

Notre Dame Academy



Student/Parent Handbook
2014-2015

NOTRE DAME ACADEMY

SCHOOL PATRON:	The Blessed Virgin Mary
PATRONAL FEAST:	The Immaculate Conception, December 8
SCHOOL COLORS:	Blue and Gold
SCHOOL MOTTO:	"Educating Women to Make a Difference"
SCHOOL MASCOT:	The Panda
SCHOOL OFFICE HRS:	7:30am - 4:00pm
SCHOOL ADDRESS:	Notre Dame Academy 1699 Hilton Drive Covington, KY 41011
SCHOOL PHONE:	(859) 261-4300
SCHOOL FAX:	(859) 292-7722
E-MAIL:	nda@ndapandas.org
WEB PAGE:	www.ndapandas.org

Notre Dame Academy is a National Blue Ribbon School of Excellence.

Notre Dame Academy is owned and operated by the Sisters of Notre Dame of Covington.

TABLE OF CONTENTS

PAGE

Welcome to Notre Dame Academy5

- A. Mission Statement
- B. Philosophy
- C. Core Beliefs
- D. Heritage
- E. History
- F. Accreditation
- G. NDA Handbook as Contract

Enrollment Policy7

- A. Admissions
- B. Equal Opportunity
- C. Withdrawal

Daily Life at Notre Dame Academy8

- A. Honor Code
- B. Academic Policy
- C. Academic Development
- D. Academic Environment
- E. Attendance Policy
- F. Campus Ministry
- G. Code of Conduct
- H. Conduct Terms and Procedures
- I. Dress Code
- J. Student Services
- K. Student Activities
- L. Technology
- M. iPad 1 to 1 Program

Use of Facilities and Equipment27

Communication28

- A. Academic Records
- B. Canvas: Online Learning Management System
- C. Conferences
- D. Email
- E. Home Messages
- F. Messages at the School Office
- G. The Notre Damian
- H. Online Calendar
- I. Online Grading
- J. Panda Family Directory
- K. Panda Press
- L. Personal Mail
- M. Posting Notices
- N. Problem Solving Procedures

O. Parent Teacher Organizations	
P. School Delays/Closings	
Q. Visitors	
Financial Policies	31
A. Financial Responsibility	
B. Fundraising	
C. Registration Fee	
D. Tuition	
E. Work-Study Program/Tuition Share	
Awards, Honors, and Scholarships	32
A. Academic Awards Ceremonies	
B. B.E.S.T. Award	
C. First and Second Honors	
D. School Scholarships	
E. Senior Awards	
Emergency Procedures	34
A. Accident Procedures	
B. Crisis Plan	
C. Fire Drills	
D. Lock Down	
E. Emergency Cards	
F. Medications	
G. Tornado/Earthquake Drills	
Special Concerns	36
A. Abortion	
B. Employment	
C. Marriage	
D. Pregnancy	

I. WELCOME TO NOTRE DAME ACADEMY

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 maintaining a safe and effective learning environment 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.

A. MISSION STATEMENT

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

B. 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. The school ascribes to the philosophy of St. Julie that 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, Notre Dame Academy 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 her faith. As a member of a dynamic faith community, each 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 educational principles 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.

C. 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 that 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.

D. HERITAGE

Julie Billiart was born on July 12, 1751 to 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. 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 Fr. 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 follow the examples of St. Julie, Hilligonde Wolbring, and Elisabeth Kuhling to be women who make a difference in our world.

E. HISTORY

The Sisters of Notre Dame, seeking refuge from Bismarck's Kulturkampf, came to the Diocese of Covington at the invitation of Bishop Toebe 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 initiated 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. The school 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 fundraising campaign. These Sisters wrote appeal letters to hundreds of people and one of Sister Mary Agnetis' appeals touched the heart 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 who 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 a 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 of the school. 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 and was later promoted to president in 2014. Sr. Lynette Shelton (Class of 1959) preceded Dr. Koehl as president of NDA who was appointed to this position in 2011 when Sr. Shauna Bankemper (former NDA president) was appointed to the General Government of the Sisters of Notre Dame in Rome, Italy.

The principal works with an Administrative Team, which includes an assistant principal, athletic director, dean of instructional technology and a registrar. 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, Hillegonde Wolbring and Elisabeth Kuhling.

F, 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.

G. NDA HANDBOOK AS CONTRACT

In light of the mission, philosophy and core beliefs of this school, the following policies have been established as a code of conduct for every student attending Notre Dame Academy. Respect for one's 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 in a way consistent with the educational principles of the Sisters of Notre Dame.

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. ENROLLMENT POLICY

A. ADMISSIONS

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.

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 grade school records as well as any records of a student dealing with a service plan or any other academic provisions made for her learning at her previous school.

B. 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.

C. 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 or her designee.

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. The school reserves the right to declare a suspended, expelled or withdrawn student unable to attend an NDA event.

III. DAILY LIFE AT NOTRE DAME ACADEMY

A. 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 acknowledging acceptance of the code as a condition of enrollment 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

B. ACADEMIC POLICY

Academic Progress

Each year the student must acquire the necessary credits to achieve the appropriate grade level status for the subsequent year (see [Curriculum Guide](#)). If through failures a student is lacking three credits, she will be required to repeat the entire year if she is permitted to remain at Notre Dame Academy.

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 academic counselor, to meet this requirement and provide documentation to Notre Dame Academy. NDA hosts an online credit recovery program – APEX Learning. Students are charged a fee for enrolling and completing classes through APEX Learning and will work closely with an academic counselor to register and complete the necessary coursework.

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.

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.

Curriculum

The Curriculum is reviewed and updated on a regular basis. The [Curriculum Guide](#) documents academic policy and course requirements. It assists students and parents in selecting courses appropriate to the students' 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.

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.

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.

Grading Scale

92 -100:	Represents exceptional mastery of the material
83 -91:	Above average work
74 -82:	Average work expected in a college preparatory school
70 -73:	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 (see [Curriculum Guide](#)).

Homework

All students are expected to study at home nightly and will be given assignments regularly to follow up the day's class work. Parents are encouraged to check Canvas, NDA's online Learning Management System, for class assignments. Students' failure to do homework may affect the grade, warrant a violation and/or result in an assigned Homework Lab – an assigned period of time after school when the student is expected to complete the missed homework.

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. This includes having all supplies, a charged iPad and completed homework. 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.

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 should contact her academic counselor if she is going to be missing several days of school.

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.

Students are also expected to behave appropriately in the classroom by paying attention and staying on task. Students who are found sleeping in class, disrupting class or are not prepared for class will receive a violation. 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.

C. ACADEMIC DEVELOPMENT

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 a student falls behind due to injury, illness or other circumstances.

Students may be required to utilize the Mentor Center based on academic performance or as part of a learning plan. A student may also request mentoring 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 the students can build the skills and confidence they need to succeed in the classroom. Student mentors in one subject may be mentees in another, effectively debunking any stereotypes associated with receiving tutoring assistance. 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 during the school day. This will be the last year sophomores will be able to take the Plan Test. ACT, Inc. will be starting a new test called Aspire, which will be administered in the 2015-16 school year.

PSAT measures verbal reasoning, critical reading, math problem solving, and writing skills. It is scored on a scale similar 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 the National Merit Scholarship Program 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 online through www.actstudent.org. In accordance to Diocesan policy, NDA administers the ACT to all juniors in the spring of the junior year. The juniors register for this special District test in the school and take the test on a school day. There is a fee for this ACT administered test.

D. ACADEMIC ENVIRONMENT

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 until all announcements are completed.

Book Bags

Students are not permitted to carry book bags into their classes, so they must be small enough 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.

Halls

For safety reasons students are not to gather or sit in the hallways before, during, or after school. No student should enter the hallways until after the 7:45 am bell. Students arriving before 7:45 are to report to the cafeteria or auditorium. Exceptions are made for those students who are meeting a teacher before class or are members of a class that meets before the normal school day. After 7:45 am students should go directly to their lockers and then to their first period class. After school students may work in the cafeteria, in the computer room, in the library, or wait in the foyer on the benches provided.

Students should maintain quiet in the halls and on the stairways especially during the lunch periods. Any student who leaves class or study hall is required to have a hall pass.

Homeroom

Students are to stand for prayer and the Pledge of Allegiance and to 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 must sign in at the office, and their attendance will be verified in the office. Students may not leave homeroom without permission. On service days, juniors are expected to remain in homeroom until announcements are over. If there is an instance that requires a student or students to be in the hallway during announcements, they are expected to remain silent until announcements are over.

Library

The library is a place for reading, creating, researching and producing. Students utilizing the library should respect others, respect the materials and be productive. The library is open from 7:45 to 3:30 on school days unless otherwise posted. A student must obtain a pass from the librarian to come to the library during study hall. She presents this pass to her study hall proctor who signs it and permits the student to go to the library. It is imperative that the student signs in when she arrives in the library, and this is the only written record of her presence in the library. 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 library. These materials should be returned on time, so they can circulate to other students. Library materials are to be returned in the same condition they were checked out to the student. Library material returned damaged or written in are subject to fines equal to the cost to replace the material. 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, and failure to respond to this notice may result in a detention.

Students may borrow a digital video or digital still camera overnight for school projects. A parent or guardian must sign a Borrower's Agreement, available on the NDA library webpage, each year before a camera can be checked out overnight. Camera check-out is subject to availability. E-reader devices may be checked out for a period of two weeks if a Borrower's Agreement is on file for the current school year signed by a students' parent or guardian. The E-reader check out is subject to availability.

Computers are available for individual use in the Library unless reserved by a teacher for a class. A filtering system does establish some parameters for appropriate use within the building, but students and their parents are primarily responsible for the appropriate use of technology. The Acceptable Use Policy applies to the use of all computers in the library.

Anyone with food or drink in the library will receive a ten dollar fine and must leave the library.

Lunch

Lunch is available for purchase in the cafeteria through a pre-pay system. Payments can be made by cash or check through the main office or by credit card through the online (PayPams) system. No money will be accepted at the cash register for lunch payment, and students' fingerprints will link purchases to the appropriate lunch account. Students who pack a lunch are to store it in their locker. There are microwave ovens available for student use. Some students are in class while others are eating lunch; therefore, it is necessary that students remain quiet in the halls during the lunch times. Students who are scheduled for lunch are to remain in the cafeteria or the auditorium until the bell rings signaling the end of their lunch period.

Students are not permitted to have lunch brought to them by non-students from restaurants as carry-out. To that end, students are not permitted to order any kind of carry-out without specific permission from the principal or her designee.

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.

Student Planners

Each student has an application available on their iPad, which will give them the capabilities of a student planner. Paper planners will not be purchased by NDA for the current school year. The student is expected to use the electronic planner to record assignments, maintain her schedule, and keep appointments. Students who wish to purchase their own paper planner may do so.

Study Halls

Study hall is an opportunity for students to get schoolwork 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. Students who are late for a first period study hall will receive a tardy notice. All school policies and procedures are enforced during unstructured study halls.

E. ATTENDANCE POLICY

NDA desires to provide a quality education for each of our students. Attendance at school is necessary 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. If a student is absent for a class more than five class periods per quarter in a particular class, she may not receive credit until the requirements have been met according to the teacher's satisfaction and within the time frame designated by the teacher. It is the responsibility of the student to ascertain what work is missing.

Our absence policy allows a student to miss up to 20 class periods for a full credit course and up to 10 class periods for a half credit course before credit is lost due to missed class time. If a student exceeds the allotted number of days, she will lose credit in that course. This will be recorded on the report card and transcript as a Withdraw Passing (WP), unless she is failing the course, which will result in a Withdraw Failing (WF).

Early Release

Notes from parents requesting that students be permitted to leave school early should be brought to the school office before school, so 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. Whatever class the student is in at the time of dismissal, she is to present the slip to the teacher at the start and 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.

Excused Absences

Excused absences are absences NOT counted toward a student's missed days; however, they will still be reflected on the student's attendance record. These would include:

- 1) College Days - A "college day" is a day on which a senior or junior is scheduled to visit a college or university. College days are not mandatory. The student must obtain a [verification form](#) from the school office to take with her. This is to be returned to NDA signed by a college official. Failure to provide verification will result in an unexcused absence. College visits are not excused after April 30 of the academic year. Between their junior and senior year, students are allotted 5 total excused college visit days.
- 2) Funerals of immediate relatives, or others in consultation with the Assistant Principal.
- 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.

A request for an [Excused Absence Form](#) can be made through the school office or a copy can be downloaded from the website. The form is to be completed for any student who has a documented 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.

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.

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. In the case of illness, no student may leave the building or call, text or email a parent on her own. This is to be done from the school office. If a student does so, disciplinary consequences will result. Every fifteen minutes in the health room is counted toward the missed time 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 receive a tardy violation and be charged with missed time for that class. Repeated tardies to first period will result in disciplinary action to make up for missed class time. First period tardies are noted on the report card. Students tardy to any class, including homeroom and study halls, will be issued a Tardy Slip by the teacher or study hall moderator. For every three tardies accumulated, a detention will be issued.

Students must be present in school for a minimum of four consecutive classes to be able to participate in after school activities, including, but not limited to, sports practice or games, rehearsal and/or performance of theatrical plays or events, club sponsored field trips and retreats.

Truancy

A student who skips one class receives a double violation and double detention. A student who is truant for one day receives three violations and makes up the day in a manner determined by 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.

Unexcused Absences

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

If a student must be absent from school, a parent/guardian should call the school office by 8:00 am. If a student is missing from 1st period and a phone call explaining the absence has not been received, a call will be placed to the student's parent or guardian verifying her absence. 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 but does not excuse the absence. 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.

Vacations taken during the school year are discouraged and are counted as unexcused absences. If this is unavoidable, a [vacation form](#) is to be completed. The forms are available online or in the school office. In addition to the vacation form, the school office must be notified of the student's absences. The day before and the day after school vacation times (Thanksgiving, Christmas, Spring Break and Easter Break) are required school days. Students absent these days will be considered unexcused and schoolwork, tests, etc. given on these days are only made up at the teacher's discretion.

Any student with excessive tardies/absences will not be permitted to participate in field trips or extracurricular activities that involve missing classes other than the one for which the field trip or activity is planned.

F. CAMPUS MINISTRY

Campus Ministry provides a variety of spiritual experiences throughout the year to provide an atmosphere of faith, community, and service to God and others. 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 each student is required to attend her grade level retreat. This time is given in order to provide additional time for faith development, prayer and reflection. The Senior retreat is held at a retreat center, which has overnight accommodations.

Service

Developing an ethic of service is central to the NDA education. Students are required to complete service hours as follows:

- Freshmen: Complete service hours during their service day in the fall.
- Sophomores: Complete 15 hours of service throughout the year at a non-profit agency.
- Juniors: Juniors will take part in the Catholic Social teaching class on a weekly basis. Part of this class will require students to provide service during a block of time that is provided within the school day on a weekly basis, giving time for service at a local agency.
- Seniors: Take part in the Magnified Giving Program focused on advocacy for a local agency centered around a specific injustice or cause.

All grade levels are required to use the x2vol online service tracking website. Hours are to be logged correctly within 2 weeks of the date of service or it will not be approved.

G. 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, faculty, staff, and classmates. Notre Dame Academy has high expectations and standards for its students. The challenges that Notre Dame presents are deliberate and are 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.

At all times, students are to conduct themselves in a way that is consistent with the mission, philosophy and core beliefs of NDA. This applies to all school related events including extracurricular activities such as theatrical performances, dances and sporting events whether they take place at Notre Dame Academy or another location. Students who represent NDA in a way that is inconsistent with the code of conduct are subject to disciplinary action including off campus activities and the use of social media. All activities sponsored by NDA are drug free activities, and 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 recognizes 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. Administration holds the right to limit participation in any extracurricular activities based on academic standing and behavior.

Academic Dishonesty

Academic dishonesty is not tolerated. Integrity and honesty are two very important virtues that Notre Dame Academy tries to instill in its students. Academic dishonesty includes plagiarism and cheating.

Plagiarism is defined as presenting the words, ideas, or opinions of someone else as one's own. Students plagiarize when they use sources including books, magazines, pamphlets, web pages, CDs 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 plagiarized content. Each student has an account and should use the service for every paper she is assigned to avoid plagiarizing.

The internet enables students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Research conducted via the Internet should be appropriately cited giving credit to the original author or creator. This includes both words and images. Failure to cite one's sources is considered 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. While collaboration is often encouraged, students should always submit work using their own words.

A student who cheats or plagiarizes receives a double violation and double detention. 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.

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 administration and/or teacher's instructions.

Bullying

As defined by the United States Department of Health and Human Services, bullying is any unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose (<http://www.stopbullying.gov/what-is-bullying/index.html>). Students are encouraged to report

bullying to an adult, or they can report bullying anonymously by submitting a report online at www.sprigeo.com. Students are also able to submit a report using the Sprigeo App, which is available for download from NDA's Self-Service App. A charge of bullying, which is a form of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action even if the bullying is not done on school property but affects the educational experience of an NDA student. 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 bullying is made known, and administration or Student Services will log the situation in NDA's bullying log.

Cell Phones

Without permission from a supervising adult, students may not use cell phones during the school day. Parents should keep in mind that student use of cell phones during the school day for any reason is prohibited, so parents should call the school office if a student must be reached during the school day. The office staff will get the message to her. If a student emails, phones or texts a parent from her cell phone during prohibited times, disciplinary action will result.

If cell phones are brought into school, they must be turned off and kept in a secure place, such as a backpack or purse. If a student is found with a cell phone on her person or in her pocket, the phone will be confiscated, and the student will receive a violation and a detention. If a student's cell phone rings during the school day or if the student is found to have used the phone during school hours, the phone will be confiscated and she will receive a violation and a detention. Text messaging or calling from the cell phone is absolutely forbidden unless the student is given permission by faculty or staff. Repeat offenders will not be allowed to bring these devices into the school building.

Transmitting sexually explicit photographs or messages by the use of a cell phone, computer, tablet, iTouch or other telecommunication device is known as "sexting" and is both a violation of the NDA Code of Conduct and a criminal offense. Sexting does not enhance the dignity of women but rather cheapens and demeans. A student who engages in sexting is subject to serious disciplinary action, including, but not limited to, probation, suspension and dismissal from Notre Dame Academy. Parents and students should realize that sexting is a violation of Kentucky criminal statutes and that persons committing the offense can also be formally classified as a sex offender with attendance registration requirements and residence limitations.

Cyberbullying

According to the United States Department of Health and Human Services, cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers and mobile devices as well as communication tools including social media sites, text messages, chat rooms, instant messages and websites. Cyberbullying may include inappropriate, rude, harassing or mean text messages, emails or instant messages, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites or fake profiles. Disciplinary measures will result for students who cyberbully another student on or off campus.

Dances

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

Electronic Devices

Notre Dame Academy cannot take responsibility for any electronic device that a student brings to school if it is lost or stolen. Students are not permitted to use electronic devices such as iPods, iTouch, CD or DVD players in school, without the permission of the teacher. Ipads are required for daily instruction.

Forgery

The student who forges a signature receives a double violation and double detention. 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 whether on school grounds, at any school related activity or at any time the student is representing NDA. This includes written, verbal, and physical or any electronic communication submitted via computer, iPad, cell phone, etc. 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 administrator immediately and may be done so anonymously by submitting an online report to Sprigeo (<http://www.sprigeo.com/>). The Sprigeo App is also available for download from NDA's Self-Service App. 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. The school will also contact the local authorities if criminal activity has occurred.

Internet Abuse

Following the NDA Acceptable Use Policy, 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 administration or teacher may include additional consequences.

Obscene Language

Obscene language is prohibited. A student using or writing obscene language may receive a detention, a violation, or both, at the discretion of the person in authority. NDA students are expected to comply with appropriate and acceptable language in all areas of the campus and at school sponsored events.

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, and 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 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.

It is the responsibility of the student to report any incident of stealing, and/or report any knowledge of an individual involved in stealing.

Use of Alcohol, Illegal Drugs and Tobacco

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 and spiritual functioning. Each student is expected to remain alcohol/drug/tobacco free during her tenure at Notre Dame Academy. As part of a holistic education, each NDA student will develop a healthy lifestyle ensuring a successful future. All students are expected to represent NDA in the community and through any school-sponsored co-curricular activities. This includes, but is not limited to clubs, dances,

mixers and field trips. Furthermore, NDA students are also responsible for the behavior of their guests (when applicable).

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 sponsored 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.

NDA promotes a smoke free campus, and students may not smoke on the school premises at any time including non-school hours or at a school function. This school policy includes the use of electronic cigarettes, cigars, pipe tobacco, certain dissolvables that are not “smokeless tobacco,” gels, and waterpipe tobacco – all of which are currently under review by the U.S. Food and Drug Administration. If a student is found smoking the parents are notified, a double violation is issued, and the student pays a \$25.00 fine.

Substance Abuse Policy

Students at Notre Dame Academy are required to comply with the following substance abuse policy and with the 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. This includes, but is not limited to sporting events where tailgating is prohibited. 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.

Use of School 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 or faculty member

Violence

Fighting is not tolerated, and any incident involving physical force is a Serious Offense. Threats of violence will be taken seriously. These are to be reported to 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.

H. CONDUCT TERMS AND PROCEDURES

Consequences for Code of Conduct Violations

Detention - time served after school for

- one detention is served for every 3 violations
- one detention is served for every 3 uniform warnings
- a lack of cooperation for not paying fines by due date
- a teacher-issued infraction
- one detention is served for every three tardies to class, study hall or homeroom
- a Serious Offense
- probation

Detention is scheduled every Tuesday and Thursday from 2:55 until 3:40pm until Spring Break. After Spring Break, detention is scheduled as needed. 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 2:55pm is not permitted to enter the detention room and is subject to a second detention. A student who does not report to her detention is subject to a second detention. Students may also serve probationary detentions through mandatory Saturday School.

Expulsion - The result of a Serious Offense and/or accumulating 15 violations in one school year. A student may be asked to appear before a Review Board to adjudicate a Serious Offense or to appeal one's expulsion. 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.

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

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. If the student violates the terms of her probation, she is subject to expulsion.

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

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, and parents are invited to be present; the

decision of the Board is incontestable and final, and if dismissal is the result of a Serious Offense Hearing, there is no appeal.

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.

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 Review Board's decision is final. Failure to follow the consequences of a Serious Offense may result in dismissal without appeal.

Serious Offense Hearing – Students who commit a Serious Offense may be asked to attend a Serious Offense Hearing to determine the consequences of her actions. A Review Board holds a Serious Offense Hearing, and the Review Board's decision is final.

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

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

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

I. DRESS CODE

All students at Notre Dame Academy are required to wear a school uniform, which emphasizes a traditional dress code. This code is intended to: encourage cleanliness, neatness and pride in one's appearance; foster respect for the way in which one presents herself to others; create a semi-formal atmosphere needed for a disciplined learning environment; provide a uniform manner of dressing which minimizes social differences that may exist among students. By choosing to be a student at Notre Dame Academy, this code becomes the student's responsibility, and it is her responsibility to know the spirit of NDA's dress code and to be in compliance with that dress code while on school property. The cleanliness, length and neatness of the uniform skirt and uniform top reflect this pride. Students should rarely be out of uniform during the school day. Any exception requires a note from the parents and a permit from the school office to be presented to each teacher.

Notre Dame Academy has a school uniform that consists of:

- a gray uniform skirt (the skirt must fit properly, be zipped and buttoned, hemmed appropriately and free of stains, rips, and/or holes). Students are required to obtain a new skirt if it no longer zips, has tears, holes, or stains.
- a white NDA banded shirt for Freshmen through Juniors
- a navy blue or white NDA banded shirt for Seniors
- solid white, gray, black or navy blue socks
- appropriate 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
- a navy blue blazer with NDA's emblem for special occasions such as Mass, award ceremonies, etc.
- gray, black, or navy blue leggings
- black dress slacks for designated events

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

No colored undergarments or undergarments with visible writing that detracts from the uniform may be worn under the uniform blouse. 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.

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

Any visible body piercing, except the ear, and visible tattoos are prohibited at school. Extreme unnatural hair coloring is not permitted.

Purses, carried in school, may not be more than 12 inches by 12 inches.

Failure to comply with the uniform regulations will result in a uniform warning. Three uniform warnings will result in a detention. Students who continue to violate the uniform policy will face additional disciplinary action.

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, capris or NDA gym shorts
- a shirt, with sleeves, that covers the stomach area and is not low cut
- shoes with a back to them

Students may wear NDA Spirit wear on dress down days, but no spirit wear from other schools may be worn. Students may not wear clothing that contains inappropriate writing. Students who continue to violate dress down day guidelines, may lose the privilege of participating in a dress down occasion.

Dress Up Days

There may be occasions throughout the school year when the students may "dress up" for the day. Students are expected to dress appropriately and follow guidelines given for the attire appearance to the event. Students who dress inappropriately may be asked to change into a uniform.

Special Occasions

Students sometimes have the opportunity to dress up for events such as Silver Bells, Junior/Senior Prom, Mother/Daughter and Father/Daughter dances, special senior events, and theatrical performances. At these times it is expected that students dress in a way that is acceptable for young women attending a Catholic high school. This includes appropriate dress or skirt length and coverage of the stomach, back, and chest areas.

Spirit Wear Fridays

Every Friday is a NDA spirit wear day. Students may wear spirit wear tops along with the grey uniform skirt. If a "spirit wear" sweatshirt is worn, a tee shirt or blouse must be worn underneath. Spirit Wear Fridays are not permitted on exam days or any other time that administration may deem necessary.

J. STUDENT SERVICES

The counseling staff assists students in the following areas: college planning, academic advising, disciplinary issues and personal concerns. 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.

K. STUDENT ACTIVITIES

Activities at Notre Dame Academy enhance the curriculum, provide leadership opportunities and create school spirit. Students elected to leadership positions in class and/or extracurricular clubs must follow the guidelines set forth in the student handbook, as well as the responsibilities inherent in the class/club. Holding a leadership position is both an honor and a privilege. Students nominated for a leadership position must be passing all classes at the time of the nomination, may not have any failing quarter grades, and maintain a clean disciplinary record during the tenure of her office.

Notre Dame Academy offers a variety of extracurricular 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, choral performances, band and other special events. Some clubs have open enrollment while others have certain requirements.

Clubs

(Subject to change throughout the year)

Academic Team	Choral
Art Workshop	Physics
Big Sisters	Dance Team
L.I.F.E.	PandaTones (Select Choir)
Latin	Panda Newbies
Pom Team	Environmental
Spanish	French
Speech and Drama Team	Girls Athletic Association
Student Council	History/World Affairs
Respect	Teen Leadership Club for Health and Wellness
Math	Junior Engineering Technical Society (JETS)
Creative Writing	Interact
UgaNDA PaNDAs	Northern Kentucky Youth Advisory Board

Note: Students who hold Student Council elected offices require a good discipline and attendance 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 or commit a Serious Offense 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

Archery	Lacrosse
Basketball	Soccer
Bass Fishing	Swimming and Diving
Bowling	Tennis
Cross Country	Track and Field
Fast-Pitch Softball	Volleyball
Golf	

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. The necessary [forms](#) are available on the school's website. All student athletes are required to adhere to the Athletic Code of Ethics and exhibit the following behaviors:

- Play the game for the game's sake
- Be generous in winning and graceful in losing
- Display good sportsmanship and respect towards all opponents
- Work for the good of the team
- Accept the decisions of the officials gracefully
- Conduct yourself at all times with honor and dignity. This includes during and after school, games, practices, and trips to other schools and facilities
- Recognize, applaud, and encourage the efforts of your teammates and opponents
- Show respect for your coaches and school

- Show respect towards fans and personnel from other schools

Consequences for student athletes who do not adhere to the above can include a reduction in playing time or suspension or expulsion from the team. School policy governs all such incidences, and these consequences are enforced by the administration and the faculty. Student Athletes may be suspended from practicing with the team and/or participating in interscholastic competition for the following behaviors:

- Inappropriate language, as deemed by the coach, officials, or school administration
- Physical or emotional abuse of teammates, opposing players, coaches, spectators, or officials
- Damage to school facilities and equipment
- Student Athlete Code of Ethics violations

L. TECHNOLOGY

Technology is an integral part of the educational process and provides multiple ways to support student learning. NDA does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with the NDA Technology Acceptable Use Policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or evoked and be subject to additional disciplinary action. Users granted access to the Internet through NDA's network assume personal responsibility and liability, both civil and criminal, for the appropriate use of the Internet consistent with NDA's policy and its accompanying guidelines.

Acceptable Use

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. Inappropriate use of technology may include but is not limited to harassment, unauthorized use of school name, remarks directed to or about administration, faculty or staff, offensive statements, safety threats or inappropriate use of and/or access of information. Violation of these rules compromises the safe and constructive use of technology for meaningful purposes and will be subject to disciplinary action.

Appropriate Internet Use

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Some material might still be accessible via the Internet that may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available to further educational goals and objectives of the 21st century learner, students may find ways to access other materials as well, despite the firewall installed on the network. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for some guidance as they exercise with information sources such as television, telephones, movies, radio and potentially offensive media. All users must abide by rules of network etiquette which include the following:

- Sharing a user ID or using another person's user ID and/or password is prohibited.
- 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).
- Accessing services that require a fee is prohibited. The school will not be responsible for any charges incurred (Example: A site that requires a credit-card number for entry).
- 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.
- Accessing, viewing, or disseminating information that is pornographic, obscene, libelous, or advertising any product or service not permitted to minors is prohibited.
- 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.).

- 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).
- The acceptable modes of electronic communication include the school email domain and Canvas Learning Management System. (No chat rooms, instant messenger sites, etc. are allowed.)
- Users will not download and/or install software on the computer systems.
- Users are not to download, play, copy, or view music and/or videos from the Internet without teacher permission.
- Users will not play computer/Internet games or access social media without teacher permission and supervision.
- 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 materials, which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that a sender of email 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.

The rules governing Internet usage may be changed as needed.

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.

Google Account

A Google account is supplied to each student of Notre Dame Academy within the Notre Dame domain and can be accessed using any computer and/or mobile device. The use of the email account must be used in support of education and research, consistent with the educational objectives of Notre Dame Academy and comply with NDA's Acceptable Use Policy. Note that email is not guaranteed to be private, and people who operate the system do have access to all email. Students may not send group emails to faculty or groups of students without the consent of school administration or supervising teacher. Messages relating to or in support of illegal activities may be reported to the authorities.

Server 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. Personal devices used during school hours are also subject to monitoring and acceptable use requirements.

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 email, podcast projects or other Web interactive use must follow all established Internet safety guidelines.

M. IPAD 1 TO 1 PROGRAM

Students are required to bring an iPad to school for use in the classroom as part of the NDA learning experience. This program will allow NDA to stay current with educational innovations that promote student achievement and success. Our belief is that this initiative will support our mission to educate young women to make a difference in our world by engaging them in the effective use of technology to promote critical thinking skills, creativity, collaboration and content mastery. We believe the effective use of technology is central to developing life long learning skills. The iPad will be used in a variety of ways to fully engage students in the learning process; teacher use will vary by subject and class. The devices should be equipped with Wifi and not 3G. Storage capacity of 16MB is sufficient. NDA will require that the device be enrolled

in mobile device management software that the school provides. This will allow NDA to provide textbooks and educational applications for each student, monitor the use of the iPad during the school day, support teacher supervision and use of the device in the classroom and provide for student identification of their device.

Applications

Notre Dame Academy has researched and determined key applications that will be provided through the mobile device management software. Each student's iPad will be registered on the NDA network and loaded with applications purchased by the school. Additional applications may be reviewed and added to facilitate academic situations. Students may be asked to accommodate the school's requests to add the applications. This will be done in a way that minimizes any inconvenience in using the device for learning purposes.

General Information Regarding Student iPad Use

Access to the internet will be monitored through our school's mobile device management software and all rules and expectations are applied to the use of the iPad. When students are accessing the NDA school network during the school day, the school has the right to monitor each device. Students will abide by teacher expectations for use of the iPad in class. Failure to comply with the AUP, procedures set forth in this handbook and teacher directions for use of the iPad will be treated as a violation of the Student Code of Conduct and consequences will apply.

While at school the iPad is intended for instructional use only. Students are responsible to bring their iPads to school every day. If you do not have it, you must complete all work as if it were present. Loaner iPads may be available on a limited basis. (see *iPad Loaner Policy*)

Students are required to have NDA's mobile device management software installed on their iPad to support its use in the NDA classroom. It is the students' responsibilities to come to school each day with their device ready for use and to keep it in good working condition.

To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. The software, apps, and profiles originally installed by NDA must remain on the iPad.

Proper use of the iPad will require a few necessary tasks to keep the device performing well.

Students should:

- Charge the iPad daily; it is your responsibility to bring your iPad fully charged to school each day.
- Insure that your device is personally identified as belonging to you.
- Clean the screen often with approved cleaning towel.
- Make sure hands are clean before using.
- Keep away from food and drink.
- Keep the iPad in a protective cover
- Document any software/hardware issues by submitting a "tech ticket" to the Office of Instructional technology
- Keep your iPad in a well protected temperature controlled environment when not in use. Do not leave your iPad in a vehicle or location that is not temperature controlled.

Students should not:

- Remove apps supplied by NDA unless instructed to do so by the administrator or other school personnel.
- Exchange iPads with another student.
- Allow other students to retain or remove the iPad from their presence.
- Disable the iPad Mobile Device Management software or its applications.
- Leave their iPad unattended while at school.
- Access another individual's materials, information, or files without permission.

- Take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.

The use and care of the iPad is the student's responsibility. Failure to comply with these guidelines may result in the student's inability to effectively use the iPad. This will be considered a lack of preparation for class and treated in the same way according to the student discipline code. Failure to abide by NDA's AUP will be treated as a violation of the Student Code of Conduct and will be dealt with as specified in the school's discipline code.

The iPad will provide for increased access to information. It is imperative that students remember that Plagiarism is a violation of the Notre Dame Academy Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text, as well as work completed by other students.

Goals for iPad Use at NDA

- Increase student engagement in effective learning
- Educate students on the effective use of technology to support life long learning
- Promote critical thinking skills, creativity, collaboration and content mastery
- Support teacher use of best practices in the classroom for effective learning
- Educate student on effective ways to access, process and share information

Saving Documents

It is the student's responsibility to save all documents created on her iPad, including class notes. Saving documents with your iPad can be accomplished using "cloud" document sharing capabilities. This requires you to have an account with DropBox or Google Docs. NDA will assist each student in setting up these accounts. With these accounts, you can save and export your documents in different formats for later use. This allows you to access your documents from other computers via the internet. You can also share your documents with others in your class or your instructor. It is also strongly recommended that you sync your iPad with your computer at home and store documents on that device or an external hard drive. Syncing your device regularly will allow the restoration of all data.

Reporting Technical Issues

Any errors or problems with the NDA supplied applications on your iPad should be reported as soon as possible. This can be done by filling out a "tech ticket" and describing the issue, so it can be addressed in a timely manner. The "tech ticket" can be found on the school's website at <http://nda.mojohelpdesk.com>.

Internet Access

The iPad will provide for access to the internet throughout the school day. This access will be limited by the security protocol and may also be limited by individual teachers in the classroom. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The mobile device management system will record the use of each iPad during the school day and be used to determine if a student is using the internet in a way that violates the AUP. The administration reserves the right to limit internet access as needed for security and or disciplinary purposes. The iPad increases opportunities for communication with faculty, staff and students. Students are expected to abide by the generally accepted rules of network etiquette as listed in the AUP.

Security on any computer device is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a staff member. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Digital Driver's License

As a part of the iPad Initiative, students are required to complete a Digital Driver's License program. This online program is presented to freshmen and transfer students at the beginning of the school year and completed as part of the freshman technology course or its equivalent.

IV. USE OF FACILITIES AND EQUIPMENT

The building is open from 7:00 AM to 6:00 PM on school days with office hours from 7:30 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.

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.

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. Administration or faculty approval 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 take part in the annual cleaning. In this way the building is maintained, costs are kept down and each student is taught shared responsibility.

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

Cafeteria and Snack Area

The cafeteria and outside picnic tables (weather permitting) are the only areas where students may have food or drinks. No food or drinks, including water without written permission, may be taken anywhere else in the building or kept open in a student's locker. A fine of \$5.00 per offense must be paid within one week. In the cafeteria and snack area, students are expected to observe proper social behavior and are to leave these areas in order. During lunch periods, students should remain in the cafeteria or the auditorium until the bell rings for change of class. Students may access the restrooms or the Bambootique but must not loiter in the hallways or foyer. Each student is expected to leave the table and surrounding floor clean and tidy. Lunch bags, paper cups, juice boxes and other debris must be placed in the proper receptacles when students finish eating, and tables should be wiped clean and chairs pushed in under the tables.

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 TVs, VCRs and DVD players should not be handled by students without teacher permission.

Cars, Parking, Transportation

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.

For students applying for a Driver's License Learner's Permit, parents are required to obtain a "Minors Application for a Driver's License" from the main office. This form needs to be obtained and taken with the student when she takes her written driver's test. NDA complies with Kentucky State Law 159.051 that

requires public and private schools to report academic deficiencies, excessive absences or withdrawal from school. The No Pass/No Drive Law recommends that a school report academic deficiency when a student is not passing 5 out of 7 classes in each semester or 66% of her classes. In addition, a report is filed if a student accrues more than 9 unexcused absences in one semester. Reports are filed at the start of each semester and utilize information from the previous semester.

For those students who access public transportation, TANK bus passes are available for purchase from the main office. A special run TANK bus is available after school with pick up at NDA and drop off at various locations along Dixie Highway. Specific route information is available through TANK. The Dixie Highway #1 TANK bus has drop off/pickup locations at the foot of the NDA driveway on Dixie Highway.

Chewing Gum

Chewing gum anywhere in the building is prohibited. A violation and a fine of \$5.00 per offense will be issued and must be paid within one week. Failure to pay the fine within the stipulated time period warrants a detention.

Computer Room

The computer lab in 101 is open for student use after school with adult supervision until 4:00 PM. The lab is not available before school. A filtering system does establish some parameters for appropriate use within the building, but students and their parents are primarily responsible for the appropriate use of technology. No food or drink is permitted. Anyone with food and/or drink in the lab 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. Magnets must be used to attach signs to the lockers. 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. Violations will be issued to students for locker infractions.

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. Students found sharing lockers will receive disciplinary consequences. 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 in the school office. All remaining articles are disposed of and donated to a worthy cause at the end of each month.

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 results in a fine that is determined by the subject teacher. There is a \$2.00 fine for books that are not covered.

V. COMMUNICATION

A. 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. It is the custodial parents' responsibility to provide documentation pertaining to the restrictions on release of their daughter's records.

B. CANVAS: ONLINE LEARNING MANAGEMENT SYSTEM

NDA uses Canvas as the schoolwide learning management system. In Canvas, students can view their course syllabi and assignments, check grades, turn in assignments and interact with their instructor and other

students. The syllabus for each class outlines the extent to which Canvas is used by each teacher. Parents can also view their daughters' Canvas account.

C. 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 email 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.

D. EMAIL

Email is the primary form of communication with parents. Parents are asked for their email addresses, so important information can be shared in a timely manner. It is the policy of Notre Dame Academy not to distribute or sell email lists. Each Notre Dame Student is given her own email account through Gmail. Students are expected to check their NDA email account on a daily basis.

E. HOME MESSAGES

At times the school sends messages home through the students or in an email. 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.

F. MESSAGES AT THE SCHOOL OFFICE

The student is responsible to pick up her messages 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.

G. THE NOTRE DAMIAN

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

H. ONLINE CALENDAR

NDA uses a web-based calendar system for scheduling its events which can be viewed through the NDA website. Should you desire to schedule an event that calls for utilizing an NDA facility, please contact the main office at 261.4300 for scheduling and availability.

I. ONLINE GRADING

Notre Dame Academy has an online grading program that teachers are 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 through the online grading program and Canvas – NDA's online learning management system.

J. PANDA FAMILY DIRECTORY

The *Panda Line* is published annually and contains student and parent names, addresses, and phone numbers arranged by grade level as well as an alphabetical listing of students' names with their phone number. Notre Dame will not publish student information or will publish more than one contact upon parent request. Parents who do not want to have information published in the Directory must submit a written request to the school secretary.

K. PANDA PRESS

The *Panda Press Weekly* is NDA's school newsletter that keeps parents informed on the many interesting and exciting activities that take place daily at NDA. The *Panda Press* is posted on the website and parents are notified by email when a new edition of the *Panda Press* is available.

L. 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.

M. 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 administration.

N. 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 assistant principal to discuss the situation. Counselors and administration will check with students and parents to make sure this procedure has been followed before getting involved.

O. PARENT TEACHER ORGANIZATIONS

The PTO (Parent Teacher Organization) is a means of involving parents in the school. There is a [volunteer sheet](#) available to on the school's website, so parents can indicate the level of involvement they would like to have. PTO sponsors many activities, including grade level events. Volunteer opportunities include event planning, faculty appreciation, classroom and office support and chaperone duties at student events. All parent volunteers must be VIRTUS Compliant. NDA encourages all parents to get involved in the PTO at some level. PTO also sponsors a Parent Safe Home Pledge to supplement NDA's efforts to prevent alcohol and drug abuse among our high school students. 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 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 goal of the Family Safe Home Pledge is to create a safe environment for our daughters and sons.

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, and 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.

P. SCHOOL DELAYS/CLOSINGS

Notre Dame Academy uses an emergency notification system and local media to inform students and parents of school delays or closings, changes to the school schedule or other important or urgent information. Parents and/or guardians are asked to provide the school office with their preferred method of notification for school delays or closings and other urgent communications. These methods include receiving school emergency

notifications via phone, text or email. The school website will be updated with current delay/closing information as needed.

Q. VISITORS

Notre Dame welcomes all visitors, especially parents and alumnae. 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. Alumnae are asked to visit after the school day is over.

VI. FINANCIAL POLICIES

A. FINANCIAL RESPONSIBILITY

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.

B. FUNDRAISING

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

C. 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.

D. TUITION

There are two rates of tuition: the diocesan rate for Catholics registered in a parish in the Diocese of Covington; and, the non-diocesan rate for those who are not Catholic or who are Catholics from outside the Diocese of Covington. For further information on current [tuition rates](#), please visit NDA's website. Tuition rates reflect Notre Dame Academy's efforts in Advancement and the Annual Giving Campaign to meet the actual cost of educating a student at NDA. The monetary support from families who are able to give makes it possible to keep the tuition affordable.

Tuition payments are made through the FACTS tuition management program. Information is sent out in June, and you can choose the payment plan option best suited for your situation. Any questions can be submitted to the FACTS hotline at 866.441.4637. If a family has a unique cash flow situation, exceptions can be arranged with the Finance Director. Special arrangements are put in writing and will be kept on record in the business office.

There is a \$100 deduction for full payment by August 1. 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 \$600 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.

E. 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 and due by April 4. The

deadline for the job 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.

VII. AWARDS, HONORS, AND SCHOLARSHIPS

A. ACADEMIC AWARDS CEREMONIES

Undergraduate scholarship winners, students with three quarters of first honors, and students who have achieved recognition in state or national competitions 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. 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 for the first, second and third quarters. 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.

C. 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 and no weighted mark below an 85. Additional information about grading can be found in the Curriculum Guide.

D. SCHOOL SCHOLARSHIPS

Information about applying for scholarships and grants can be found here. Full and partial scholarships are awarded each year to recognize academic excellence, reward student effort, and commend service and leadership. Additionally, there are several tuition grants available to assist families in need. For both scholarships and tuition grants, 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.

The Sue Gunkel Scholarship

The Sue Gunkel Scholarship was created in memory of Ms. Sue Gunkel, a well-respected and long-time math teacher at Notre Dame Academy. It recognizes students who demonstrate a passion for life and environmental issues and a positive attitude for learning. The students must also have a clear need for financial assistance.

Tuition Assistance Grants

Limited need-based grants are available to students. The student's over-all record is considered in addition to need. Many generous donors provide these grants, the majority of whom have made initial investments to ensure that a need-based grant is available in perpetuity. 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. An application is required. Other requirements for securing and receiving tuition assistance grant are as follows:

- The student must be passing all classes and remain in good academic standing.
- The student must attend the Scholarship Breakfast, which is held during school hours at NDA, to meet and thank her donor for their support.
- The student must write a Thank You note to her donor following the breakfast. Notecards and further instruction on this will be provided.
- The student must demonstrate that she is making good use of the grant through her scholarship and conduct.

E. 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 present 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.

VIII. EMERGENCY PROCEDURES

A. ACCIDENT PROCEDURES

Accidents or other occurrences during school hours, on buses, or at school-sponsored activities resulting in injuries must 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.

B. CRISIS PLAN

NDA has a School Crisis Plan that is on file in the school office. 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 unable to reach the school, the student will be cared for by qualified staff that will be in contact with various emergency personnel.

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.

C. 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 on the soccer field. 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.

D. LOCKDOWN/ACTIVE SHOOTER

NDA utilizes the A.L.I.C.E. procedure in the case of a lockdown or active shooter situation. A.L.I.C.E is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. The philosophy behind the A.L.I.C.E. program is that technology and information can help staff and students make informed decisions in a crisis, remove as many people as possible from the danger zone and provide realistic training, so the chances of surviving violent shooter situations increases. If students need to evacuate the school, they should report to one of two rally points – Covington Catholic High School or St. Agnes School. Should the student’s best option be to evacuate to another location, such as her home or friend’s home, she should notify NDA of her location by calling 859-292-7724 and responding to the prompt.

E. 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, and 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.

F. MEDICATIONS

The school does not administer prescription medication to any student unless parents have submitted a Prescription Medication Administration form. School personnel does not provide or administer over-the-counter medication. If a student has over-the-counter medications with her, they must be in an accurately marked container, and she may not dispense them to another student. Dispensing any drug, even if it is over-the-counter medication, is considered trafficking.

G. TORNADO/EARTHQUAKE DRILLS

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

IX. SPECIAL CONCERNS

A. 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.

B. EMPLOYMENT

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

C. 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.

D. 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.

INDEX

Abortion	36	Field Trips	9
Absence Policy	12	Financial Policies	31
Academic Awards Ceremonies	32	Fine	19
Academic Dishonesty	15	Fire Drills	35
Academic Policies	8	First and Second Honors	32
Academic Records	28	Forgery	16
Academic Signing	33	Google Account	24
Acceptable Use Policy	23	“Gospel of Life” Foundation	33
Accident Procedures	34	Grading Scale	9
Accreditation	7	Guy Hollenkamp Memorial Scholarship	33
ACT	10	Halls	11
Admissions	7	Handbook as a Contract	7
Announcements	11	Harassment	17
Assemblies	15	Heritage	6
Attendance Policy	12	High School Placement Test	10
Beliefs	5	History of Notre Dame Academy	6
B.E.S.T. Award	32	Homeroom	11
B.E.S.T. Scholarship	32	Homework	9
Book Bags	11	Honor Code	8
Cafeteria and Snack Area	27	iPad 1 to 1 Program	24
Campus Ministry	14	Illness During School	13
Canvas	28	Internet Abuse	17
Care of Classroom and Equipment	27	Internet Use	23
Cars, Parking, Transportation	27	Late Arrival	13
Cell Phones	16	Library	11
Changing a Class	8	Lock Down	35
Chewing Gum	28	Lockers	28
Clubs	22	Lost and Found	28
Code of Conduct	14	Lunch	12
Commonwealth Diploma	33	Marriage	36
Computer Room	28	Mary Burroughs Scholarship	32
Conferences	29	Medications	35
Content Filtering and Monitoring	24	Mentor Center	10
Curriculum	9	Messages - Home	29
Crisis/Emergency Parent Plan	34	Messages - School Office	29
Crisis/Emergency Parent Procedures	35	Mission Statement	5
Cyberbullying	16	National Honor Society	34
Dances	16	Netiquette	23
Detention	19	"Notre Damian"	29
Digital Driver’s License	27	ND Distinguished Graduate Award	34
Dress Code	20	Obscene Language	17
Dress Down Days	21	Online Calendar	29
Dress Up Days	21	Online Grading	29
Early Release	12	Outstanding Senior Award	34
Electronic Devices	16	Panda Family Directory	29
E-mail	29	“Panda Press Weekly”	30
Emergency Cards	35	Personal Mail	30
Employment	36	Philosophy	5
Enrollment Policy	7	PLAN TEST	10
Equal Opportunity	8	Posting Notices	30
Examinations	9	Prayer	12
Excused Absences	13	Pregnancy	36
Expulsion	19	President’s Education Award	34
Extended Student Absences	13	Probation	19

Problem Solving Procedures	30	Substance Abuse Policy	18
PSAT	10	Suspension	20
P.T.O.	30	Sue Gunkel Scholarship	33
P.T.O. Parent Safe Home Pledge	30	Technology Acceptable Use Policy	23
Registration Fee	31	Terms and Procedures of Conduct	14
Retreats	14	Testing Program	10
Review Board	21	Textbooks	28
Scholarships	32	Tornado/Earthquakes Drills	35
School Delays/Closings	30	Truancy	13
Senior Awards	33	Tuition	31
Serious Offense	20	Tuition Assistance Grants	33
Server Privacy	24	Unexcused Absences	14
Service	14	Uniform Warning	20
Sister Mary Agnetis Scholarships	32	Use of Alcohol, Illegal Drugs and Tobacco	17
Sister Mary Clareta Scholarships	33	Use of Facilities and Equipment	27
Smoking	18	Use of New Web Tools	24
Special Occasions	21	Use of School Phones	18
Spirit Wear Fridays	21	Valedictorian and Salutatorian	34
Sports	22	Violation	20
St. Julie Billiard Award	32	Violence	19
Stealing	17	Visitors	31
Student Activities	22	Weapons	19
Student Eligibility	9	Welcome	5
Student Planners	12	Withdrawal	8
Student Responsibility	10	Work Ethic Diploma	34
Student Services	21	Work-Study Program/Tuition Share	31
Study Halls	12		

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