

NDPMA Student-Parent Handbook 2020-2021

Welcome to Notre Dame Preparatory School and Marist Academy. This Student/Parent Handbook provides our families with helpful information about our school. We are a private Catholic school run by the Society of Mary (Marist Fathers and Brothers). A Board of Trustees owns and sets policy for Notre Dame Preparatory School and Marist Academy. The day-to-day operation of the school is done by the administration of the school. As a private school, NDPMA reserves the right to interpret and enforce the rules including those contained in this Handbook. NDPMA also reserves the right to amend rules at any time and will publish any changes that are made. As a private school, the Head of School has the final word.

Notre Dame Preparatory School and Marist Academy admits students of any race, creed, gender, national or ethnic origin to all rights, privileges, programs and activities generally accorded students at this school.

The school is accredited by the Independent Schools Association of the Central States (ISACS) and AdvancED Accreditation Commission.

Notre Dame Preparatory School and Marist Academy is authorized as an International Baccalaureate World School - Primary Years, Middle Years and Diploma Programmes (PYP, MYP, DP).

NOTRE DAME PREPARATORY SCHOOL

1300 Giddings Road

Pontiac, Michigan 48340-2108

School Office: (248) 373-5300 Hours: 7:00 a.m. - 4:00 p.m.

School Fax: (248) 373-8024

Attendance Office: (248) 373-5300

Counseling Office: (248) 373-9649

NOTRE DAME MARIST ACADEMY - MIDDLE DIVISION

1300 Giddings Road

Pontiac, Michigan 48340-2108

School Office: (248) 373-5371 Hours: 7:00 a.m. - 3:00 p.m.

School Fax: (248) 373-4707

Attendance Office: (248) 373-5371

NOTRE DAME MARIST ACADEMY - LOWER DIVISION

1425 Giddings Road

Pontiac, Michigan 48340

School Office: (248) 373-2573 Hours: 7:00 a.m. - 3:30 p.m.

School Fax: (248) 373-2819

Attendance Office: (248) 373-2573

NDPMA Athletic Office: (248) 373-9647

Fax: (248) 373-4538

NDPMA Development Office: (248) 373-2171

Fax: (248) 371-2175

Web Page: www.ndpma.org

Email: info@ndpma.org

AP Courses and SAT TEST CODE: 233-040

ACT TEST CODE: 233-040

HSPT CODE: 65

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NDPMA Board of Trustees

Student-Parent Handbook detailed information can be found online for each division at the school website www.ndpma.org

Personnel

Notre Dame Preparatory School and Marist Academy - www.ndpma.org

Email addresses for all employees follow the pattern of first initial, last name (no space) @ndpma.org

Corporate President Fr. Leon Olszamowski, s.m.

Head of School Mr. Andrew Guest

248-373-5300

Executive Administrative Assistant

Ms. Carrie Lytle

Notre Dame Preparatory: 248-373-5300

Principal

Fr. Joe Hindelang, s.m.

Vice Principal-Academics, curriculum, grades, schedules

Mrs. Kimberly Anderson

Assistant Principal-Discipline, Dress Code

Mr. Marty Simmonds

Assistant Principal-Discipline, Dress Code, Attendance

Mr. Nick Kator

Assistant Principal-Dress Code, Discipline

Mrs. Michelle Garcia

Assistant Principal-Athletics

Ms. Betty Wroubel

Directors of Admissions

Mr. Gregory Simon

Ms. Kathleen Offer

NDP School Office Administrative Assistants

Mrs. Carrie Lytle

Mrs. Janet Twardecki

International Baccalaureate Coordinators

Ms. Joan Kopytek

Diploma Programme (grades 11-12)

Middle Years Programme (grades 6-10)

Mrs. Katrina Sagert

Counseling Office (personal & academic, college & testing information)

Mrs. Katherine Thomas

248-373-9649

Mr. Jason Whalen

Ms. Margie Bond

Mr. Vlado Salic

Administrative Assistant

Ms. Denise Mahoney

Ms. Debra Privert

Notre Dame Marist Academy-Middle Division: 248-373-5371

Principal

Mr. Brandon Jezdimir

Vice Principal

Ms. Kelly Patterson

Administrative Assistant

Ms. Amy McLeod

Counselor

Mrs. Jessica Yauch

IB Coordinator MYP (grades 6-10)

Mrs. Katherine Thomas



Notre Dame Marist Academy- Lower Division: 248-373-2573

| | |
|-------------------------------------|----------------------|
| Principal | Mrs. Diana Atkins |
| Assistant Principal | Mr. Robert Patterson |
| Administrative Assistant | Mrs. Kathy Bowers |
| IB Coordinator PYP (grades JK-5) | Mr. Paul Frank |

Notre Dame Preparatory and Marist Academy

| | | |
|-------------------------------------|-----------------------|--------------|
| Dir. of Info. & Academic Technology | Mr. Eden Konja | 248-373-5300 |
| Registrar | Mrs. Stephanie Nester | 248-373-5300 |
| Technology Integration Specialist | Ms. Melissa York | |
| Admissions Office | Mr. Gregory Simon | 248-373-5300 |
| | Ms. Kathleen Offer | |
| | Ms. Kala Parker | |
| | Ms. Megan Haverland | |

Admissions Assistant

| | | |
|-------------------------------------|------------------|--------------|
| Advancement Office – Vice President | Mr. Mark Roberts | 248-373-2171 |
|-------------------------------------|------------------|--------------|

| | |
|------------------------------|-------------------|
| Director of Alumni Relations | Ms. Beth Campbell |
| Director of Marketing | Mr. Mike Kelly |
| Director of Communications | Mr. Daniel Lai |
| Advancement Coordinator | Ms. Sheri Yanik |
| Communications & Webmaster | Mr. Jim Sesi |

| | | |
|---|------------------------|--------------|
| Athletic Office – Director | Ms. Betty Wroubel | 248-373-9647 |
| Assistant Athletic Directors | Ms. Maureen Radulski | |
| | Mr. Aaron Crouse | |
| Administrative Assistant | Ms. Susan Emerick | |
| Business Office – CFO | Mr. Anthony Block | 248-373-5300 |
| Human Resources & Payroll | Ms. Kathleen McCaffrey | |
| Bookkeeper | Ms. Laura Hand | |
| Facilities Manager, Room Assignments | Mr. Rick Winiarski | 248-373-5300 |
| Business Assistant, Title Programs | Ms. Theresa Meganck | |
| Bus. Coordinator and Bookstore | Mr. Larry Jack | 248-373-5300 |
| Campus Minister, Christian Service Learning | Ms. Cathy Zuccaro | 248-373-5300 |

Ms. Della Lawrence, Fr. Ron Nikodem, s.m., Fr. James Strasz, s.m., Ms. Mary Watson, Ms. Alayna Manos

Mission Statement

Notre Dame Preparatory School and Marist Academy provides its diverse student body a Catholic and internationally recognized college-preparatory experience of lasting value. We affirm our Marist mission to:

Work with God to form Christian people, upright citizens and academic scholars.

Christian Persons

Notre Dame Preparatory School and Marist Academy recognizes that the principles of the Gospel and the teaching of the Church are the educational norms upon which the Catholic school rests. We are to understand and to witness the Christian Good News of humanity's redemption by the saving work of Jesus Christ. The religious dimension of a young person's growth must be addressed in the context of the Catholic Tradition. Thus, NDPMA assumes the responsibility of aiding in the development of a Christian conscience through an understanding and appreciation of Catholic doctrine, traditions and practices. Catholic education views the student as a person redeemed by Christ and having a supernatural destiny. Therefore, NDPMA strives to create an atmosphere where the student's faith can grow and attempts to provide means and opportunities for participation in faith experiences.

"It is God's children that are entrusted to us, and so it is towards God that we have to return their hearts by our constant efforts to provide them with sound rules for their guidance and examples lived in a manner consonant with them... We shall therefore work in the first place at giving them a sufficient knowledge of their faith, at stirring their wills to the accomplishment of duty through motives of conscience and the power of religion." (Jean-Claude Colin's Instructions to Teachers, #2.)

Upright Citizens

Notre Dame Preparatory School and Marist Academy believes it is important for students to understand the great gift and great responsibility we have as citizens of the United States. We believe that we are increasingly part of a global society. It is important to grow in knowledge of and concern for all people and all of God's creation. Because of these beliefs, opportunities are offered to help the student understand the responsibility of leadership in a democratic society, to exercise the rights and liberties guaranteed by the Constitution, to respect the dignity of all individuals regardless of race, creed, sex, national or ethnic origin. NDPMA honors the right of parents to choose a public, private or religious school for the education of their children.

"Next we shall make it our chief concern to school our students in conduct and gentle, courteous, simple social manners, in good breeding and a thoroughly Christian polite behavior, so that most will not feel out of place later on in the world outside, and an object of derision by reason of boorishness. We shall also train them to modesty of tone, propriety in deportment, and we shall cultivate in all, without exception, purity of speech, clarity in diction, and as much as possible, naturalness in gesture." (Instructions #3)

Academic Scholars

Notre Dame Preparatory School and Marist Academy is staffed by an excellent and committed faculty. The teachers help and challenge students to achieve their academic potential.



“We shall then turn our attention to forming the minds of our students and to advance them in the different fields of learning by every means possible. We shall seize every opportunity calculated to broaden their knowledge, to put them on their mettle for study; we shall spare no pains or labour to achieve this. Let us not forget that for us this is a strict duty of trust that must be carried out.”
(Instructions #4)

The Society of Mary

The Society of Mary began when a group of Catholic seminarians in Lyon, France, first discussed the idea of a new religious order under the patronage of the Mother of God, making a pledge in 1816 to work toward its foundation. Years later, led by Fr. Jean-Claude Colin, the Society of Mary received the approval of Pope Gregory XVI in 1836. The Marists live a community life, make vows of poverty, chastity and obedience, and actively serve God’s people. The first Marists believed Mary had chosen them to be ministers of God’s mercy especially to those neglected by the world. The Marist Fathers are linked by tradition and spirit to the Marist Brothers of the Schools, Marist Sisters, Marist Missionary Sisters, and a group of married and single lay men and women – the Marist Laity. All branches of the Society of Mary attempt to spread the Good News of Jesus in Mary’s way: gently, humbly, generously.

This goal has brought the Society of Mary around the world. Since 1816, the Marist Fathers have increased to over 8 00 members in America and throughout the world with headquarters in Rome. Marist Fathers and Brothers came to America in 1863. Presently there are three provinces in North America (U.S., Canada, Mexico). The principal works of the Society include education in high schools, colleges, and seminaries; parish work; chaplaincy work; and the foreign missions, first in the South Pacific, more recently in Africa, Brazil, Peru and the Philippines. In Michigan, Marist Fathers and Brothers served at Cathedral High School (1951-1956), Notre Dame High School (1954-2005), Madonna University (1984-2013), and at Notre Dame Preparatory and Marist Academy (since 1994). Please join us in praying for vocations to serve God’s people.

History of NDPMA

The Society of Mary (Marist Fathers and Brothers) agreed to establish Notre Dame Preparatory School and Marist Academy at the request of the Archbishop of Detroit, based on the excellent education offered by the Marists at Notre Dame High School in Harper Woods. The site offered in northern Oakland County was built as Pontiac Catholic Central High School which opened in 1968, when two Pontiac area schools, St. Michael and St. Frederick, merged. In 1988, the school was renamed Oakland Catholic High School but the new name did not revive enrollment and the school closed in June 1994.

Fathers Leon Olszamowski, James Strasz, Juan Gonzalez, and Brother Louis Plourde made up the first Marist Community sent to establish the Marist philosophy of education at Notre Dame Preparatory. The school year began with Mass and a ribbon cutting ceremony celebrated by Archbishop Adam Maida and Fr. Joseph Hindelang, s.m., Provincial Superior of the Marists, on Aug. 28, 1994, and classes began the following day. There were 18 staff members and 183 students the first year with 22 seniors in the first graduating class.

Part of the original plan was to also establish a middle school to provide a good Catholic school foundation for students preparing for NDP. The majority of original students in grades 6-8 came from public schools in the surrounding area. Marist Academy opened in 1996, under the leadership of Mrs. Sandra Favrow. A new wing was added to the building in 1997 to house Marist Academy.

As enrollment grew, other additions were made to the building in 1999: the B wing with sixteen classrooms; the cafetorium doubled in size with a stage added for the performing arts; and the St. Peter Chanel Media Center a showpiece of the school. In 2008 an auxiliary gym was built and named after Mr. Jim Grimaldi, a generous benefactor of the school. Attached to that is the Music Center, named after the late Bev Gifford, a parent and coach. Also attached is a concession stand and bathroom facilities. In 2010 a Fitness Center was added and at the request of benefactors was named after Betty A. Wroubel, teacher, coach and Athletic Director. The newest addition (2018) is the beautiful state-of-the-art Easterwood wing with 14 additional classroom for science, technology, robotics, art, and a greenhouse, enclosing a courtyard with a Blessed Mother fountain and Stations of the Cross.

Fr. Leon Olszamowski served as President of Notre Dame Prep and Marist Academy and Principal of the high school from 1993 until 2002 when the offices were split. Fr. Leon continued as President and Fr. Joe Hindelang was named Principal of Notre Dame Prep.

NDPMA expanded to include an elementary school. Mrs. Favrow was the founding Principal of the lower division (JK-5) which opened on Sept. 2, 2003, at St. Benedict Parish in Waterford. Two years later Mrs. Diana Atkins, became Principal of the lower division of Marist Academy. Mrs. Favrow retired in 2010 and Mrs. Jill Mistretta was named Principal of Notre Dame Marist Academy – Middle Division. The lower division moved to a newly built campus at 1425 Giddings Road in August of 2013.

On July 3, 2014 the Board of Trustees established a new non-profit corporation to purchase the main campus property from the Archdiocese of Detroit. NDPMA continues its tradition of excellent Catholic education under the leadership of the Society of Mary. In 2017, Fr. Leon Olszamowski, s.m. became Corporate President, Mr. Andrew Guest was named Head of School, and Mr. Brandon Jezdimir was named Principal of the Middle Division.

NDPMA is one of the few Catholic schools in the country to be approved as an International Baccalaureate school preK-12. Our dedicated staff is proud of the accomplishments of our students who are well prepared for college and for life as people of faith, as citizens of our country and our world, and as lifelong learners.

Religion

As a Catholic school, religion is at the heart of what Notre Dame Preparatory and Marist Academy is all about. Each student takes religion class every day, and everyone participates in prayer, liturgy, retreats, Christian service, and charitable activities. Each day begins with a prayer; classes, teams, and organizations pray together.

The program of religious education at NDPMA builds upon the foundation of earlier teaching in the family, in church, and in religious education programs. Students learn more about the God of Scripture (taught from a Roman Catholic, i.e. non-fundamentalist point of view) who loves us as we are and invites us to become the best persons we can be. We are invited to respond to God's love by living moral lives. It is possible to live as Christians in today's world just as it

has been throughout the history of the Church. We are challenged to raise our hearts and minds to God in prayer, to treat all other people with respect and dignity, and to love ourselves enough to live a good life. Ultimately, each of us is called to be a friend, a saint of God.

A **Campus Ministry** program exists to help students and staff to meet the challenges of living good lives. While learning more about Christianity in the classroom is important, our faith also involves following the example of Jesus in praying and in serving God's People thereby putting faith into action. The Campus Ministry office involves students in preparing Masses, reconciliation services, retreats, service learning projects and charitable collections.

Christian service is an integral part of the NDPMA experience. In each school division requirements and expectations for students are explained in detail in the online school handbooks.

Honor Expectation

All NDPMA students are expected to be people of honor and integrity who are respectful toward others and their property. It is a sign of self-respect to be honest in speech and writing, especially in difficult circumstances in person or online. Honesty, integrity, and respect are the basis of relationships and activities in all aspects of school life. We emphasize the importance of personal responsibility for honesty, integrity and respectfulness. A situation is treated more seriously when these are lacking. Some examples of dishonorable activities are: disrespectful speech or action toward staff or students, bullying, internet bullying or insults, cheating, lying, stealing, forgery, plagiarism, copying, vandalism, and graffiti. Students who support the behavior (participation in or laughing at misbehavior, loaning out homework to be copied, etc) would also violate the honor expectation for members of the NDPMA community.



Academic Honesty: Cheating, in school or online, on examinations, plagiarism from any source including the internet, copying another student's work, or other forms of dishonesty employed while earning academic grades is a serious ethical offense which calls for a "0" grade on the assignment involved. In all such cases of dishonesty the teacher will notify the Administration, and then the parents. The student may be suspended or expelled for repeated breaches of ethical standards.

Code of Conduct: Our ultimate goal is to educate young women and men to become well-adjusted Christian persons who contribute to society while excelling in academic pursuits. Every attempt is made to be fair and consistent in enforcement, but all disciplinary situations cannot be handled in exactly the same manner. In all cases, investigation, interpretation and implementation is left to the administration of the school. As a private school, the Head of School has the final word.

Computer Use

In school: The goal of NDPMA's computer system is to promote up-to-date educational excellence within a moral framework. The Media Center and our IT staff provide reminders to our students and staff of the importance of being good and responsible digital citizens in school and everywhere, now and for a lifetime. Misuse of computers, in school or with online learning, including things such as zoom bombing, will lead to disciplinary steps.

Off campus: While NDPMA does not attempt to supervise the private life of students during non-school hours, it is concerned with any conduct which may bring discredit or harm to an individual, the student body, or school. The school reserves the right to discipline such behavior regardless of where it takes place, even if it was meant in jest. As Christian people, students are expected to be respectful of self, others, the school, and school personnel in all behavior including online postings, pictures, and messages on social media sites such as Facebook, Twitter, blogs, etc.

Sportsmanship

Good sportsmanship is an essential part of educational athletics and is required at all times during NDPMA athletic events. The following are examples of good sportsmanship that all participants (spectators and team members) are expected to follow:

- Cheers must be for our team and not against the opponent.
- Be respectful to one another. The other team is an opponent in an athletic competition, not an enemy. Avoid directing comments at a player, fan, or official.
- Spectators must follow instructions and requests from administrators and supervisors.
- Any individual (student-athletes, coaches, spectators) who behaves in an unsportsmanlike manner, who violates any school rules, or who fails to follow these expectations will be required to leave the event and may not be allowed to attend future events. Beginning in 2020-2021 all individuals (student-athletes, coaches, spectators) who receive a game disqualification will also be required to complete an NFHS sportsmanship course at their expense in order to be considered for reinstatement. Additional school consequences may be applicable.



Safety and Order

School: For safety, good order and Christian values, the following activities are not allowed:

- Fighting, harassing, being mean toward others in person or online
- Using or carrying weapons-even during hunting season, fireworks
- Using or carrying tobacco or vaping products
- Using, carrying, under influence of alcohol, marijuana or other drugs
- Vandalism, graffiti
- Running, shoving, horseplay, snowball throwing, gambling, littering
- Inviting or being with unauthorized visitors on campus
- Misbehaving on the bus or disobeying the bus driver

Parking Lots: For the safety of everyone, parents and student drivers:

- Obey the security guards and all posted signs
- Be courteous
- Drive in marked driving lanes (crossing lines diagonally is dangerous)
- Passengers may not hang out of cars nor ride on the outside
- Do not litter
- Do not block traffic – even for “just a minute”
- Do not sit in cars in the parking lot before school
- Cars on the school property may be searched at any time
- NDPMA is not responsible for valuables left in cars nor for damage to cars; please always make sure that valuables are out of sight in locked cars
- Accidents and damage to cars should be reported directly to the local police

Information for student drivers in the high school can be found in the online handbook.

Dress Code

The school dress code is designed to establish habits of neatness, good grooming, and hygiene. The dress code helps establish an atmosphere conducive to learning. Students are expected to be in uniform every day. On liturgy days, school sweaters or vest are required as part of the uniform. Individual requirements for each division may be found in the online handbook. For grades 6-12, ID cards and grade level lanyards are worn everyday.

Uniforms may be purchased at **Dennis Uniforms**, 1532 Opdyke Road, Auburn Hills, 48326; (248-340-8890)

www.dennisuniform.com.

Attendance

A direct relationship exists between academic achievement and regular attendance. Being present each day and on time for every class is important. Absences accumulate to a semester total and become part of the permanent record. The school calendar should be consulted before scheduling appointments and vacations. Responsibility for work missed during absence rests solely with the student. If students are sick and contagious please keep them home and notify us at school. Reporting procedures, early dismissal procedures, and consequences for absences for each division may be found in the division handbook.

Electronic Equipment



- Cell phones are not to be used or carried during the school day unless they are part of an assignment from a teacher in a specific class.
 - Other electronic equipment such as air pods, earbuds, games, cameras or sound equipment brought to school must be turned off and left in the locker during the school day.
 - NDPMA issued Surface Pros, laptops and other electronic equipment in the classroom are to be used responsibly and with the permission of the teacher. Families are responsible for the care and return of these leased items or to pay for items not returned.
- NDPMA is not responsible for electronic equipment lost at school.
 - Electronic equipment misused during the school day will be confiscated with disciplinary consequences.
 - The NDPMA administration reserves the right to search anything brought to school.

Security Cameras

Security cameras in various public locations on campus may record anyone on the grounds. However, the school accepts no responsibility for consequences of any activity. Tampering with security equipment in the building may lead to suspension.

Safety and Visitors

All visitors, including parents, must show a photo ID to the Oakland Co. Deputy in the school lobby and must report to the school office to sign in and obtain a visitor pass.

Parent, visitors and students are asked to avoid inappropriate clothing worn on campus including advertisements for alcohol, other drugs, vaping/tobacco which are illegal for our students.

Lockers

School and physical education lockers are assigned at the beginning of the year. Changes must be authorized by the administration. The school assumes no responsibility for lost or stolen items. Students are urged not to place valuable items in lockers. Lockers are the property of the school; they are to be neat. The outside or inside of the locker should not be defaced with stickers, scratching, denting, writing, or inappropriate material. The school reserves the right to inspect the lockers and backpacks of students at any time. The use of locks on lockers will be suspended for the 2020-21 school year, unless the student requests a lock. Replacement locks will cost \$10.00.

Use of Facilities

Cafeteria: Students are expected to clean up the cafeteria after use. Cans and bottles should be recycled by using appropriate bins.

Athletic Facilities: Students may use the gym and fitness center with supervision only. Food, drink, gum and street shoes are not allowed in the gyms at any time.

Media Center: The Media Center offers an environment for quiet study, before, during and after school. All materials in circulation must be accounted for prior to the end of each semester. Gum, food, drink, cell phones, and backpacks are not allowed in the Media Center.

Bookstore: School supplies, NDPMA clothing items, novelty, personal items, and coffee items are available in the **Irish Bookstore and Cafe** located off the cafetorium. The bookstore is open before school and during lunch hours.

Vending Machines: Are available outside of class/study time. Do not abuse or steal.

Health Concerns

Emergency and health information cards must be completed by a parent and sent to the office. It is important for the school to be able to reach a parent or guardian during the school day. The school must know the health concerns of children in case medication or emergency care is needed.

Communicable diseases should be immediately reported to the office. The Oakland County Health Division monitors occurrence of communicable diseases in schools by a weekly report completed by the office. A reference chart for actions to be taken, and/or possible exclusion for certain diseases, is used by the administration.

Immunization records: Children enrolling in a Michigan school for the first time, including students from any other district, must have an immunization record indicating that all required immunizations have been given. Records transferred from another district may not include immunization dates, but parents are responsible to locate and provide them. Student records are reviewed by the public health nurse from Oakland County Health Division and if immunizations are needed notification will be sent home. Parents are advised to obtain necessary immunizations prior to the start of school. The Oakland County Health Division Immunization Clinics are available to all Oakland county residents without charge.

Medications: Ideally all medication should be given at home. Any student who is required to take medication (prescribed or OTC) during school hours should comply with school regulations:

- Written orders from a physician should detail the name of the drug, dosage, time intervals, and the diagnosis.
- Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.
- Medication must be brought to the office in a container appropriately labeled by pharmacy or physician.
- An Administrative Assistant will administer medication.
- The school allows students to carry and use metered dose asthma inhalers and epi-pens provided a written and signed release from the physician and parents is received by the office.

Harassment-Free Environment

The school intends to provide a teaching and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with school performance. Harassment, bullying of any sort – verbal, physical, visual – will not be tolerated.

- **Responsibility:** All members of the NDPMA community, students, teachers, administrators and employees, have a responsibility to keep our learning environment free of harassment. Anyone who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to a teacher, supervisor or any administrator with whom they feel comfortable. When an administrator or teacher becomes aware that harassment might exist, they are to take prompt and appropriate action, whether or not the victim wants the school to do so.
- **Reporting:** Any incidents of harassment must be immediately reported to a teacher or an administrator. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any student or teacher found to have harassed a fellow student, co-worker or subordinate will be subject to severe disciplinary action or possible expulsion or discharge. NDPMA will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student or employee making a good faith report of alleged harassment.
- **Harassment** may take many forms and may involve students, staff, or visitors. The following actions may result in suspension or expulsion: words, signs, jokes, pranks, intimidation, gestures, physical contact, or violence. Harassment is not necessarily sexual in nature and may involve a person's race, ethnic background, religion, disabilities, or other protected classifications.
- **Sexual Harassment** refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either in conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education or creating an intimidating, hostile or offensive educational environment.

Examples of Sexual Harassment:

- sexual innuendoes
- sexual propositions
- sexually suggestive pictures, cartoons or notes
- foul and obscene language, jokes or gestures
- unwanted and unnecessary physical contact
- unwelcome comments about appearance

Weapons Policy

Bringing, possessing, or storing any type of weapon or ammunition on campus (including in cars) is a serious offense. As a private school we prohibit weapons and Michigan's "open carry" law does not apply on our private property campus.

The following is taken from the **Archdiocesan Weapons Policy**:

"Students are prohibited from bringing weapons to or having weapons in school. Any student who carries, possesses, conceals, transfers to another to hold or to hide, etc., any weapon, on school premises or possesses a weapon in the vicinity of school or suspected of any of these, shall be immediately excluded from classes pending investigation.

"A weapon is any object which can be used to threaten or injure another. It includes guns, knives, chains, karate sticks, sharpened instruments, ammunition, etc. School premises include the school building and adjacent grounds,

e.g., parking lots and playgrounds and student lockers.

"Investigation may include an inspection and search of students and their book bags, lunch pails, lockers, etc. Investigation also may include questioning by principal, assistant principal, a teacher, another person and/or the police.

"Any student found to be in violation of the above rule or who fails to cooperate in an investigation shall be excluded permanently from the school.

"If investigation discloses that a student has not violated the above rule, the student will be readmitted to classes after a meeting among the principal, the vice principal, the student, parents or guardian."

Alcohol, Drugs, Tobacco, E-cigarettes, Vaping Products, Parties

Bringing, possessing, or using intoxicants or illicit drugs or being under the influence of such in the vicinity of NDPMA or at school-sponsored events is a serious offense.

- Chemical use, abuse and dependency are of a progressive nature. NDPMA is seriously concerned about them on and off campus because of the impact on the health and wellbeing of students. Each case will be handled individually.
- When a family or student initiates contact to seek help for alcohol or other drug use the school will treat the matter confidentially and will support efforts at treatment and recovery.
- When a student uses, possesses, or is under the influence of alcohol, marijuana, illegal drugs, or unauthorized medicine on school property or at school events, the student will be suspended. Re-admission to school may involve: evaluation, a treatment program, and/or future random testing.
- Suspicion of illegal substance use may require testing at a school-approved facility.

- When a student is involved in selling, distributing or intending to sell or distribute alcohol, marijuana, illegal drugs, or unauthorized medicine on or off school property, police involvement and expulsion from school will result.
- NDPMA, as all schools in the state of Michigan, is a smoke-free environment. Tobacco or vaping products and electronic nicotine delivery systems (ENDS or e-cigarettes) are not permitted on the property by anyone.
- When rumors or suspicion of parties involving alcohol or other drugs come to our attention, efforts will be made to contact parents or the local police.

Safe Home Pledge

In order to work with our families for the well-being of our students and to promote a sense of trust and support among our parents, NDPMA has a “Safe Home Pledge” that families may sign. It is a voluntary and sincere commitment that parents make to obey the law and to safeguard our children. Parents agree to:

- be home and actively supervising when other minors are invited to your house;
- remove alcohol from the area or lock it away;
- never serve alcohol to minors nor allow consumption of alcohol or other drugs by minors on your property or at your gatherings;
- be aware of who is coming to your home and that they are not under the influence of alcohol or drugs; and
- be open to receiving phone calls from other parents who want to make sure that there will be a safe and actively supervised environment.

Information and pledge forms will be available to parents during meetings at the beginning of the year. Our goal is to work with families within our school community to foster opportunities for students to get together in a safe and supervised environment.

Emergency/Severe Weather Notification

In case of inclement weather parents and students will be notified by the *Swift K-12 System* and on radio/TV. The closing will be listed as Notre Dame Prep/Marist Academy. The school website will also have the information about a school closing within minutes of the decision to close.

School Name, Crest, Logo, Mascot, Interlocking ND

Any individual or group using the name, crest, logo, mascot of NDPMA in connection with activities must have prior approval of the school administration and is bound by the policies of NDPMA.



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Student Pictures

From time to time students may be photographed, videotaped or recorded while engaging in student activities or while attending school-sponsored activities. NDPMA reserves the right to display, publish, copy or distribute these in various school publications such as the yearbook, school website, newspaper, newsletters, alumni news, etc. without express written permission. Any parent who does not want his/her student photographed or recorded should notify the school office in writing each school year.

Custody Document

When/if there are particular restrictions concerning school, divorced or separated parents must file a court-certified copy of the custody section of the decree with the principal's office each school year. The school will not be responsible for failing to honor arrangements that have not been made known in such a document each year.

Child Abuse and Neglect

The laws of the State of Michigan require that members of professions such as teaching, nursing, counseling and medicine, must report to the proper authorities, cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when complying with the law. Our school personnel must report, not investigate, any case of suspected child abuse or neglect.

Students with Special Needs

If your child has any type of special need, please discuss the need during the application process. NDPMA cares about the success of each student. However, we are not federally or state funded nor do we have special education credentialed personnel and therefore do not provide special education programs, resource rooms, 504 documents or written accommodations. While we cannot alter our challenging International Baccalaureate college prep program, we do work with students and parents who provide information about a diagnosed learning issue. Preferential seating, before or after school help from teachers, and student tutors are ways that the school assists students in need. Parents are also encouraged to contact their local school district to inquire about additional services the district may provide to private school students from that district.

Admissions

NDPMA accepts students of proven ability from any race or ethnic origin. Although the school serves a predominantly Roman Catholic population, applicants from other denominations or religious traditions are welcome. Admission to NDPMA is based upon a student's admission application, academic record, current school recommendations, results of academic testing (IOWA Test of Basic Skills for grades 5-8, High School Placement Test for grade 9), and a satisfactory personal interview (grades preK-11). In addition, NDPMA grants preference for admission to siblings of current students, Marist Academy graduates, and students from the Catholic schools and parishes in the Pontiac Area Vicariate. NDPMA accepts transfer students who have a good academic and discipline record. Transfers, however, must have the prerequisites necessary for promotion and/or graduation at NDPMA. Students with disabilities will be evaluated for admission on an individual basis based upon their needs and the school's ability to accommodate those needs. The final admission decisions will be made by the Principal.

Scholarships, Discounts, and Financial Aid

Notre Dame Preparatory and Marist Academy scholarships, discounts, and financial aid grants are an outward sign of our commitment to building a student body that epitomizes the mission of the school. Therefore, scholarships and discounts are designed to affirm in students the attributes tied to our mission of forming Christian People, Upright Citizens, and Academic Scholars. Financial aid is meant to support mission-driven families of limited means in their pursuit of a faith-based, college-preparatory education.

For specific offerings and the processes for applying for scholarships and financial aid, please visit the admissions section of the school website.

Expectations of a NDPMA Student:

- A student is expected to exhibit the school mission as a Christian person, upright citizen and academic scholar.
- A student is expected to behave appropriately in and out of school, understanding that serious and/or repetitive disciplinary actions taken by NDPMA administrators may put at risk his/her chances of continuing at Notre Dame.
- A student is expected to demonstrate academic progress with above average grades (typically B average or above) and grade-level equivalency scores on standardized tests over the course of his/her time at Notre Dame.

Students who meet these expectations will have demonstrated their ability to thrive at our school. However, a student's current status does not guarantee or establish an automatic acceptance to the next grade or division, especially if the student fails to meet one or more of the aforementioned expectations.

Advancement

The goal of the advancement effort at Notre Dame Preparatory School and Marist Academy is to help the institution to reach its highest destiny. This is achieved through the execution of a comprehensive strategic marketing plan that involves all members of the NDPMA community; including the Marist Fathers and Brothers, Board of Trustees, President, Administration, Advancement Office, Faculty, Staff, Alumni, Students, Parents, Grandparents, Alum Parents, and Friends of the school. There are three main areas of giving critical to both the short and long term financial stability of the school:

Irish Fund

The Annual Fund is the major fundraising initiative for the school. It is designed to enhance the quality of programming at every level of the institution. Contributions to the Annual Fund help support the recruitment, retention and recognition of our faculty, fund technology enhancements, grow visual and performing arts, improve athletics and maintain the safety, security and ambience of our beautiful campus in Pontiac. The Annual Fund is launched in November of each year and each family is expected to participate, according to their ability.

Capital Campaign(s)

In 2018, NDPMA completed construction of the science, art, robotics, greenhouse and classroom wing. It encloses a beautiful courtyard with a fountain, statue of Mary, Stations of the Cross and student space. The school embarks on capital campaigns on an as-needed basis as determined by school administration and the NDPMA Board of Trustees.

Planned Giving

Planned Gifts are any gifts that result from a donor's wish to support the mission of the school by incorporating NDPMA into their financial and estate planning. NDPMA, through its Planned Giving Advisory Committee, offers free confidential consultation to any family interested in making a Planned Gift.

Methods of Giving

NDPMA accepts gifts in the form of cash, checks, stocks, bonds, mutual funds, bequests, endowments, life insurance, real estate, charitable lead trusts, charitable remainder trusts, business gifts and reunion gifts.

Designated Contributions

Designated contributions are donations toward specific departments, clubs, programs or initiatives as determined by the donor in partnership with the school administration or advancement office. Designated contributions are welcome and accepted as long as they meet pre-established needs or criteria and do not place additional financial burden on other families, other fundraising initiatives (i.e. annual fund) or the operating budget of the school.

Advancement Policy on Designated Contributions to Athletics

The Advancement Office of NDPMA welcomes individual donations of cash, services or gifts-in-kind that provide immediate or long-term benefit to either a specific Athletic Team or the Athletic Department in whole, provided such gifts meet the following criteria:

1. Consistent in nature and intent with the Mission of the school;
We work with God to form...Christian People...Upright Citizens...
Academic Scholars
2. Do not contradict MHSAA or CYO rules as determined by the Athletic Director
3. Fill a pre-determined and/or agreed upon need by the Athletic Director
4. Made directly through the Advancement Office
5. Approved in advance by the Athletic Director
6. Do not create unbudgeted expenses for the school, either in the short term or the long term, unless pre-approved by the President

The process for making a designated contribution to the Athletic Department is as follows:

1. The donor should express their interest to make a donation to the Athletic Director, the Advancement Director or the Assistant Athletic Director. Please do not approach a coach directly with a gift or intent to gift.
2. Details, parameters and value of the gift will be discussed among the donor, the Advancement Director and the Athletic Director
3. Once a gift is approved, the gift will be processed through the Advancement Office, according to the following procedures;
 - a. Gifts of cash will be treated as a "designated contribution" and reported as such according to established school accounting guidelines
 - b. Gifts of service or in-kind can be made directly to Athletics once the value has been determined and recorded according to established school accounting guidelines

Some donors may wish to make a “group” contribution to Athletics. The school generally does not support this type of donation as it often places undue pressure on parents and could inhibit their ability to support other important school fundraising efforts.

Any “group” contributions to Athletics must be approved in advance by the Athletic Director, Advancement Director, and the Head of the School.

Parents Club and Booster Club

Parental involvement is a key component to the overall success of NDPMA. All parents are automatically members of the Parents Club and are expected to support their children’s education by participating in activities and fundraisers. At a minimum, each family is required to work a total of 10 service hours each year for the Parents Club and to sell or purchase the Super Raffle tickets. All parents of NDPMA student-athletes are automatically members of the Booster Club. If your student plays a sport, you are required to work three Booster Club events per student, per season. The Booster Club supports all NDPMA student-athletes through event staffing, concession sales, spirit wear sales and the annual Golf Outing, typically held in June of each school year.



Alumni Association

NDPMA has a vibrant alumni association for all graduates of NDPMA that includes periodic newsletters, a homecoming reception, class and athletic reunion events.

In addition, recent efforts have been made to proactively reach out to alumni from Notre Dame High School to invite them to learn more about Notre Dame Prep, its history and its close association with Notre Dame.

All alumni from Notre Dame High School, Oakland Catholic, Pontiac Catholic, St. Michael, and St. Frederick are welcome to be a part of the alumni association at Notre Dame Prep and are eligible to receive a discount off the cost of tuition for their first student. If you would like to be involved in expanding or growing the alumni association, please contact the Advancement Office.



Textbook Policy

Each year students are charged a book rental fee, which is added to the tuition/fee schedule at the time of the July tuition payment. This fee includes the cost of all electronic books, hard/soft covered text books and soft-covered workbooks/paperbacks. In the fall, students will receive textbooks in individual classes. For some core classes, students will receive a code for online textbooks that will be available for use during the school year. At the end of each school year (or semester, in the case of non-continuing courses), students will return to teachers the exact textbooks given to them at the beginning of the school year (semester). Damage charges may be assessed, and lost textbooks must be replaced by the student at school cost. Only textbooks with the correct book number will be accepted. If, during the semester, a student drops one course and adds another, (s)he will return the dropped course text to the teacher from whom (s)he received the course text and pick up the added course text from the teacher into whose class (s)he is moving.





Busing

Notre Dame Prep/Marist Academy's bus routes will offer service from the Oakland Township/Rochester Hills, Shelby Township/Rochester Hills, Clarkston/Lake Orion and White Lake/Waterford areas. Please see flyers for route descriptions. The bus routes will be open to Notre Dame Prep and Marist Academy students only and will follow the Notre Dame Prep/Marist Academy daily schedule. All arrival and departures are from the Notre Dame Preparatory/Marist Academy parking lot. The actual route the bus takes and location (number) of bus stops are subject to change based on the students enrolling for bus service.

Bus fees must be paid in advance of each semester and are non-refundable once service begins. Students may purchase round trip or one way service (either AM or PM). Separate bus passes will be issued for round trip, AM, or PM riders, and are non-transferable to other students. Students who ride one way may not switch from AM or PM or vice-versa without approval. Daily passes for students needing occasional service (provided seats are available). Daily passes must be purchased prior to riding from either the Notre Dame Preparatory or Marist Academy office. No new stops can be added to accommodate occasional riders.

Students are expected to adhere to regulations appropriate behavior and remain seated on the bus at all times. All school policies apply on buses, students who do not follow the rules may be prohibited from riding the bus.

NDPMA Board of Trustees 2020-2021

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