help them succeed at Notre Dame Academy.

Students are to conduct themselves appropriately at all times, including extracurricular activities such as dances and sporting events whether they take place at Notre Dame Academy or in another location. All activities sponsored by NDA are drug free activities. The school reserves the right to conduct random searches of lockers, purses, or other belongings and to issue a breathalyzer or drug test.

Notre Dame Academy relies on a tiered approach to consequences by recognizing that some behaviors warrant more serious action than other behaviors. In accordance with our Discipline Policy, the level or seriousness of an offense will result in appropriate consequences as determined by the teacher and/or administration.

### **ACADEMIC DISHONESTY**

Students who try to gain academic credit dishonestly engage in Academic Dishonesty. Integrity and honesty are two very important virtues Notre Dame Academy tries to instill in its students.

Plagiarism is defined as presenting the words, ideas, or opinions of someone else as one's own. Students practice plagiarism when they use the above from sources including books, magazines, pamphlets, web pages, CD's or other paper or electronic media without crediting the source regardless of intent. Plagiarism also occurs when students copy the work of another person and present it as their own. Notre Dame Academy subscribes to *Turnitin*, a program that allows students to submit their work electronically to detect any use of plagiarism. Each student has an account and should use the service for every paper she is assigned to avoid the use of plagiarism.

Cheating includes working together with another student on an assignment or take-home test when specifically told not to do so by the teacher. Using notes, texts, "cheat sheets", or writing notes on the body and clothing is also considered cheating.

A student who cheats or plagiarizes receives a double violation and two detentions. The Academic Counselor and parents will be notified. Participation in extra-curricular activities, including National Honor Society, may be jeopardized. Further academic consequences are at the discretion of the teacher. A student who aids in the dishonesty may receive the same consequences. A second incident of academic dishonesty will be considered a Serious Offense.

### **ALCOHOL AND OTHER DRUGS**

The sale, purchase, transfer, consumption or possession of alcohol or any controlled substance is a serious offense and is subject to disciplinary action that may include expulsion. In addition, such conduct is in violation of the law and is liable to criminal prosecution. The school reserves the right to use a breathalyzer or drug test and search personal possessions including purses, locker contents, and vehicles when necessary on the Notre Dame premises or at a school function. Police may be called in to assist with the search.

If a student attending school or a school sponsored event is determined by the person in authority to be under the influence of a controlled substance, including alcohol, a parent/legal guardian will be called and the student will be required to leave the activity in the company of her parent(s). A Serious Offense hearing will be scheduled shortly after the offense occurs. The NDA Substance Abuse Policy can be found in Appendix #3 in the handbook.

### **ASSEMBLIES**

Each student is required to attend the school assemblies. Behavior suitable to the assembly at or away from the school is expected. Students are to follow the supervising teacher's instructions.

## **CELL PHONES**

Students may not use cell phones during the school day, including lunch and study hall times. Text messaging is absolutely forbidden. Failure to comply will result in the confiscation of the device and a double violation. Repeat offenders will not be allowed to bring these devices into the school building.

Parents are asked not to call a student's cell phone during the school day to leave a message, or to text message a student during the school day. Please call the school office if a student must be reached during the school day and the office staff will get the message to her. If a student's cell phone rings during the school day, she will receive a violation.

## **DANCES**

Dances that are held at Notre Dame or Covington Catholic are school-sponsored events **that** are drug free. Appropriate dress and behavior, as well as appropriate dancing is expected. Random breathalyzer tests and purse searches may occur. Students who do not follow the rules will be asked to leave after the parents have been notified.

## **ELECTRONIC DEVICES**

Students are not to bring any electronic devices such as i-pods, CD or DVD players to school. Notre Dame Academy cannot take responsibility for any electronic devices a student brings to school if it is lost or stolen.

## **FORGERY**

The student who forges a signature receives a double violation and two detentions. Parental permission to sign their name is still considered forgery.

## **HARASSMENT**

Students are to be respectful and courteous at all times. Profane, obscene or intimidating speech and/or actions will not be tolerated. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, religious or political beliefs, color, national origin, physical or mental ability, gender, sexual orientation, marital or parental status. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any of the following:

- Cyberbullying: the use of technology to harass another person or group of people
- Hazing: any act intended to put a student in a ridiculous, disconcerting, or embarrassing position
- Physical Harassment: unwelcome contact, intimidating acts, bullying
- Sexual Harassment: unwelcome contact or looks, sexual advances, requests for sexual advances, or sexual favors, and other verbal, visual, or physical conduct of a sexual nature
- Verbal Harassment: derogatory comments and jokes, threatening words spoken to another person, taunting, name calling, bullying, explicit/offensive references
- Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures

Any harassment should be reported to a teacher, counselor, or the administration immediately and may be done so anonymously. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action even if the harassment is not done on school property,. Students found to have filed false charges will also be subject to disciplinary action. NDA administration will contact the parents of both the alleged harasser and the victim when an issue of harassment is made known.

Threats or acts of physical violence will not be tolerated, and may result in expulsion, in addition to the school contacting the local authorities if criminal activity has occurred.

## **INTERNET ABUSE**

Each student signs a contract regarding Internet use. Violation of the contract signed by the student results in a violation and suspension of school computer use. The teacher may include additional consequences.

## **OBSCENE LANGUAGE**

Obscene language is prohibited. A student using obscene language may receive a detention, a violation, or both, at the discretion of the person in authority.

## **SMOKING**

Students may not smoke on the school premises or at a school function. If a student is found smoking the parents are notified, a double violation is issued, and the student pays a \$25.00 fine.

## **STEALING**

Students should have respect for their own and other student's property. If a student is involved with stealing she is obliged to make restitution. Her parents will be notified. Such conduct may be a violation of the law and is liable to criminal prosecution. Further consequences are determined by the administration.

Students may put locks on their lockers if they wish to do so. Notre Dame Academy does provide locks to students who request them and these are the only locks that may be placed on the lockers.

Students should not go into another student's locker without her permission. This is a violation of the theft policy. Students are not to share lockers.

It is the responsibility of the student to report any incident of stealing, and/or report any knowledge of an individual involved in stealing. Anonymous reporting is encouraged and will be provided.

## **STUDENT COMMITMENTS**

Students are responsible to fulfill commitments they have made, keep appointments, carry out assigned duties etc. Failure to do so results in a violation for lack of responsibility.

## **TECHNOLOGY**

Computers are available for individual use in the Media Center unless reserved by a teacher for a class. Students may also use the Computer Labs with adult supervision. A filtering system establishes parameters for appropriate use within the building, but students and their parents are primarily responsible for the appropriate use of technology.

Notre Dame Academy does not allow the use of its name on the Internet in unofficial capacities such as student identification on social networking websites or weblogs. NDA reserves the right to require its name be removed from any site that contains material determined to be threatening or offensive. Students may not access social websites or weblogs on the school's computers in accordance with the Internet Acceptable Use Policy, appendix #2 in the handbook

Inappropriate use of technology that including but not limited to harassment, use of school name, remarks directed to or about teachers, offensive statements, or safety threats will be subject to consequences even if the use occurs off of school property.

## **TRUANCY**

A student who skips one class receives a violation and makes up the time in detention. A student who is truant for a day receives three violations and makes up the day in a manner determined by the administration. The student will receive a zero on any assignments that were due and/or tests or quizzes given while she is away from the classroom.

When the school becomes aware that a student is truant, the parents are notified. The school is not responsible for the student's safety while she is not in school.

## **USE OF PHONES**

A student may ask to use the office phone if she must make a phone call during the school day or while at school. A student may not use any of the school phones or a cell phone without permission of a staff person.

## **VIOLENCE**

Fighting is not tolerated. Any incident involving physical force is a Serious Offense.

Threats of violence will be taken seriously. These are to be reported to the administration immediately and may be subject to disciplinary action and possible police intervention.

## **WEAPONS**

No student may bring or have a weapon in her possession on the school premises or at school functions. Having any type of weapon is a Serious Offense. Such conduct is also a violation of the law and liable to criminal prosecution.

## **TERMS AND PROCEDURES OF CONDUCT**

**Violation** - a written notice given to the student for an infraction of a school rule

**Fine** - a monetary charge for chewing gum, having food outside of the cafeteria, parking without a permit, smoking, or having a book uncovered

**Uniform Warning** – a written notice given to the student for not following dress code

**Detention** - time served from 2:55 - 3:40 for

- an accumulation of violations - one detention is served for every violation after the fifth
- two uniform warnings
- a lack of cooperation for not paying fines by due date
- a teacher-issued infraction
- three tardies to classes in one semester
- a Serious Offense
- probation

Detention is scheduled every Tuesday and Thursday until Spring Break. After Spring Break detention is scheduled daily. It is a continuation of the school day for students and the rules that apply to uniform, cell phone use, and other matters are in effect. A student who arrives to detention after 2:55 PM is not permitted to enter the detention room and is subject to a second detention or Saturday school. A student who does not serve her detention is subject to a second detention or Saturday school.

**Probation** - a period of time in which a student works closely with her parents, counselors, and the disciplinarian to make the necessary changes in behavior that will enable her to continue at Notre Dame. Probation is imposed for an accumulation of ten violations within the course of a school year or for a Serious Offense.

During this time the following will be in effect:

- Suspension of all extra-curricular activities
- detention will be served every day for an initial period of 20 days
- teacher evaluations will be completed after a ten-day period and again after the initial 20 days; the disciplinarian will discuss these evaluations with the student
- if the student has shown little improvement after 20 days, she will remain on probation until some improvement is shown
- if the student skips detention while on probation, 5 detentions are added to the total
- every violation after 10 warrants a double detention that will be served after the initial 20 day period

**Serious Offense** - a serious incident or behavior contrary to the philosophy and/or the rules of Notre Dame Academy. The student must appear before a Review Board. A single Serious Offense may result in suspension or expulsion. The Board's decision is final.

**Suspension** - removal of a student from the classroom for a period of time; the student is required to do class work and home assignments; ordinarily this will be in-school suspension

**Expulsion** - The result of accumulating 15 violations in one school year. A student may ask to appear before a Review Board to appeal this dismissal. The decision of the Board is incontestable and final. If the student is permitted to remain at Notre Dame Academy, she will have detention every day for the next 20 school days and other stipulations may be required.

If fifteen violations are reached again in another school year, the student is automatically dismissed. There is no appeal.

**Review Board** - a group of administrators, counselors, and representative teachers who meet with a student to discuss a Serious Offense or to hear a student's dismissal appeal; parents are invited to be present; the decision of the Board is incontestable and final.

If a student is permitted to remain at Notre Dame, she will write a summary of her hearing and submit it to the principal by 8:00 AM the next school day. Other consequences will apply.

If there is a lack of cooperation after appearing before a Review Board, the student will be asked to leave Notre Dame without the benefit of an appeal.

## **VII. COMMUNICATION**

### **ACADEMIC RECORDS**

Access to student records will be granted to non-custodial parents only to the extent provided in the divorce decree, in written instructions from the custodial parent (guardian), or in a valid court order.

### **CONFERENCES**

Parent-teacher conferences are scheduled after first quarter report cards have been issued. This allows time for the teachers to get to know their students and their abilities. Conferences are scheduled for a ten-minute period per class. Parents are encouraged to attend conferences so they can make contact with their daughter's teachers and check on her progress.

Parents may call or e-mail a teacher at any time to request a conference. Both parties will agree on a time to meet. Parents should request if it would be helpful to the student if other personnel, including counselors or a member of the administration, should be present. The student may be requested to be present at the conference.

### **DYNACAL**

NDA uses a web-based calendar system for scheduling its events. Calendars can be viewed by grouping or in their entirety through the NDA website.

### **E-MAIL**

E-mail is the primary form of communication with parents. Parents are asked for their e-mail addresses so that important information may be shared in a timely manner. It is the policy of Notre Dame Academy not to distribute or sell e-mail lists.

### **HOME MESSAGES**

At times the school sends messages home through the students. When this is a message of particular importance, the parent(s) will be asked to sign the communication and return the needed information through their daughter. The student will be held responsible for returning the communication in a timely manner.

### **MESSAGES AT THE SCHOOL OFFICE**

The student is responsible to pick up her messages at the message board or in the school office. No messages are delivered during the school day except for emergency situations. The principal must be apprised of the emergency and decides the manner of informing the student.

All messages should be called in by 2:00 PM.

Notre Dame Academy does not accept deliveries of flowers, balloons, food, etc. for birthdays or other occasions.

### **THE NOTRE DAMIAN**

The *Notre Damian* is a quarterly community newsletter and is mailed to all school parents. The *Notre Damian* features good news about the school, students, alumnae, and the school's supporters. This newsletter is published by the Development/Alumnae Office and serves as a communication link between students and alumnae, parents and friends.

### **ONLINE GRADING**

Notre Dame Academy has an online grading program that teachers will be required to update at midterm and at the end of the quarter. This will allow students and parents to access grades and check on student progress at these times.

### **PANDA Family Directory**

The *Panda Family Directory* is published annually and contains student and parent names, addresses, and phone numbers arranged by grade level as well as an alphabetical listing of student's names with their phone number. Notre Dame will not publish student information or will publish more than one contact upon parent request.

## **PANDA PRESS**

The *Panda Press* is NDA's weekly school newsletter that keeps parents informed on the many interesting and exciting activities that take place daily at NDA. The newsletter includes a monthly calendar that supplements the yearly calendar sent in August. It is posted on the web site and parents are notified by e-mail when a new edition of the Panda Press is available. Parents may request a hard copy of the Panda Press if they do not have internet access.

## **PERSONAL MAIL**

Notre Dame reserves the right to open personal mail that is sent to the school addressed to a student. Use of the school mailing address by students is not allowed.

## **POSTING NOTICES**

Nothing may be posted in or around the school without prior permission from the NDA sponsoring club moderator. In cases where there is not club sponsorship, permission must be obtained from the administration.

## **PROBLEM SOLVING PROCEDURES**

As we strive to achieve common goals, we are expected to continuously work with others. We recognize that problems may arise despite all of our best efforts. When this happens, it is important to know the best way to proceed. If the problem is with another student, the student should seek the advice of the personal counselor or the disciplinarian. If the problem is with a teacher, the student should first approach that teacher. If the student feels the personal contact was not effective, a parent is advised to speak with the teacher. If both contacts prove unsatisfactory, the parent may call a counselor or administrator to discuss the situation. Counselors and administrators will check with students and parents to make sure this procedure has been followed before getting involved.

## **P.T.O.**

The PTO (Parent Teacher Organization) is a means of involving parents in the school. There is a volunteer sheet given to each family at August parent meetings so parents can indicate the level of involvement they would like to have. PTO sponsors many activities including grade level events. They request volunteers to supervise classrooms when teachers are unable to be there, chaperone dances, and involvement in the *Autumn Gala*, an annual fundraising event. NDA encourages all parents to get involved in the PTO at some level.

PTO also sponsors a Parent Safe Home Pledge explained in Appendix #4 in the handbook.

## **SCHOOL DELAYS/CLOSINGS**

Notre Dame Academy uses the Cincinnati Bell Parent Notification system to inform students and parents of school delays or closings. The Media Specialist will also try to put the information on our Website once she receives it.

## **VISITORS**

Notre Dame welcomes all visitors, especially parents and alums. However, to insure that a safe, academic atmosphere with minimal interruptions is maintained, all visitors are required to report to the school office, sign in and receive a visitor's badge. No one is permitted in the building during the school day without displaying a visitor's badge, and visitors may not interrupt classes in session.

If a parent wishes to attend a school performance or activity scheduled during the school day, s/he should make this request at the school office in advance of the event.

Students from other schools may not be in the school building unless they are present for an event or have scheduled a day to shadow an NDA student. Alums are asked to visit after the school day is over.

## **VIII. DRESS CODE**

Notre Dame Academy has a school uniform that consists of:

- a gray uniform skirt
- a white NDA banded shirt
- white socks
- shoes that have a back to them

Optional items that may be purchased and worn with the uniform include:

- a navy blue Notre Dame Academy pullover sweater
- a navy blue Notre Dame Academy sweatshirt
- gray, black, or blue leggings

Students are expected to be in uniform throughout the school day and to wear the uniform skirt zipped and buttoned. It may not be rolled at the waist and may be no more than three inches above the knee. NDA encourages parents to check how the uniform fits at the beginning of each school year and to purchase a new one if necessary.

If a student chooses to wear a T-shirt under the uniform shirt, it must be a plain white V-neck and may not be visible. No slacks may be worn under the uniform during the school day. Students may wear the uniform sweater or sweatshirt during the school day. No other sweaters or sweatshirts are acceptable. NDA Spiritwear may be worn on special occasions.

White socks and appropriate shoes are to be worn at all times.

Freshmen are required to purchase uniform gym shorts from NDA. An appropriate T-shirt is to be worn with the shorts.

Students should rarely be out of uniform during the school day. Any exception requires a note from the parents and a permit from the school office to be presented to each teacher.

Visible body piercing, except the ear, and visible tattoos are prohibited at school.

Extreme unnatural hair coloring is not permitted.

Failure to comply with the uniform regulations will result in a uniform warning. Two uniform warnings will result in a detention.

### **DRESS DOWN DAYS**

There may be occasions throughout the school year when the students may "dress down" for the day. Attire permitted on these days include:

- jeans, sweat pants, wind pants, or capris
- a shirt, with sleeves, that covers the stomach area and is not low cut
- shoes with a back to them

Students may wear NDA Spiritwear on Dress Down Days, but no spiritwear from other schools may be worn. Students may not wear clothing that contains inappropriate writing.

## **DRESS UP DAYS**

There may be occasions throughout the school year when the students may "dress up" for the day. The dress code for these days is black dress slacks and a white blouse or shirt with sleeves. The blouse or shirt must cover the band of the slacks and may not be low cut. Shoes with a back to them are required for safety purposes. Students are expected to look nice on these special days.

## **SPECIAL OCCASIONS**

Students sometimes have the opportunity to dress up for events such as Silver Bells, a semi-formal dance for sophomores through seniors; Junior/Senior Prom, a formal dance; Mother-Daughter and Father-Daughter; special senior events; and when performing. At these times it is expected that students dress in a way that is acceptable for a Catholic high school. This includes appropriate dress or skirt length and coverage of the stomach, back, and chest areas.

## **IX. EMERGENCY PROCEDURES**

### **CRISIS PLAN**

NDA has a School Crisis Plan that is on file in the school office. Parent information is contained in Appendix #1 in the handbook.

### **FIRE DRILLS**

Students are to follow the directions for vacating the building, noting the red arrow above the door in the room where they are at the time of the fire alarm. Students move quickly and in silence to the designated area for each homeroom outside the building. Speaking is strictly forbidden during an evacuation. In the event that an ordinary fire exit route is cut off, the first students to reach the blocked exit should raise their hands to indicate to the students behind them to turn around and go to another exit.

### **TORNADO/EARTHQUAKE DRILLS**

Students need to keep absolute silence and follow the directions given over the intercom.

## **X. HEALTH AND SAFETY**

### **ACCIDENT PROCEDURES**

Accidents or other occurrences during school hours, on buses, or at school sponsored activities resulting in injuries will be immediately reported to the school office. An accident report will be completed. Any student at the scene of an emergency should report the problem to the nearest adult authority or call the school office for help.

No student should take action by herself. If there is a doubt about the nature of the injury, do not move the victim. Call for emergency assistance. All such accidents will be reported to the parents by phone if possible. If a parent cannot be reached, the person(s) listed on the student's emergency card will be contacted.

### **EMERGENCY CARDS**

An emergency card is kept in the school office for every student. This contains pertinent information for contacting parents/legal guardians and others in the event that a parent/guardian cannot be reached. The card also includes important medical information. It is essential that this information remain current.

When there is a change of address, phone number, place of employment, etc. for any of the named contacts, this should be reported to the school office immediately.

## **MEDICATIONS**

The school does not administer medication to any student unless there are exceptional needs. Students are to keep medications with them in an accurately marked container and may not dispense them to another student. Dispensing any drug, even if it is over the counter medication, is considered trafficking.

## **XI. SPECIAL CONCERNS**

### **ABORTION**

Consistent with its proactive position on the sacredness of all life, Notre Dame Academy, in support of the teaching of the Church, does not view abortion as a viable alternative or a moral option.

Any student who publicly supports abortion or has been reported to have had an abortion is referred to the administration. The administration has the right to require counseling or take other appropriate measures as deemed necessary.

If a student who has chosen an abortion as a means to terminate a pregnancy, confirms this action to a member of the school administration, faculty, staff, or members of the school, they are encouraged to offer compassion and assist her in seeking emotional, physical and spiritual help. A mandatory meeting will be held with the student, parent/guardian, and the appropriate school personnel to establish a follow-up program. After all measures have been taken, the administration has the right to institute suitable disciplinary action, including dismissal.

### **EMPLOYMENT**

Students who actively participate in academic and extra-curricular activities fully benefit from the program at Notre Dame Academy. Students who seek employment during the school year may limit their opportunities to receive the maximum benefit from the school's program.

### **MARRIAGE**

Notre Dame Academy respects and upholds the sacredness of the marriage vows. At the same time, it reiterates its parameters as a school for single young women. If a student chooses to marry, she may not attend classes but may possibly complete the current year. If she has completed all the requirements for graduation she will receive a diploma, but will not participate in the graduation ceremony.

### **PREGNANCY**

Notre Dame Academy continually stresses the reverence for life in all its stages. It emphasizes the importance of chastity as the moral choice for an unmarried teenager. An NDA student who becomes pregnant will meet with the school administration along with her parent/guardian(s) as soon as possible to determine how she may continue her education during the time of pregnancy and after the birth of her child.

A student choosing to single parent will develop a specific plan for caring for her child in such a way that the student can complete a normal course-load of classes, homework etc. She and her parents will present this plan in writing to the administration in a timely manner. If the plan is accepted and the student returns to the classroom, she is expected to make up her missing work just as any other student would after an extended absence. She will once more take up the responsibilities and the daily routine of school life.

## **STUDENT SERVICES**

The counseling staff assists students in the following areas: college, academic, discipline and personal. Students are able to take advantage of group and individual services unless parents send a written notice to the contrary. Kentucky law generally requires the counselor to keep certain information confidential. Exceptions include legal or life threatening situations, or verbal or written permission from the student that allows the counselor to reveal such information.

A student is encouraged to seek support by scheduling an appointment with a counselor directly or through a note left in the counselor's mailbox. Concerned staff, students, or parents may also refer a student to one of the counselors. As soon as possible, the student will receive an appointment slip from the counselor.

## **XII. SPIRITUAL DEVELOPMENT**

### **CAMPUS MINISTRY**

Campus Ministry provides a variety of spiritual experiences throughout the year so that in an atmosphere of faith, community, and service students may grow in their commitment to God and the people of God.

### **STUDENT INVOLVEMENT**

All students are expected to participate in the spiritual activities which are part of the Religion program and the total school program. These include all-school Masses and Prayer and Reconciliation Services.

**Retreats** - Retreats are provided for all students according to their grade level and students are required to attend NDA's grade level retreat. This time is given in order to provide additional time for prayer and reflection. The Senior retreat is held at a retreat center which has overnight accommodations.

**Service** - In order for students to integrate religious truths and values with their knowledge of religion, students are required to complete service hours as follows:

- Freshmen: Two service days, within the school day, are scheduled during the school year.  
Sophomores: Four hours of service are served in each of three out of four quarters.  
Juniors: A block of time is provided within the school day on a weekly basis, giving time for service at a local agency.  
Seniors: Each senior makes her own plan of action and commits herself to 24 total hours of participation with an agency, cause or activity of her choice.

The hours of community service are to be completed in organizations approved by the Outreach Coordinator, with activities that are non-profit. Specific guidelines for each level of service are given at the beginning of the school year. Ideas, opportunities and help in planning are provided for each class level. Religion credit is withheld from any student who does not complete her required service.

## **XIII. STUDENT ACTIVITIES**

Notre Dame Academy offers a variety of extra-curricular activities for students. We encourage students to get involved in these activities. Besides the various clubs and sports listed, NDA also offers opportunities in the arts through plays and other special events.

### **CLUBS**

Academic Team	Choral
Art Workshop	Culinary
Big Sisters	Dance Team

L.I.F.E.  
Ministry Team  
Panda Newbies  
Environmental  
French  
Girls Athletic Association  
History

International Culture  
Latin  
Pom-Pom Team  
Spanish  
Speech and Drama Team  
Student Council  
Student Outreach  
Teen Leadership Club for Health and Wellness

Some clubs have open enrollment while others have certain requirements. Students who hold Student Council elected offices require a good discipline record. If a student has received six or more violations in the current academic year, she is not eligible to run for an office. However, she may appeal for eligibility in writing to the administration. Students who accumulate six violations while in office will be placed on probationary status and may have to forfeit their position. All candidates for the office of school co-president must first be interviewed by the administration to determine her qualifications to run for the office.

#### **SPORTS**

Basketball	Soccer
Bowling	Swimming and Diving
Cross Country	Tennis
Fast-Pitch Softball	Track and Field
Golf	
LaCrosse	Volleyball

Students try-out for the various sports teams. However, NDA does offer a no-cut sport in every season and an intramural program for all students.

#### **XIV. USE OF FACILITIES AND EQUIPMENT**

The building is open from 7:00 am to 6:00 pm on school days with office hours from 7:00 AM to 4:00 PM. Any room or equipment used must be properly cared for and left in order for the next person's use. Any individual or group that does not comply with this regulation forfeits the privilege of using the facilities. No student may use school property nor go to a teacher's desk without permission. Classrooms will be locked when not in use.

Evening activities are under the supervision of a moderator. The school avoids scheduling activities on Sunday and students should not come to school to do their work.

Classroom decorations, displays, and hall posters should be confined to the cork boards/display strips, must be in good taste, and must be removed in timely fashion. Tape and other adhesives that mar walls, chalkboards and other furnishings may not be used. A teacher's signature is required on posters and displays before hanging.

At the end of each school day, rooms are put in order. Students are asked to assist with these chores. At the end of the school year, every student and teacher takes part in the annual cleaning. In this way the building is maintained, costs are kept down and each student is taught shared responsibility.

#### **ACCEPTABLE USE POLICY**

Only those students who have parent signature(s) on the Parent/Student Agreement Form and have themselves signed the Internet Acceptable Use Policy form may use the internet at school. (See Appendix #2)

## **CAFETERIA AND SNACK AREA**

The student foyer and the cafeteria are the only areas where students may have food or drinks. No food or drinks, including water, may be taken anywhere else in the building or kept open in a student's locker. In the cafeteria and snack area, students are expected to observe proper social behavior and are to leave these areas in order. Lunch must be eaten in the cafeteria. If weather permits, students may eat outside.

## **CARE OF CLASSROOM AND EQUIPMENT**

The teacher maintains the classroom facilities and equipment. Students should ask permission before placing posters, projects, or other classroom decorations or displays in a classroom. Students should also ask permission to open or close windows, or turn on or off the fan or air conditioners. School equipment such as TV's and VCR's should not be handled by students without teacher permission. At the end of each school day, rooms are put in order. At the end of the school year, every student is required to take part in the annual cleaning. In this way the building is maintained, costs are kept down and each student is taught shared responsibility.

## **CHEWING GUM**

Chewing gum anywhere in the building or eating food or drinking beverages outside of the cafeteria/snack area is prohibited. A fine of \$5.00 per offense must be paid within one week. Failure to pay the fine within the stipulated time period warrants a detention.

## **COMPUTER ROOMS**

These rooms are open for student use after school with adult supervision until 4:00 PM. No food or drink is permitted. Anyone with food and/or drink receives a \$10.00 fine and must leave the room.

## **LOCKERS**

Each student is responsible for her locker. It is her choice to lock or not lock it; however, if locked the student is to use a lock issued by the school office. The school is not responsible for anything removed from a locker.

Only Booster parents may decorate lockers for regional/state championships. Otherwise, students may not decorate lockers nor attach balloons and other items to them. The locker must be closed at all times when not in use. Students may not store open food or drink in their lockers.

Student lockers are the property of the school. If there is legitimate cause, persons in authority have the legal right to examine a student's locker.

## **LOST and FOUND**

Lost articles will be brought to the school office. At the end of each day the secretaries will return labeled items to the student. Any unlabeled or unclaimed articles will be placed in the Lost and Found at the school office. Monthly, all remaining articles are disposed of and donated to a worthy cause.

## **PARKING LOT**

Students who drive to school need to purchase a parking permit at a cost of \$25.00. All parked cars must show a parking permit for the current year. Students are to park on the main lot in the student parking area in their designated spot. A car parked on the lot without a permit or in a reserved area will result in a \$5.00 fine and a violation. Failure to pay this fine results in a detention. A car parked in a fire lane is subject to police citation and may be towed at the owner's expense.

## **RESTRICTED AREAS**

The use of conference rooms, private music rooms, the kitchen and other such areas is permitted only under the direction of a teacher. The faculty room is off limits to students.

## **SCHOOL PROPERTY**

Students who destroy or damage school property will be held responsible. This may be considered a Serious Offense.

## **TEXTBOOKS**

All rented books must be covered. Free covers are available in the school office. At the end of the course each student must return the book issued to her as recorded on the book cards or pay for the book. Damages to a book result in a fine that is determined by the subject teacher. There is a \$2.00 fine for books that are not covered.

## **XV. APPENDICES**

### **APPENDIX #1 - CRISIS/EMERGENCY PARENT PROCEDURES**

Kentucky State Law (KRS 158.163) requires public and private schools to establish a Comprehensive Disaster Plan. Notre Dame Academy has expanded the plan to respond to any crisis situation in which we may find ourselves. The following aspects of the plan involve parents/guardians. The entire school plan is available at the school office and may be reviewed by any interested party.

In the event of an emergency, the following procedures will be put in place. These are established in the best interest of your daughter and the entire school community:

- A student needs to have a signed student emergency/release form on file in the school office and it must be kept up-to-date.
- No student will be permitted to leave with someone other than a parent, even a relative or family friend, unless that person is listed on the student's emergency/release form.
- All parents or designated parties who come for students are to sign the student(s) out at the office, or the area designated for the emergency.
- The student will leave with the person who signed for her.

The school staff is prepared to care for a student in critical situations. If parents/guardians are not able to reach the school, the student will be cared for by qualified staff who will be in contact with various emergency services.

#### **Parents/Guardians are requested to assist in following ways:**

Please do not call the school. The lines must be kept open for emergency calls.

Students will not be permitted to call home and ask permission to leave on their own. It is assumed that the nature of any emergency makes it unwise for a girl to be alone on her own at this time. Should a student call from a cell phone, remind her of this regulation and request that she cooperate with the school policy.

Every effort will be made to provide accurate information to the parents and those who need to know in as timely a manner as the situation allows. Please understand that the emergency situation makes it impossible for school personnel to deal with individual calls. Because of demands from the immediate situation on site, it may be necessary to simply inform a caller that we are unable to give any information at this time.

## **APPENDIX #2 – NDA TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

The students of Notre Dame Academy may have access to the school's computer network for the Internet and e-mail. Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, bulletin boards, and exchange messages with Internet users throughout the world.

While we believe that students will benefit from access to the Internet, they may find ways to access other materials that are illegal, defamatory, inaccurate or potentially offensive. Therefore, access to the Internet is given to students who agree to act in a considerate and responsible manner. No student will be given access to the school's Internet resources until the school receives an agreement signed by the student and the student's legal guardian. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the agreement without additional signatures.

### **Privacy**

The school reserves the right to review all data stored on the school's computer system (to include external media such as CDs, flash drives, etc.). Users should expect that files stored on the school servers, workstations, external storage devices, etc. will not be private or confidential and may be checked periodically.

### **Content Filtering and Monitoring**

The school will monitor the on-line activities and employ a filtering/blocking device on all computers with Internet access as required by law.

### **Use of New Web Tools**

Online communication is critical to students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

### **Blogging/Podcasting Terms and Conditions:**

- • Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- • Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- • Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.

### **Netiquette**

All users must abide by rules of network etiquette, which include the following:

- • Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- • Avoid language and/or graphic representations which may be offensive to other users. Don't use network or Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- • Do not assume that a sender of e-mail is giving her permission for you to forward or redistribute the message to third parties or to give her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

### **Rules and Responsibilities for Internet Use**

1. Sharing a user ID or using another person's user ID and/or password is prohibited.
2. Use of school technology for soliciting, advertising, fund-raising, commercial purposes, or for financial gain is prohibited (Example: Buying and selling items on sites such as eBay).
3. Accessing fee services is prohibited. The school will not be responsible for any charges incurred (Example: A site that requires a credit-card number for entry).
4. Users are to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school will offer assistance to local, state, or federal officials for the investigation and prosecution of persons using school technology in violation of any law.
5. Accessing, viewing, or disseminating information that is pornographic, obscene, libelous, or advertising any product or service not permitted to minors is prohibited.
6. Any unauthorized, deliberate, or negligent action which damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited (Example: Introduction of viruses, use of hacking tools, etc.).
7. Use of school technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited (Example: Remotely logging into a computer system used by someone else).
8. Users will not share personal information about themselves or others over the Internet without teacher permission.
9. Users may only use e-mail accounts for communication. (No chat rooms, instant messenger sites, etc. are allowed.)
10. Users will not download and/or install software on the computer systems.
11. Users are not to download, play, copy, or view music and/or videos from the Internet without teacher permission.
12. Users will not play computer/Internet games without teacher permission and supervision.

The rules governing Internet usage may be changed as needed.

### **APPENDIX #3 - SUBSTANCE ABUSE POLICY**

As a Catholic school, Notre Dame Academy promotes the holistic development of the individual. Similarly, Notre Dame acknowledges the detrimental effects of substance abuse on one's intellectual, physical, emotional relational and spiritual functioning.

Students at Notre Dame Academy are required to comply with civil laws governing the use of alcohol or drugs while at school or during school sponsored activities. Students shall not possess, use, sell, give or otherwise transfer, be under the influence of any drug or counterfeit controlled substance that is prohibited by law at school or any school-sponsored event. This includes but is not limited to alcohol, other intoxicants, illegal drugs, controlled substances and intoxicating inhalants.

Notre Dame is committed to the following goals:

- • To provide an educational program to prevent student use of addictive substances
- • To provide a safe alcohol and drug-free school environment
- • To identify needs and refer students for Substance Abuse Assessment and/or counseling

Notre Dame's policy is based on the following beliefs:

- • There is no responsible use of non-prescription controlled drugs, alcohol or tobacco by high school students. Adolescent use of controlled substances is illegal.
- • Participation in co-curricular and extra curricular activities is a privilege and participants represent the school.
- • Students will be held accountable for their actions.

According to diocesan policy, no alcohol will be served at any school-sponsored activities where minors are present.

Notre Dame Academy is committed to a chemical abuse policy that provides for the total well being of the individual. The school focuses on prevention activities to help students in decision-making skills to avoid problems with alcohol and other drugs. It strives for early intervention with students who are abusing chemicals or are chemically dependent. When school or athletic policies are violated an established disciplinary procedure will be enforced.

Students who voluntarily request assistance prior to school officials detecting a violation of school policy, will not be deemed in violation of school or athletic policies. A student may likewise refer a peer about whom she is concerned without penalty to the referred student, provided said student has not been detected in violation of the school policy.

#### **APPENDIX #4 - PTO PARENT SAFE HOME PLEDGE**

Alcohol and drug abuse among our high school students is at an all time high. It is a grave concern among parents, teachers and students. Notre Dame Academy has been taking measures to prevent this problem at school and at school related functions but it needs to go beyond the school. We have to combat this problem. We know how devastating a permanent injury can be or even worse, a drug or alcohol related death. It is our goal to create a safe environment for our daughters and sons.

It is illegal to give alcohol to a minor. Under Kentucky State Law and/or under local ordinances that have been passed in most areas, it is a criminal offense to have underage drinking occur if the parent knew or should have known that the drinking was happening.

An example of the penalties for the above noted violations include fines up to \$250.00 and jail time up to 90 days for a first offense and fines up to \$500.00 and jail time up to one year for any subsequent offense. In the event of personal injury or property damage occurring from a violation of minors consuming alcohol on their property, parents are subject to severe civil penalties in addition to the criminal sanctions.

The PTO would like your help in creating an alcohol and drug free social life for our children. As a PTO member, would you please sign the enclosed pledge and join the "SAFE HOUSE" committee?

Sign only if you are willing to support other parents. You will receive a list of all parents who have signed the pledge (both from CCH and NDA) with their names and phone numbers. Feel free to call them for any reason if your child is to attend a social event at their home.

If you can support and enforce the following goals, please sign the **FAMILY SAFE HOME PLEDGE** that is on the parent permission form given out at the beginning of the school year. The form is to be returned to the school office. A listing of Safe Homes is sent home to each family.

#### **Appendix #5 Policies for Transfer Students**

Notre Dame Academy will honor any high school credits a student has received if it appears on a transcript from another high school. Transfers occurring during the school year may have the current year's grades from their previous school included with grades earned at Notre Dame Academy, if practical, to determine course averages. Courses that cannot be continued at NDA will be evaluated by the counselors to determine if any credit can be awarded. A student may not repeat a course in which credit has already been issued, unless she chooses to forfeit that credit. If a course is repeated, the grade earned at NDA will be the grade that appears on the transcript.

Home school credits will only be issued if credit appears on a high school transcript.

Grades that are transferred from another school will be converted to the NDA grade and GPA scales. Students will only receive honors or AP credit if the course is clearly indicated as such on their transcript. IB courses will receive honors credit. Credits earned through remedial summer school will not be included in the GPA. Situations that are not covered by these policies will be evaluated on an individual basis.

## INDEX

Abortion	24	“Gospel of Life” Foundation	13
Absence Policy	4	Grading Scale	5
Academic Awards Ceremonies	12	Guy Hollenkamp Memorial Scholarship	13
Academic Dishonesty	15	Halls	9
Academic Failure	6	Handbook as a Contract	3
Academic Policies	5	Harassment	16
Academic Records	19	Heritage	2
Acceptable Use Policy	29	High School Placement Test	11
Accident Procedures	23	History of Notre Dame Academy	2
Accreditation	11	Homeroom	9
ACT	11	Homework	10
Admission	8	Honor Code	6
Alcohol and Other Drugs	15	Late Arrival	5
Announcements	9	Lockers	27
Assemblies	15	Lost and Found	27
Assignments	6	Lunch	10
Beliefs	2	Marriage	24
B.E.S.T. Award	12	Mary Burroughs Scholarship	13
B.E.S.T. Scholarship	13	Media Center	10
Book Bags	6	Medications	24
Cafeteria and Snack Area	27	Mentor Center	11
Campus Ministry	25	Messages - Home	20
Changing a Class	6	Messages - School Office	20
Chewing Gum	27	Mission Statement	1
Class	9	National Honor Society	14
Clubs	25	"Notre Damian"	20
Code of Conduct	14	ND Distinguished Graduate Award	14
Commonwealth Diploma	14	Obscene Language	17
Computer Rooms	27	Online Grading	20
Conferences	19	Outstanding Senior Award	14
Crisis/Emergency Parent Plan	28	“Panda Line”	20
Crisis/Emergency Parent Procedures	28	“Panda Press”	21
Dances	16	Parking Lot	27
Detention	18	Personal Mail	21
Dress Code	22	Philosophy	1
Dress Down Days	22	PLAN TEST	11
Dress Up Days	23	Posting Notices	21
Early Release	5	Prayer	10
Economic Policies	7	Pregnancy	24
Electronic Devices	16	President’s Education Award	14
E-mail	20	Probation	19
Emergency Cards	23	Problem Solving Procedures	21
Employment	24	PSAT	11
Enrollment Policy	8	P.T.O.	21
Equal Opportunity	8	P.T.O. Parent Safe Home Pledge	31
Examinations	9	Registration Fee	7
Expulsion	19	Restricted Areas	28
Extended Student Absences	5	Retreats	25
Field Trips	6	Review Board	19
Financial Obligations	7	SAT I	12
Fine	18	SAT II	12
Fire Drills	23	Scholarships	12
First and Second Honors	12	School Delays/Closings	21
Forgery	16	School Property	28

Senior Awards	14	Technology Acceptable Use Policy	29
Serious Offense	19	Terms and Procedures of Conduct	18
Service	25	Testing Program	11
Sister Mary Agnetis Scholarships	12	Textbooks	28
Sister Mary Claretta Scholarships	13	Tornado/Earthquakes Drills	23
Smoking	17	Transfer Policies	31
Sports	26	Truancy	18
St. Julie Billiard Award	13	Tuition	7
Stealing	17	Tuition Assistance Grants	13
Student Activities	25	Use of Facilities and Equipment	26
Student Agendas/Planners	7	Use of Phones	18
Student Commitments	17	Use of Web Sites	17
Student Eligibility	7	Valedictorian and Salutatorian	14
Student Involvement	25	Violation	18
Student-Parent Internet Policy	29	Violence	18
Student Responsibility	7	Visitors	21
Student Services	25	Weapons	18
Study Halls	10	Welcome	1
Substance Abuse Policy	30	Withdrawal	8
Suspension	19	Work Ethic Diploma	14
Technology	11	Work-Study Program/Tuition Share	8