



ACADEMY *of*
NOTRE DAME
de NAMUR

INSPIRING YOUNG WOMEN
SINCE 1856

2020-2021

Parent/Student Handbook

The Academy of Notre Dame de Namur retains the right to amend and/or revise this handbook. In such cases, parents will be given timely notification of changes. Notice of any amendment and/or revision made during the school year will be sent to parents and/or posted on the Academy's website.

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Statement of Mission

The Academy of Notre Dame de Namur, a Catholic, independent, college-preparatory school, commits itself to the education of young women in grades 6 through 12 for responsible living in a global society. The Academy, rooted in the faith tradition of the Catholic Church and the charism of Saint Julie Billiart, provides its students a challenging academic curriculum within a rich spiritual community in order to:

- inspire them to live the prophetic nature of the Gospel, with a passion for justice and love for the poor,
- enable them to develop the skills and desire necessary for life-long learning,
- empower them to be honorable, compassionate leaders.

Academy of Notre Dame Belief Statements

We believe that:

- Each individual is a reflection of the good God, and deserves to be respected, loved, supported and encouraged.
- Single sex education empowers women for leadership in contemporary society.
- The unique gifts of each individual, nurtured and celebrated, serve the community and the world.
- Individuals have an inherent responsibility to embrace the ideals of service and stewardship.
- Individuals thrive in a community of responsible freedom where they are encouraged to act with integrity and honor.
- The charism of the Sisters of Notre Dame de Namur, in the tradition of their foundress, Saint Julie, provides an enduring culture of simplicity, courage and hope.
- Faculty and staff, both in and out of the classroom, are important role models of the school's mission for our students.
- Competent and confident young women emerge from a community that values individual worth and academic rigor.
- Diversity in our faculty, staff and students enriches our community and challenges us to embrace the ideals of justice.

The History of the School

The Academy of Notre Dame de Namur was founded in 1856 on West Rittenhouse Square in Philadelphia. The student body gradually increased until it was necessary to find another location in addition to the campus already established. As a result, the high school department moved to its present site in Villanova in December, 1943. The Academy's Villanova campus welcomed its first freshman class the following September. During the next year, the school was re-evaluated and accredited by the Commission on Colleges and Secondary Schools of the Middle States Association.

Across the decades, the school has evolved to accommodate the educational needs of young women preparing for lives of intellectual, moral, and spiritual engagement. Changes to the campus and the educational program, such as the 2019 construction of the Riley Center for STEM Education and the development of the Global Scholars Program, reflect a firm commitment to excellence in women's Catholic education. Notre Dame graduates attend a variety of colleges and universities, and enter numerous fields of religious, civic, and social service.

Significance of the School Seal

The School Seal of the Academy of Notre Dame is a symbol of the school's origin and purpose. Characteristics of the Sisters of Notre Dame de Namur are as follows: the main charge on the coat of arms, a blue bend or bar taken from the original red bar of the coat of arms of Namur, Belgium; the blue bar, the golden field, and the fleur-de-lis signifying the Blessed Virgin, patroness of the Sisters of Notre Dame de Namur and of their students; the silver crescent on the bar, a symbol of the Immaculate Conception; and, on a chief, or upper compartment, the three stars of six points from the arms of the Congregation of Notre Dame de Namur.

The open book symbolizes the Academy as an educational institution which inculcates in its students not only knowledge and wisdom but also the principles of faith and charity, the *Fides* and *Caritas* of the school motto.

Alma Mater

With hearts and minds attuned to praise
Your standards wrought in faith,
Nobility, love and courage, too,
The guiding spirit of our youth,
Your high ideals that never swerve,
Your work so nobly planned,
The friendships formed 'neath the gold and blue,
Will unite us, Notre Dame.

Your labors blessed by the Almighty Hand
Of the loving Architect
Are as a symbol of noble life

Where love and sanctity gleam bright.
O Seat of Wisdom, Mother mild,
We place our hope in you.
Undying loyalty we pledge,
O beloved Notre Dame.

I. Honor Code and Other Compliance Policies

In accordance with our Mission, the Academy of Notre Dame strives to create an atmosphere of openness, warmth, and responsible freedom so that our students may be able to internalize and implement those Christian values so important to personal and social growth.

The Honor Code fosters the development of each student's personal integrity, character and respect for self, others, and school policies. Students are obligated to follow its guidelines in support of their personal development and understanding of what it means to be a student of the Academy of Notre Dame. The specific goals of the Honor Code, supported by students, faculty, staff, and parents, stand as follows:

- The Honor Code is a system of behavioral expectations which, in accordance with our Mission, holds each student responsible for her actions while affording her responsible freedom.
- The Honor Code fosters the development of self-discipline, through which each student is encouraged to exercise her growing maturity through making good decisions.
- The Honor Code fosters the development of individual self-awareness in relation to the group and community.
- The Honor Code instills positive values necessary for healthy, productive adult life.
- The Academy of Notre Dame charges each student with embracing and taking responsibility for living the Honor Code. As our community's shared code of conduct, students are called to remind those who violate the Honor Code of its centrality to our Mission and philosophy. Each member of the student body will:
- **Demonstrate respect and care for the reputation, well-being, and physical safety of oneself and each member of the Notre Dame community.**
- **Avail herself of every curricular and co-curricular opportunity that Notre Dame provides.** Students must attend every class for which they are rostered unless specific

permission for an absence has been granted by the teacher involved. This rule applies also to studies, free periods, assemblies, clubs and other school functions.

- **Maintain her own safety, and the safety of others.** Notre Dame values the safety of each member of the school community. Any actions which cause risk to the safety or well-being of another person or the possession of any item which has the potential to inflict harm or injury to self or others is strictly prohibited. The possession, sale, distribution or use of alcohol, tobacco, or other drugs are strictly prohibited on campus, on school buses, or at any school-sponsored functions. Any student who violates this policy will be subject to discipline, which may include suspension or dismissal from school. During the school day, Notre Dame is responsible for each student and, therefore, we must know where to locate her at all times. At no time may the students leave the campus or go to any unauthorized area (e.g. parking lot) without permission.
- **Practice responsible freedom.** The violation of any guideline, especially cheating, stealing or other deceitful actions, constitutes a direct misuse of this freedom. Students are expected to adhere to all requirements contained in the Technology Acceptable Use Policy, cell phone policy, and social media policy. Students must maintain the proper uniform during school hours, and are expected to come to each class meeting on time, prepared to engage in the work of the day. Students are required to eat only in designated areas, clean up after themselves, use recycling bins accordingly, and maintain good health habits, neatness, and cleanliness.
- **Understand the privilege and responsibility of being a student at the Academy of Notre Dame.** Students bear this responsibility at all times. Should a student's misconduct, on or off campus, in person or digitally, threaten the safety and order of the school community, or damage the reputation and standing of the school, the school will take disciplinary action. Social media and online activities are often not private, and should be viewed as public and permanent communications. No form of harassment, bullying, cyberbullying, or hateful acts will be tolerated. Examples of unacceptable behaviors include racial, religious, and sexual slurs or statements; anything which demeans, objectifies, or stereotypes another person or group of people; personal attacks of any kind; or vulgarity in language or visual form.

A student found to be in violation of the Honor Code will be subject to disciplinary measures. Consequences include, but are not limited to, restrictions placed upon a student's privileges and/or participation in school activities; financial reimbursement for property damage; disclosure of the incident on college applications; and other discipline, including but not limited to behavioral probation; suspension; and expulsion.

Probations

Academic Probation

Students who receive two or more D's, F's, or no credit in any one grading period are placed on Academic Probation. The school may employ a number of different strategies to support the student's academic success, including meetings with the Learning Support Specialist, division

Director, counselor, and family. The Academy of Notre Dame's decision to issue an enrollment agreement for the following year will depend on the student's demonstrated improvement while on academic probation.

Behavioral Probation

Students whose behavior violates the Honor Code may be placed on Behavioral Probation. We ask all families to review the Mission and Honor Code with their student, as well as the school's policies on Academic Integrity. An enrollment agreement for the following year may not be issued if the student fails to satisfy the requirements of their Behavioral Probation.

Academic Integrity

The Academy of Notre Dame de Namur upholds a policy of Academic Integrity that flows from its roots in the Catholic tradition and the philosophy of Saint Julie Billiart. Through education and personal guidance, the school's policy is intended to foster in each student a responsibility to act honorably in regard to work that is her own and in respecting the work of others as separate from hers.

Acts of Academic Dishonesty/breaches in Academic Integrity are counter to the values of the Academy and are considered serious infractions of the school's Honor Code.

Academic Dishonesty includes all acts by which a student fails to live up to the following student responsibilities:

- by submitting classwork or homework that is not her own
- by sharing classwork or homework with another student
- by using information inappropriately obtained from others
- copying words and/or ideas from another source (with or without citing the source)
- paraphrasing to an extent that the thought is too similar to the source (with or without citing the source)
- by failing to acknowledge all sources used

Academic Dishonesty includes:

Cheating, which includes inappropriately assisting or collaborating with other students or using material, including submission of the student's own work that has already been used for another assignment, without explicit permission from the teacher;

Plagiarism, which presents the words, ideas or research of others as the student's without citing the source or improperly citing the source **and/or copies or paraphrases words from a source (with or without citing the source)**;

Lying, which misrepresents the truth with the intention of falsifying, inventing, or deceiving.

Student Responsibilities

Each student is responsible for:

- acknowledging that as a member of the Notre Dame community, she must uphold the Honor Code, which includes maintaining academic integrity and acceptable behavior;
- seeking help in learning the proper procedures for citing sources of information and/or working on group projects, assignments or study;
- showing respect for the efforts of the entire Notre Dame community to uphold the Honor Code;
- recognizing that by violating her personal integrity, she is compromising the integrity of the Academy;
- encouraging her classmates to live up to the Honor Code through personal example, discouraging acts of academic dishonesty and reporting violations of the Honor Code to the teacher of the course in which the violation has occurred;
- accepting that the Academy of Notre Dame reserves the right to remove any members from the community whose actions consistently demonstrate that they do not embrace the Honor Code and who disrespect academic integrity.

In an instance of an alleged act of academic dishonesty, members of the administration, faculty, and staff will observe the following procedure:

- The teacher of the course becomes aware (either by his or her personal observation/discovery or by another faculty member, staff member, administrator, or student who comes forward) that an alleged Honor Code violation has occurred.

The teacher shall report the circumstances regarding the alleged violation to the Administration.

The Administration, in consultation with the guidance counselor, shall determine whether a violation has occurred and whether the act falls into the category of Behavioral Warning or Academic Offense, provides a written summary of the situation, and fills out the Academic Dishonesty Form, which all parties involved sign for future reference.

Behavioral Warning

A Behavioral Warning is given to a student whose first-time violation of Academic Integrity occurs out of ignorance.

Procedure for a Behavioral Warning

The teacher addresses the infraction himself or herself. The Behavioral Warning is reported to and tracked by the Administration, along with the appropriate counselor. In consultation with the teacher, a resulting action is determined which may include:

- A meeting with the student, teacher and a member of the Administration
- notifying the parent/guardian (date is recorded);
- tutoring the student to help her understand proper citations or clear up areas of confusion;
- an initial grade of no credit (0) with one of the following:
- giving the student an additional or alternative assignment for partial credit;
- giving the student an opportunity to resubmit the assignment for partial credit.

The teacher notifies the student as to which of the above actions have been taken.

Academic Offense

An Academic Offense is one in which the student has intentionally and/or repeatedly committed a violation of academic integrity.

Procedure for an Academic Offense

An Academic Offense is reported to and tracked by the Administration, who conducts any necessary investigation and manages any resulting action with the cooperation of the teacher of the course.

- In all cases of an Academic Offense, the Administration will immediately meet with the student and the teacher and decide a course of action.
- In the case of an Upper School student, the Director of Upper School will have the student phone her parent(s) or guardian(s) to arrange a meeting with the parent/guardian, teacher and student within the next two (2) days. At that meeting, the violation will be outlined and the course of action will be explained.
- In the case of a Middle School student, the Director of Middle School will call the parent(s) or guardian(s) to arrange a meeting with the parent or guardian within two (2) days. At that meeting, the violation will be outlined and the course of action will be explained.
- The student and parent/guardian will be informed of a course of action, which may include any or all of the following:
 - the student may receive a zero (0) on the assignment (first offense) or F for the marking period (second offense);

- the student will write a letter of apology to the teacher of her course within two (2) days;
- the student may be removed from a currently held leadership position within the school for a specified period of time;
- the student will revise the assignment or re-take the test or quiz; the teacher will determine the length of time she will have to re-submit the assignment or re-take the test or quiz and what partial credit she will receive;
- should a student be found guilty of committing a third Academic Offense, she may be asked to withdraw from the Academy or face expulsion, depending on the severity of the offense.

At the discretion of the Administration, a student found to be in violation of the Honor Code may be prohibited from attending and participating in events and activities, including but not limited to, extra-curricular and co-curricular activities, leadership roles and senior privileges.

Bullying and Cyber-Bullying

The Academy of Notre Dame de Namur is committed to providing a safe, positive learning environment for all Academy students. The Academy recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Academy prohibits bullying, including cyber-bullying, by school students.

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting that is severe, persistent or pervasive and has the effect of doing any of the following:

- Substantial interference with a student's education.
- Creation of a threatening environment.
- Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying, and other forms of harassment which are prohibited.

Cyber bullying, as defined in this policy, involves the use of information and communication technologies such as e-mail, cell phone and pager, text messages, instant messaging, social networking sites, social media postings, defamatory personal websites, and/or any other current social networking sites to support reckless, deliberate, repeated, and/or hostile behavior by an individual or group that is intended to harm others. Students may be held accountable for any messaging that is generated from their device(s) and account(s). Students are strongly encouraged to keep their passwords confidential.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Student means any student enrolled at the Academy.

The Academy prohibits all forms of bullying by Academy students. The Academy encourages students who have been bullied to promptly report such incidents to the Associate Head of School, Director of Upper School, Director of Lower School or any responsible adult who shall then report the incident to the Associate Head of School. The Academy directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be reasonably maintained, consistent with the Academy's legal and investigative obligations. No retaliation to the person who complains of or reports bullying shall occur when such complaint or report is made in good faith.

Anti-Hazing

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type involving students, student groups or any individuals at Academy of Notre Dame de Namur, whether conducted on-campus or off-campus, are inconsistent with the educational goals of the Academy and are strictly prohibited at all times.

Hazing is defined by the Commonwealth of Pennsylvania (Act 2016-31) as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization.

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any hazing activity which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned, whether by an individual or a group, shall be presumed to be "forced" activity, even if the student willingly participates.

Responsibility for Compliance

The Academy does not condone any form of hazing as part of any school-sponsored student activity.

All Academy students, coaches, sponsors, volunteers and Academy employees are responsible for abiding by this policy, both on-campus and off-campus, including on privately owned facilities and/or property. No student, coach, sponsor, volunteer or Academy employee shall tolerate, permit, condone, plan, direct, encourage, assist or engage in any form of hazing activity.

Academy organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (new member, member, auxiliary, or alumnus), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the Academy organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.

Guidelines for Reporting Possible Violations

The Academy encourages students who have been subjected to hazing to promptly report, either orally or in writing, such incidents to the Administration.

Any student, coach, sponsor, volunteer or Academy employee who witnesses or suspects that hazing has occurred shall immediately report, either orally or in writing, what was witnessed, or the basis for the suspicion that hazing has taken place, to the Administration. If the reported hazing has occurred in connection with an Academy organization, then the incident shall also be reported to the person, sponsor or coach responsible for the organization.

Discipline and Penalties for Violations

The Academy will conduct a prompt, impartial, thorough and comprehensive investigation of all reports of hazing. If the investigation results in a substantiated finding of hazing, the Head of School or Associate Head of School shall have discretion to take any action which is reasonably calculated to stop the hazing from recurring. This may include imposing appropriate discipline and penalties against both the offending individual(s) who violated this policy and the Academy organization of which they were a member if that organization authorized the hazing in blatant disregard of this policy.

Discipline and penalties of the offending individuals shall include, but not be limited to, withholding diplomas or transcripts, the imposition of fines, restitution, probation, suspension, dismissal or expulsion. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.

Discipline and penalties against an Academy organization may include withdrawal of permission for the Academy organization to continue to operate on campus or other school property or to otherwise operate under the sanction or recognition of the Academy.

Imposition of discipline by the Academy does not preclude any criminal penalty which may be imposed for violation of the criminal laws of the Commonwealth of Pennsylvania. The Academy will report hazing activities that may be deemed criminal in nature to the police or juvenile authorities. The Academy will fully cooperate, and share information, with law enforcement as part of any investigation.

Title IX

The Academy of Notre Dame does not discriminate on the basis of sex in its practices. The Academy prohibits any and all discrimination on the basis of sex. For the purposes of this policy, discrimination includes sexual harassment and bullying on the basis of sex.

If a student believes that she has been discriminated against in violation of this policy, the student should promptly file a report with the Associate Head of School. The Academy directs that complaints under this section shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be reasonably maintained, consistent with the Academy's legal and investigative obligations. No retaliation to the person who complains of or reports an alleged violation of this policy shall occur, when such complaint or report is made in good faith. The complainant may also, or instead, file a complaint with the United States Office for Civil Rights. Any questions or concerns should be directed to the Academy's Title IX Coordinator or the Office for Civil Rights.

Title IX Coordinator: Head of School

Dr. Judith Dwyer
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Villanova, PA 19085
jdwyer@ndapa.org
610.687.0650

Office for Civil Rights
Philadelphia Office
Office for Civil Rights, Philadelphia Office
U.S. Department of Education
100 Penn Square East, Suite 515
1010 Walnut Street,
Philadelphia, PA 19107-3323
Telephone: 215-656-8541
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

Additionally, single-sex nonvocational private schools which are recipients of federal funds under the Paycheck Protection Program are exempt from and are not governed by the

Department's Title IX regulation requiring a substantially equal single-sex or coeducational school.

This Title IX policy shall remain in effect until repayment and/or forgiveness of federal funds provided under the Paycheck Protection Program and shall then terminate.

Section 504 of the Rehabilitation Act of 1973

Section 504 prohibits certain entities from discriminating against qualified individuals with disabilities in school programs and activities. Covered employers must provide reasonable accommodations to qualified students with disabilities consisting of those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to be eligible under Section 504, the student must have a physical or mental disability which substantially limits one or more major life activities or prohibits participation in or access to an aspect of the school program. Covered entities must take all necessary actions to ensure that no one intimidates or discriminates against any individual for taking certain actions, such as filing a complaint, opposing an unlawful action, or participating in an investigation or any other activity, related to the administration of Section 504.

Any questions or concerns should be directed to the Academy's Section 504 Coordinator or the Office for Civil Rights.

Section 504 Coordinator: Head of School

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Office for Civil Rights
Philadelphia Office
U.S. Department of Education
The Wanamaker Building
100 Penn Square East, Suite 515
Philadelphia, PA 19107
OCR.Philadelphia@ed.gov
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This Section 504 policy shall remain in effect until repayment and/or forgiveness of federal funds provided under the Paycheck Protection Program and shall then terminate.

2020 Notre Dame Fall Reopening Plan

All students shall comply with the 2020 Notre Dame Fall Reopening Plan, including any amendments or revisions to the Plan which are published during the 2020-2021 school year. A copy of the existing Plan is attached to this Handbook and is incorporated by reference.

II. Educational Program

Middle School Academic Program

The Middle School curriculum includes the following: religion, English, mathematics, science, social studies, world language, integrated technology, art, music, guidance, health and physical education. The curriculum and instruction focus are on spiritual growth, mastery of academic subjects, development of critical and creative thinking, and development of information literacy.

Upper School Academic Program

The Upper School curriculum is both student-centered and college-preparatory. Each student must earn a minimum of 24 credits (units) in major subjects at Notre Dame in order to graduate, as well as meet all the additional credit or course requirements outlined below. Six major subjects must be taken each year. In addition to academic requirements, a minimum of sixty (60) hours of service during the high school years is required for graduation. These hours should be completed by September of junior year.

- 4 credits in Religious Studies
- 4 credits in English
- 3 credits in Mathematics (Algebra I, Algebra II, Geometry and Trigonometry are required.)
- 3 credits in Science (Physics, Chemistry, and Biology are required.)
- 3 credits in World Language in Upper School (three consecutive years in one language)
- 3 credits in Social Studies (World History I and U.S. History are required.)
- 5 elective units
- 0.5 credit in Art, Music, or Dance (may be earned in grade 10, 11, or 12)
- 2 years of Physical Education
- 2 semesters of Health
- 4 semesters of Seminar
- Intro to Visual and Performing Arts (or participation in Women's Chorale, Upper School Ensemble, Dance Company or Art 1 during freshman year)
- Successful completion of Senior Capstone Project
- Successful completion of sixty (60) hours of service

Policy for Courses Taken Online or from Other Educational Institutions

The Academy of Notre Dame recognizes certain courses taken online or from another educational institution with approved credentials.

Students must take required courses at Notre Dame. Students may take non-required courses elsewhere for **enrichment only**.

In order to receive recognition for a non-Notre Dame course and have it included with her transcript, the student must supply the course's syllabus, copies of assessments, and the final grade. It is also required that she discuss non-Notre Dame courses with her school counselor and receive approval from the Director of Upper School before registering.

Courses taken through the Online for School for Girls will be factored into the GPA and included on the student's Notre Dame transcript. All other online courses and summer courses will not be factored into the GPA and will not be included on the student's Notre Dame transcript.

Learning Support

The Academy of Notre Dame employs a full-time Learning Support Specialist to facilitate the effective, independent learning of all students in alignment with the school Mission.

The Learning Services Program complements the academic support provided by faculty with the intention of creating an academic environment that is challenging, enriching, and optimal for learning and success to all students. It establishes supports and strategies within the framework of the curriculum without fundamentally altering the academic program. This supports the overall needs of the student in all areas of her scholastic life.

- The Learning Support Program strives to facilitate procedures that encourage students to become motivated and independent learners who take responsibility for their own education and become strong self-advocates.
- Direct support from the Learning Specialist is available to those students who have been identified as having a specific learning difference, or other disability that interferes with their academic progress.
- In order for a student to receive accommodations, there must be a current (within 3 years) Psycho-Educational Assessment on file identifying a specific diagnosis using DSM-IV criteria.
- After a referral is completed, the Learning Specialist works with the student support team (teachers, parents, counselors, and Administration) to establish an educational learning plan.

- **Educational Learning Plans** are implemented for students and include: testing and classroom accommodations to be utilized by classroom staff, strategies and suggestions based on strengths and weaknesses, specific plans for academic coaching by the Learning Specialist, and consultation recommendations.

Counseling Services

The Academy of Notre Dame employs full-time counselors who assume responsibility for the personal and academic advising of students. The Counseling Department offers a comprehensive and developmental program that spans grades six through twelve. In formal and informal, personal and group interactions, age-appropriate topics are discussed with the counselor serving as both facilitator and educator.

Report Cards

Semester 1 and Final Report Cards are issued in MyBackpack. Numerical equivalents for the letter grades are as follows:

A+	100-97	B+	89-87	C+	79-77	D+	69-67
A	96-93	B	86-83	C	76-73	D	66-65
A-	92-90	B-	82-80	C-	72-70	F	64 and below

Honors grades receive an additional .15 additional quality points. Advanced Placement grades receive an additional 0.30 quality points. In order for a student to receive additional AP quality points, the May College Board AP exam must be completed.

GPA Chart

		College Prep	Honor s	AP
A+	100-97	4.33	4.48	4.63
A	96-93	4.00	4.15	4.30
A-	92-90	3.67	3.82	3.97
B+	89-87	3.33	3.48	3.63

B	86-83			
		3.00	3.15	3.30
B-	82-80	2.67	2.82	2.97
C+	79-77	2.33	2.48	2.63
C	76-73	2.00	2.15	2.30
C-	72-70	1.67	1.82	1.97
D+	69-67	1.33	1.48	1.63
D	66-65			
		1.00	1.15	1.30
F	64 and below			

I - Incomplete. An incomplete is given when a student misses a quiz, test, and/or final examination or fails to complete the required work due to illness or emergency circumstances. It is removed when all work is completed satisfactorily. Unless extraordinary circumstances prevail, the "Incomplete" should be changed into a grade within two weeks after the close of the marking period. If the outstanding assignments are not completed within the time limit, the grade automatically becomes an F. Students with an Incomplete at the end of the semester will not be eligible for Honor Roll.

F – Failure. Failure in a subject at the end of the year must be made up through an approved summer program. Remediation must be approved by the Administration prior to its start and successfully completed before the beginning of the new school year. After remediation, the student must achieve a passing grade on a departmental exam in the subject to advance to the next grade. The passing grade will be submitted with the transcript. If a student fails more than two subjects for the year, successful completion of the academic program is jeopardized, and the Administration will counsel the student and family as to next steps. If the failure occurs at the close of eighth grade or senior year, the student will be permitted to participate in

graduation exercises, but will not receive a diploma until the failure has been addressed through an approved program and the student has passed the departmental exam.

Transcripts

Transcripts and other official school documents being sent to another institution must be mailed by Notre Dame. No records or transcripts may be hand carried to another institution by a parent or student.

To request an official transcript, please e-mail the following information to our Registrar, Mr. Kevin DeCusatis (kdecusatis@ndapa.org):

- Name
- Year of graduation
- Street address
- Institution and address where the official transcript should be sent

By e-mailing the above information, families grant permission for the Academy of Notre Dame to release official transcripts to the above-stated institution. Please allow five business days for processing.

Honors

Honors are awarded at the end of each semester. Distinguished Honors are awarded to students whose combined average of all major subjects is 3.90. Honors are awarded to students whose combined average in all major subjects is 3.60.

The Academy of Notre Dame does not rank its students. This decision is in accord with our philosophy that encourages care for the individual, not in comparison with others. The Academy of Notre Dame has a selective admissions policy, small class size, and a rigorous college preparatory curriculum. Class rank, therefore, is not an accurate measure of individual achievement and could be misleading in determining a student's ability to complete college work successfully.

National Junior Honor Society

Inclusion in the Academy of Notre Dame de Namur Chapter of the National Junior Honor Society is offered to Middle School students who have a cumulative grade point average of 3.60 after the first semester of Middle School. The National Junior Honor Society mandates that students also demonstrate leadership, scholarship, service and character. All members are required to fulfill service hours each year.

National Honor Society

Inclusion in the Academy of Notre Dame de Namur Chapter of the National Honor Society is offered to Junior and Senior students who have a cumulative grade point average of 3.90 for four semesters (Juniors) or six semesters (Seniors). To be included in NHS, students must also demonstrate leadership, scholarship, service and character, be active in at least three activities/sports, and live the spirit of the Honor Code. NHS students are required to engage in service activities above and beyond those required for graduation in order to maintain their membership.

Academic Progress Reports

Parents are encouraged to monitor their student's academic progress on a regular basis by logging onto My Backpack. Student progress is available and may be viewed at any time on My Backpack.

Parents will be informed if a student exhibits an attitude of indifference or irresponsibility or has an adverse effect on other students. If there is no improvement over a period of time, the Administration may recommend a change of school.

Final Grades

The final grade for a course is computed in the following manner:

In calculating the first semester grade for Middle School and Upper School students, the first quarter average counts for 50% and the second quarter average counts for 50%.

In calculating the second semester grade for Middle School and Upper School students, the third quarter average counts for 50% and the fourth quarter average counts for 50%.

The numerical average of the first and second semester equals the final grade.

The final grade for a one semester course equals the semester grade.

Seniors will not take final exams. Seniors will present a capstone project on final exam days.

Service Learning

The service learning program of the Academy of Notre Dame flows directly from the mission of the school. Upper School students are required to complete 60 credits of service in order to graduate, and there are two ways these credits can be earned:

- **Direct service:** Encountering people from marginalized groups and serving them directly; serving food at a soup kitchen or volunteering at a nursing home would be examples. Direct service hours count for 2 credits per hour - if a student serves at a homeless shelter for 2 hours, she would receive 4 credits.

- **Indirect service:** Doing work for organizations that directly serve people from marginalized groups, like sorting food in a food pantry or volunteering for a 5K in support of a women's shelter. Indirect service hours count for 1 credit per hour - if a student sorts food for 1 hour, she would receive 1 service credit.

Our Catholic call to serve our brothers and sisters, to go to the margins and meet those our society considers to be the “least of these,” is at the heart of our service program. It is for this reason that ***at least 10 credits need to be completed through direct service in order to graduate.***

III. Notre Dame Community Policies

Attendance

Regular school hours at the Academy of Notre Dame are 8:15 am - 3 pm. Students are expected to attend all class meetings, and to be active and responsible learners in the school community. Instruction, daily practice, reinforcement, review, and discussion within the classroom framework all play a critical role in the learning process. The importance of regular attendance in class cannot be overemphasized. Yearly attendance, including excused and unexcused daily attendance, is printed on the transcript sent to colleges.

Students who have excessive absences jeopardize their academic success and progress toward graduation. **Students who are absent for more than sixteen (16) days for a full year course or eight (8) days for a half year course for non- school related reasons may not receive credit for a course or courses, and, in extreme cases, may not be promoted to the next grade. For emergency circumstances, such as a death in the family, a serious family emergency, or an extended illness, a determination will be made on a case by case basis.**

When a student is late or absent from school, parents are to call the office (610-971-2144) by 8:15AM. If no call is received by 9:00 AM, parents will be contacted.

Early Dismissal

The school discourages early dismissals as they are disruptive to the learning atmosphere. When absolutely necessary, a note from the parent is to be given to the Administration **before 8:15 AM**. The note should state the time and specific reason for dismissal. A phone call (610-971-2144) is also required.

Only in an extreme emergency will a student be excused through a telephone message. Following this emergency, a physician's note (if appropriate) and note from the parent are required upon the student's return.

Students must obtain an early dismissal pass from the Harron Lobby desk prior to leaving campus.

Lateness

Lateness is disruptive. Lateness and absences are recorded in the student's records. When a student is late, she is required to report immediately to the Main Office with a note explaining her lateness. When a student has had three (3) unexcused lateness within a quarter, she may be required to make up the time after school, regardless of extracurricular activities or other school activities. If a student's lateness becomes chronic, she and her parents will be asked to come to school for a conference with the Administration and the school counselor to discuss how to remedy the situation.

When a student comes to school after the start of the school day, she is responsible for seeing her teacher or teachers to see what she has missed. If the student has missed any quiz, test or assessment that has taken place during the period(s) she has missed, she must see her teacher or teachers that day to either make up the assessment or make special arrangements.

Missing from Class

If a student does not report for an assigned class and her name does not appear on the absence list, the teacher will notify the Director of Middle School or Director of Upper School. If it is

determined that the student cut class, the parents will be contacted and she will be required to make up the time and missed work at the discretion of the Administration. If a student cuts the entire day, parents will be notified and she will be placed on behavioral probation. The student will be required to make up the missed class time after school, **regardless of extracurricular activities and other school activities.**

On returning to school from an absence of fewer than three days, state law requires that the student must present a note to the Administration from the parent indicating the date and a specific reason for absence. After three days of absence for illness, a student must present a physician's note to the Administration and school nurse identifying the dates of absence, the specific reasons for the absence and the physician's name and contact information. The Academy reserves the right to determine whether the doctor's note is sufficient and if warranted, to require additional information related to the absence. An absence note may be downloaded from the website for this purpose.

In order to receive credit for a full day's attendance in school, and **to participate in extracurricular activities and athletics, a student must be present in school by 9:00 AM. Absence for any reason including athletics does not excuse a student from tests, quizzes or assignments.** Students will be held responsible for all work upon their return to school. The school cannot assume responsibility for course work covered during unscheduled vacations. Make-up work/tests for that time period are given at the discretion of the teacher.

Please note: a student missing from a CLASS (class attendance) for a legitimate reason, such as for a field trip or athletic event, will be marked as absent for that class but is not absent for the DAY (daily attendance).

Academic Priority

Parents and students are strongly advised not to plan vacations or lengthy trips during the academic year when school is in session. Priority should be given to the student's academic work. Should the student miss any time for an extended period due to a vacation scheduled during the school year, her teachers will give her a list of missed assignments, **but they are not required to re-teach what has been taught in the student's absence. The principal responsibility to make up missed work rests with the student. Parents must sign and return a Vacation Agreement form to the Administration should they decide to take a vacation during a time when school is in session. The form can be found on the website, or by contacting the Director of Middle School or Director of Upper School, or School Counselor. The form is also found at the end of this handbook. Absences due to a vacation are considered unexcused.**

Students are strongly encouraged to conduct college visits during school breaks.

Extended Absence

When it becomes apparent that a student will be absent for an extended period, the following procedures will apply.

Following three consecutive excused or unexcused absences, the school nurse, in consultation with the Administration and the student's counselor, will contact the parents to determine the student's expected date of return to school.

The parents are required to submit a note from a physician that explains the reason for the absence as well as the length of time the student will be out. If the time is to be extended, an updated note from the physician is required.

Extended absences for mental health issues will be monitored by the student's counselor in consultation with the Director of Counseling.

Concussions

In the event that a student has suffered a concussion and/or a traumatic brain injury requiring a diagnosis and/or treatment by a physician or appropriate medical professional, the student and/or the student's parent(s) shall promptly contact and inform the Administration.

The Administration will notify the student's teachers that the student is on cognitive rest for forty-eight hours to allow her time to see a physician, if applicable (referrals available on the website under "Athletic Training Services"). If the student is diagnosed with a concussion, the original physician's orders should be forwarded to the Learning Support Specialist, who will

notify teachers regarding the physician's recommendations for educational supports that can be provided to the student. For safety reasons, if a student is on a partial day schedule as per physician's orders, the Administration must be notified on a daily basis if a student arrives late or leaves early. The parent(s) must provide the Administration with an update from the student's treating physician on the student's condition and progress every two weeks. If documentation from the treating physician is not provided in a four-week time period, the academic supports may be removed. When the student no longer requires academic supports, a clearance note from the treating physician shall be provided by the Parent(s) to the Administration.

The Learning Support Specialist or counselor will contact the parents to discuss the plan and schedule a weekly appointment for completed and new assignments to be exchanged.

Academics

- If a student misses a significant amount of school work, as determined by the Administration while she is recovering from a concussion, she will receive an incomplete for the quarter.
- Once all work deemed essential by the teacher is adequately completed by the student, the incomplete will be replaced by a letter grade.
- The Administration, Learning Support Specialist, and the student's school counselor will work together to support the student as she makes up missed work.

Physical Education

- If the physician's orders state that the student should not participate in physical education (PE), the student cannot participate in PE and dance class until she has medical clearance from the treating physician to do so.
- In accordance with Pennsylvania law, student-athletes cannot participate in athletics until they have clearance from their physician AND have completed the return to play protocol with the certified Athletic Trainer at Notre Dame.
- A student must be cleared of all academic support related to the concussion before she can begin the return to play protocol.

Academic Supports that may be available to the student include:

- Take rest breaks as needed
- Spend fewer hours at school (have a shortened school day)
- Be given more time to take tests or complete assignments. (All course should be considered)
- Receive help with schoolwork (e.g. pre-teaching, outlines, note taker).
- Reduce time spent on the computer, reading, and writing.
- Be granted early dismissal from each class to avoid crowded hallways.

- No standardized testing (e.g. PSSA, SAT) during the initial recovery window of 2-4 weeks.

Extracurricular Activities

- In order to participate in extracurricular activities, including but not limited to Student Council, Campus Ministry, performing arts, and clubs, the Student must be attending school in full school days without any academic support related to the concussion.
- Attendance at special singularly occurring events, such as field trips or dances, will be determined on a case-by-case basis with input from the Student's treating physician and the Concussion Management Team at Notre Dame.
- If applicable, it is recommended that the student's treating physician clear her to drive to and from school.

Concussion Management Team

The Concussion Management Team consists of the following: Director of Middle School, Director of Upper School, Director of Athletics, School Nurse, Learning Support Specialist, Counseling Department and the Associate Head of School.

In a situation involving an expected long-term absence, the Administration will request that the parents disenroll the student from the Academy and register with their local school district of residence to initiate homebound instruction in accordance with state law. Notre Dame does not provide homebound instruction during long-term absences.

Notre Dame will accept homebound credits as long as the student meets course expectations. The existence of homebound instruction will be included with the student's transcript.

When a student is able to return to school following a long-term absence, Notre Dame will require the student to re-enroll. Notre Dame will also request a written report from the doctor and/or therapist confirming the student's ability to return to school at Notre Dame and any special needs/circumstances related to the student's proposed return to school. Before the student returns to school, the counselor will meet with the student, parents and teachers to discuss the return.

Driving Privileges

Only juniors and seniors are given driving privileges. **They must purchase and visibly display their parking permits on the front windshield of their car.** A parking permit may be obtained from the Main Office. Parking is limited to the student lots. On campus, drivers are to obey all directional signs and speed limits.

Student Drop-off/Pick-up

Parents are asked to pick up and drop off students by the main Harron entrance to the school. Students who arrive at school prior to 7:30 AM must stay where adult supervision is present. Pick-up time at the Harron entrance is from 3:00 - 5:30 PM. All students must be picked up by 5:30 PM. Students are not permitted to remain at school until an evening activity begins (for example, a dance or performance). Chronic failure to pick up a student up before 5:30 PM may result in the student being restricted from after school activities. Students may remain after 5:30 PM if they are involved in a school-sponsored, supervised activity in which an adult has agreed to monitor them.

Students waiting for late pick-up (after 3:30 PM) are to go to the Harron Lobby or library to wait. Upon the library's closing, students must report to the Harron Lobby.

Educational Field Trips

Students will not be permitted to participate in school-sponsored educational field trips without a permission form signed by a parent or guardian in advance of the trip. A permission form may be found in the handbook or downloaded from the Notre Dame website (www.ndapa.org/parents).

Cell Phones

To build community and demonstrate respect for self and others, cell phone use is prohibited throughout the day for Middle School students and during class meetings, studies, and Community Time for Upper School students. Cell phones must be silenced and placed in a backpack. Violation of this policy may result in confiscation of the phone and/or disciplinary action. **As stated in the Acceptable Use Policy, photographs and videos are only to be taken and/or shared with the explicit permission of those being photographed and filmed.**

Uniform and Appearance

Inappropriate make-up, unnatural hair coloring (red, green, purple, blue, etc.), visible face or body piercings, and/or tattoos are not permitted.

Because the uniform is a means of establishing a sense of community, parents are asked to support their daughters in complying with the uniform code. Any questions as to what is or is not "uniform" should be directed to the Administration who will make the final determination. The following are the details of the uniform with which students must comply.

- Kilts
 - Kilts are purchased from Flynn & O'Hara (www.flynnohara.com or 1-800-441-4122).
 - Kilts are to be no shorter than five inches above the knee. Many students grow throughout adolescence and may require a new skirt to meet the appropriate

length requirement. In individual cases, final determination regarding appropriate length is made by the Administration.

- Shorts may be worn under the kilt, but they are not to be visible below the length of the skirt.
- Golf shirts
 - Golf shirts must be the traditional white or navy blue (short or long sleeves) and have either no logo or the official ND logo.
 - Golf shirts may be purchased through Land's End or the Shamrock Shop.
 - T-shirts may be worn under the golf shirt, but must be either white or navy blue with no trim or design and may not be visible.
- Sweatshirt
 - In cold weather, students may wear any of the official approved uniform sweatshirts available in the Shamrock Shop.
- Tights
 - Students must wear light or heavyweight navy tights with the winter uniform, although students may also wear tights on any cold day.
- Footwear
 - Students are to wear visible plain white or navy blue socks.
 - Shoes must have a back to their heel. Students may wear traditional school shoes or sneakers.
 - The following shoes are not permitted: flip-flops, boots, moccasins, slippers, and clogs.
 - In cold, snowy, icy and/or rainy weather, students are permitted to wear weather-appropriate boots.
- Outerwear
 - Students are permitted to wear coats, scarves, hats, and jackets when moving from building to building in cold weather, but they must be removed inside the buildings.
- Gym uniform

- Navy shorts
- Golf shirt
- Sweatshirt (winter)
- Sneakers
- Sports uniforms
 - On game days, athletes are permitted to wear the approved team uniform shirt for their sport with their kilt. More specific guidelines for each sport are available from the Athletic Department.
 - Spirit wear sweatshirts purchased from the Shamrock Shop may be worn as the school uniform sweatshirt.

Dress Down Day Guidelines apply as follows:

- Jeans without holes, leggings, or blue sweatpants
- Shirts which cover the shoulders, chest, backs and stomach
- Sweatshirts and sweaters
- Closed-toed shoes, boots, sneakers

*Please note that shorts are not permitted on Dress Down Days.

All faculty, staff and administration will request that a student be in proper uniform. If the student continues to choose to be out of uniform, Administration will determine an appropriate action. This may include having the student change clothes, notifying the student's parents, or requesting a conference with the student's parents.

IV. Health and Safety

Pennsylvania state law requires that students in grades 6 and 11, as well as those transferring from another school, have a physical examination before entering school in September. Students in grade 7 are required to have a dental exam. All students must be immunized as state law mandates. Additional immunizations will be required in accordance with state law if applicable. The failure to comply with state immunizations may affect the student's ability to attend school.

In order to try out or participate in the Notre Dame Athletics Program, students must have evidence of a completed and up-to-date physical on file with Athletics.

Students are not to initiate phone calls or texts to parents, requesting permission to leave school early. Rather, a student who feels ill during the school day must follow this procedure:

- The student must obtain a note from the teacher of the class she will miss.
- The student should then report to the nurse in the Health Room.
- If the Health Room is closed, the student must report to the Main Office or the reception desk in the Harron Lobby.
- The school nurse determines whether the student will return to class.

If it becomes necessary for a student to go home due to illness, the nurse will contact the parents and authorize the student's dismissal.

Students using crutches or any assistive device for ambulation or mobility must see the nurse on the first day they use the device and an original physician order for the device must be submitted.

An original physician note is required to be excused from PE or dance. The physician note must specify “dance” and/or “PE.”

In the event of absence due to injury or illness, the student is responsible for contacting the teacher to get missed work, completing tests or quizzes, and handing in all assignments.

Medication

Medication can only be dispensed by the school nurse. Medication will be administered only if the parent or guardian has given written permission for standing order medications. Prescription and over-the-counter medication must be in the original prescription container with the original label which states the student's name, the date when the prescription was filled, name of medication, time and dosage directions, and physician's name. Parents are expected to submit a new form signed by the physician if there is a change in the prescription order. Prescription and over the counter medication to be administered during the school day require a physician order (located on the school website under health services), which is valid for 1 school year only. If a student forgets to take her medication in the morning and a parent/guardian brings the medication to school, the student will be called to the health office between classes and the parent/guardian will be asked to administer the medication to the student.

Standing physician orders are from the Radnor School District. These orders allow for administration of acetaminophen, ibuprofen, Tums, and Kaopectate. The Notre Dame Emergency Form allows a parent/guardian to permit or restrict the administration of these medications. Non-prescription medication will not be dispensed by school personnel without the direct consent of parent/guardian.

Mental Health

The Academy of Notre Dame is concerned with the mental health of all members of the school community. Issues which may arise include abuse, anxiety, depression, disordered eating, suicidal thoughts and action, as well as other potentially harmful behaviors.

Any threatened or attempted self-harm will be addressed immediately by the Administration and Counseling. Suicidal indications can be made directly (orally or written) or more subtly through creative writing, poems, blogging, journaling, art work, etc. None will be ignored. In these cases, the school will use the following procedures:

- The student will not be left alone without adult supervision.
- Parents will be notified immediately and required to come to school.

Parents will be required to have their daughter's emotional health evaluated by an approved mental health professional before the student may return to school. A signed release of information form will be required from the parents allowing a member of the Academy's Counseling department to speak with the mental health professional and parents must also sign a release allowing the mental health professional to communicate with and release his/her recommendations to the Associate Head of School and Director of Counseling. A note from the mental health professional who evaluated the student which specifies that the student is emotionally and physically safe to return to school must be provided to the Director of Counseling and Administration prior to the student's return to school. The student will not be allowed to return to school without written clearance from an approved mental health professional.

The Academy of Notre Dame reserves the right to require compliance with the mental health professional's recommendations for treatment as a condition for the student's continued enrollment at the Academy.

In other situations which are cause for concern:

- The recommendation of the Associate Head of School or his/her designee must be followed.
- If the Associate Head of School or his/her designee requires an evaluation for the student by a mental health professional, the parents will be required to sign a release of information form allowing the Associate Head of School or his/her designee to communicate with the mental health professional and must also sign a release allowing the mental health professional to communicate with and release his/her recommendations to the Administration and Director of Counseling.
- The school must be provided with a written recommendation for treatment by the mental health professional before the student may return to the Academy.

- Parents and students are expected to follow the recommendations of the mental health professional as a condition of the student's continued enrollment at the Academy. The Associate Head of School or his/her designee must be allowed to receive updates from the mental health professional regarding compliance with treatment recommendations.

In all situations, the Administration reserves the right to require professional assessment and/or to notify the law enforcement authorities, discipline, suspend and/or expel the student; and/or deny the student participation in co-curricular activities and other school activities.

Safety

- A School Crisis Response Handbook for Educators and the Notre Dame Safety Handbook are displayed in every classroom on campus. These handbooks are designed to give school personnel step-by-step procedures on how to react to crises such as a fire, an intruder, a bomb threat etc.
- Crisis situations may be followed with assistance from approved county crisis personnel who would be available to meet with individual students.
- Emergency kits with radios, flashlights, first aid supplies etc., are located throughout the campus. Emergency information is accessible by the nurse, Main Office, and emergency box.
- The school has 5 defibrillators on campus. They are located in Cuvilly, North Campus, the Aimee Willard Gymnasium Lobby, the Connelly Center, and the Mansion. The Physical Education staff, as well as several faculty and staff members, is trained in the use of a defibrillator.
- The school has a nurse available Monday through Friday.
- Fire drills are conducted on a regular basis. The school will periodically practice a lockdown. Every classroom can be locked from the inside if necessary.
- Exterior doors in the building are locked and accessible with proximity cards. All doors are available for exit. All buildings are alarmed at night.
- Student drivers must purchase and display parking tags for their cars. Faculty and staff are required to display tags as well. **Students who do not purchase a parking tag will lose their driving privileges.**
- Parents who come to field athletic events are asked to park in the back-school parking lot in order to keep the entrance drive clear for emergency vehicles.

- Notre Dame employs an emergency alert system, a rapid communication service which allows the school to quickly relay a message to every school family. Emergency calls will be distinguished with a 411 label.

Safe2Say Something

The Academy of Notre Dame encourages our students to call 911 for emergency situations and to report safety concerns to a trusted adult (at home or in school). However, there may be situations where a student does not feel comfortable talking to an adult.

Safe2Say Something Anonymous Reporting System, developed by the Pennsylvania Office of Attorney General, provides another option for our students and school community to report safety concerns anonymously via the S2SS mobile app, website, or crisis hotline.

Additionally, the Safe2Say Something Program teaches our students how to recognize warning signs, signals and threats and the importance of reporting these concerns immediately to prevent violence and tragedies.

HOW IT WORKS: SEE IT. REPORT IT!

If you have a concern about an individual(s) who may be a threat to themselves or others:

First – ALWAYS call 911 if it is an emergency or a crime in progress.

If you are not comfortable calling 911, SAY SOMETHING to a trusted adult or a school counselor. If you are not comfortable calling 911 or talking to a trusted adult, that's when you can use the Safe2Say Something Anonymous Reporting System. It's easy and confidential. Submit a tip without being named. S2SS will make sure the right people know.

STEP 1: Submit an Anonymous Tip 24/7 Using the App, Website or Phone

Call the tipline: 1-844-SAF2SAY or (844-723-2729)

Use the Website: www.safe2saypa.org

Use the Mobile App on Apple or Android Devices

(search for Safe2Say Something)

STEP 2: Calls & Tips are Triageed by the S2SS Crisis Center

A crisis center analyst receives & reviews tip information & may ask a few questions to understand what's going on. The tip is triaged and categorized as either life safety or non-life safety. The tip is sent to schools officials & law enforcement (as needed) via text, email and/or phone call within seconds.

STEP 3: School Officials/Law Enforcement Intervene to Help

School officials & law enforcement (as needed) act immediately to investigate, assess, and intervene with reported at-risk individuals. At-risk individuals receive the help they need BEFORE they ever get to the point of hurting themselves or others. School officials report their outcomes into the Safe2Say Something platform and close the tip, ensuring accountability for every tip submitted.

V. Social Relations Policies and Procedures

Harassment

A. Unlawful Harassment

For purposes of this policy, unlawful harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or hostile educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

B. Sexual Harassment

For the purposes of this policy, sexual harassment is a form of unlawful harassment and includes, but is not limited to, any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile, or offensive educational environment.

Examples of conduct which could constitute sexual harassment include, but are not limited to:

1. Use of any offensive or demeaning terms which have sexual connotation.
2. Objectionable physical proximity or physical contact.
3. Unwelcome suggestions regarding, or invitations to social engagements or school-related social events
4. Any indication, express or implied, that a student's educational participation or achievement depends on the granting of sexual favors to any other person.
5. Any action relating to a student's educational status which is in fact affected by consideration of the granting or refusal of sexual favors.
6. The deliberate or careless expression of jokes or remarks of sexual nature to, or in the presence of students who may find such jokes or remarks offensive.
7. The deliberate or careless dissemination of materials (such as cartoons, articles, pictures, websites or other writings) which have a sexual content, to students who may find such materials offensive.

Procedures

The Academy of Notre Dame encourages victims of unlawful harassment to immediately report such incidents. If any member of the Notre Dame community, including but not limited to staff members or students, have knowledge of conduct involving unlawful harassment or receive a complaint of unlawful harassment covered under this policy, it is imperative that he/she promptly report the matter as described in this policy.

A. Reporting

1. A student who believes she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the Associate Head of School or an Academy employee.
2. A school employee or other person who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Associate Head of School.
3. If the Associate Head of School is the subject of a complaint, the reporting of the incident shall be made to the Head of School.
4. The complainant or reporting employee is strongly encouraged to use the Unlawful Harassment Report Form available from the Associate Head of School and attached to this Handbook, but oral complaints shall be acceptable.

B. Investigation

1. Upon receiving a complaint of unlawful harassment, the Associate Head of School shall immediately notify the Head of School. The Head of School shall authorize the Associate Head of School or another designated investigator to investigate the complaint.
2. The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relative to the investigation.
3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident may be pending or has been concluded.

C. Investigative Report

1. The investigator shall prepare a written report within fifteen calendar days of the submission of the complaint, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been factually substantiated and whether the circumstances constitute a violation of this policy. The report shall also include a recommended disposition of the complaint.
2. The findings of the investigation shall be provided to the complainant, the respondent, and the Head of School.

D. Action by The Academy

1. If the investigation results in a finding that the complaint is sufficiently factually supported and constitutes a violation of this policy, the Academy shall take prompt, remedial action to ensure that such conduct ceases and will not recur.
2. If it is concluded that a student has knowingly made a false complaint under this policy, the student shall be subject to disciplinary action.
3. Disciplinary action resulting from this process shall be consistent with the Honor Code and Academy procedures and state and federal laws.

E. Appeal Procedure

1. If the complainant is not satisfied with a finding that no violation of the policy occurred or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the Head of School within fifteen calendar days.
2. The Head of School shall review the investigation and the investigative report and may also conduct a further investigation, if warranted.
3. The Head of School shall prepare a written response to the appeal within fifteen calendar days. Copies of the response shall be provided to the complainant, the respondent, and the Associate Head of School or investigator who conducted the initial investigation.

Records

All records created under this policy in response to a complaint shall be kept confidential, except as otherwise specifically provided by the policy, as required by collective agreement or as required by law. Copies of the written complaint and all other investigative material shall be maintained only by the investigator, except as otherwise provided in this policy. All records created under this policy in relation to a complaint of unlawful harassment, other than the Record of Resolution and/or discipline-related documents, shall be destroyed six (6) years after the completion of all procedures occurring pursuant to this policy.

Child Abuse - Mandatory Reporting

INTRODUCTION

The Academy of Notre Dame and all employees and independent contractors of the Academy are required to comply with the Pennsylvania Child Protective Services law and applicable law regarding the mandatory reporting of suspected child abuse.

WHO ARE MANDATED REPORTERS?

School employees and independent contractors serving the Academy who have direct contact with children are mandatory reporters under the Child Protective Services Law. “Direct contact with children” is defined as the care, supervision, guidance or control of children or routine interaction with children. “Routine interaction” is defined as regular and repeated contact that is integral to a person’s employment or volunteer responsibilities.

School employees and independent contractors are required to make a report of suspected child abuse if they have a reasonable cause to suspect that a child is a victim of child abuse.

Persons who are mandatory reporters include but are not limited to: teachers, teaching assistants, personal care assistants, support staff, guidance counselors, school psychologists, social

workers, administrators, all club and activities advisors, before- and after-school program employees, behavioral health providers, coaches, substitutes, bus contractors, independent contractors and consultants.

Guidance counselors, social workers and school psychologists have an absolute duty to report suspected abuse, with no exceptions for privileged communications.

School volunteers shall immediately report all incidents of suspected child abuse to the supervising teacher, who is a mandatory reporter.

Persons who are not considered mandatory reporters under the Child Protective Services Law may nevertheless report suspected child abuse as described in these guidelines.

WHAT CONSTITUTES CHILD ABUSE?

The following types of conduct (action or failure to act), when intentional, knowing or reckless, constitutes child abuse if the victim is a child (any person under 18 years of age):

- Causing bodily injury (any impairment of physical condition or substantial pain) or creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act
- Causing or creating a likelihood of sexual abuse or exploitation of a child through any act or failure to act
- Causing serious physical neglect of a child, including failure to provide essential medical care
- Engaging in any of the following acts within two years from the date of the report:
 - Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child
 - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement
 - Forcefully shaking a child under one (1) year of age
 - Forcefully slapping or otherwise striking a child under one (1) year of age
 - Interfering with the breathing of a child

- Causing a child to be present at a location while a violation of 18 Pa.C.S. §7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement)
- Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - Is required to register as a Tier I or Tier II sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders, where the victim of the sexual offense was under 18 years of age when the crime was committed); or
 - Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors; or
 - Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions)
- Causing the death of the child through any act or failure to act

The term child abuse **does not** include:

- Physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities.
- The use of reasonable force by a person responsible for the welfare of the child for the purposes of supervision, control or safety, provided that the use of force:

Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;

- Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
- Is necessary to prevent the child from self-inflicted physical harm; or
- Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

WHEN IS A REPORT REQUIRED TO BE MADE?

As a mandated reporter, you must make a report when you have reasonable cause to suspect that a child is a victim of child abuse, whether that suspicion is raised in the course of coming into contact with the child, or by receiving a specific disclosure from another person, including a confession by a person 14 years of age or older who confesses to having committed child abuse. The child need not come before you, nor are you required to have identified the person responsible for the child abuse in order for you to make a report.

Mandated reporters are not expected to be experts in child abuse. Their role is not to validate suspected abuse before reporting. The trigger for reporting is “reasonable cause to suspect” child abuse.

Although the definition of child abuse includes a number of exclusions, mandated reporters should **not** consider the exclusions when determining whether to report. There are exclusions under the definition of child abuse, **but not to the obligation to report suspected child abuse**. For example, a parent’s failure to consent to essential medical care may, depending on the circumstances, rise to the level of child abuse. The definition of child abuse includes an exclusion for when parents are acting pursuant to bona fide religious beliefs. However, the agency receiving the report makes the determination as to whether the exclusion applies. In other words, in this example, mandated reporters should not consider a parent’s religious beliefs when determining whether a report of suspected child abuse is required for failure to provide essential medical care.

STEP-BY-STEP REPORTING PROCEDURES FOR MAKING A REPORT

School employees and independent contractors must immediately and personally make the child abuse report using the procedures identified below. Additionally, school volunteers shall immediately report all incidents of suspected child abuse to the supervising teacher, who shall personally make a report.

Emergency Situations

If it is an **emergency**, dial 911 or call your local police (and then follow the procedures stated below). An **emergency** is a situation when a child appears to face an immediate threat of abuse and/or neglect that could result in his/her death or serious harm.

Non-Emergency Situations

- **Step 1: Immediate Report:** An immediate report in a non-emergency situation must be made to the Pennsylvania Department of Human Services (“DHS”) (formerly “DPW”) **within 24 hours** of receipt of information related to the suspected child abuse. The report must be made by either:
 - **Electronic report** – Complete a written report of the suspected abuse on the Pennsylvania Child Welfare Portal using the secure web link:
<https://www.compass.state.pa.us/CWIS/public/home>.
 - You will have to create your own username and password on first login
 - Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing you with a written record of the report. Keep a copy of this report confirmation to provide to the school principal; or

- **Oral telephone report** - Make an oral report to the **Child Abuse Hotline** which is known as “**ChildLine**” at **(800) 932-0313**. This is a statewide toll-free number that is staffed 24 hours a day, 7 days a week.
 - If the immediate report is made orally (not electronically), a written report must be submitted within 48 hours to DHS or the Delaware County Office of Children & Youth (“OCY”) assigned to the case either:
 - Using DHS’ written report form (CY-47) or
 - Via the electronic Child Welfare Portal.
- **Step 2: Notify the Associate Head of School:** The school employee or independent contractor who makes the report of suspected child abuse shall immediately, after making the initial report, notify the Associate Head of School. If the initial report was made electronically, the reporter must also provide the Associate Head of School with a copy of the report confirmation. The Associate Head of School shall also immediately notify the local police department and the Delaware County Detective Bureau of the reported child abuse.
- **Step 3: Notify the Head of School:** The Associate Head of School shall then immediately notify the Head of School that a child abuse report has been made. If the initial report was made electronically, the Associate Head of School shall provide the Head of School with a copy of the report confirmation.
- **Step 4: Notify Local Law Enforcement:** If the Head of School reasonably suspects that conduct being reported involved an incident required to be reported under the Safe Schools Act or as otherwise required by law, the Head of School shall confirm with the Associate Head of School that the conduct has already been reported to local law enforcement and if it has not, shall report the conduct to local law enforcement and the Delaware County Detective Bureau, in accordance with applicable law.
- **Step 5: Follow-Up Written Report Within 48 Hours:** If the immediate report was made by the school employee or independent contractor orally (not electronically), a written report must be submitted by the school employee or independent contractor who made the initial report within 48 hours to DHS or the OCY assigned to the case on DHS’ written report form or via electronic Child Welfare Portal.

Only One Report Required: When a report of suspected child abuse is made by a school employee or independent contractor, the Academy is **not** required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee or independent contractor is not required to make an additional report.

Photographs: When necessary to preserve potential evidence of suspected child abuse, the Principal or his/her designee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent

to the county agency at the time the written report is sent or within 48 hours after a report is made by electronic technologies or as soon thereafter as possible.

OBLIGATION TO COOPERATE IN INVESTIGATION

The Associate Head of School shall facilitate cooperation by the Academy with DHS or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.

Upon notification that an investigation involves suspected child abuse by an Academy employee or independent contractor, the Associate Head of School shall immediately design and implement a plan of supervision or alternative arrangement for the individual under investigation in order to ensure the safety of the child and other children who are in the care of the Academy. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.

PROTECTIONS FOR REPORTING

Mandated reporters who make a child abuse report are entitled to various protections under the law:

- **Liability Protection:** Any person who in good faith makes a child abuse report, cooperates with a child abuse investigation, testifies in a proceeding arising out of alleged abuse, or takes other actions authorized under the law, such as taking photographs to document suspected child abuse, is immune from criminal and civil liability under Pennsylvania state law. Mandated reporters are presumed to have acted in good faith.
- **Protection from Retaliation:** The Academy shall not discriminate or retaliate against any person with respect to compensation, hiring, tenure terms, conditions or privileges of employment as a result of making a report of suspected child abuse, as long as the report was made in good faith.

PENALTIES FOR FAILING TO REPORT

Mandatory reporters who willfully fail to make a required report of suspected child abuse are subject to severe criminal penalties, including fines and incarceration.

FALSE REPORTS

Mandated reporters who intentionally or knowingly make a false report of child abuse or intentionally or knowingly induce a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.

MANDATED REPORTER TRAINING

Section 1205.6 of the School Code requires that the Academy and independent contractors of the Academy provide training on child abuse recognition and reporting to their employees who have direct contact with children. The mandated training must, at a minimum, include training on the following specific topics:

- Recognition of the signs of abuse;
- Recognition of the signs of sexual misconduct;
- Reporting requirements for suspected abuse and sexual misconduct;
- Provisions of the Professional Educator Discipline Act (24 P.S. § 2070.1a *et seq.*), including mandatory reporting requirements
- The Academy's policies and guidelines related to reporting of suspected abuse and sexual misconduct; and
- Maintenance of professional and appropriate relationships with students.

Employees are required to complete a minimum of three (3) hours of training every five (5) years. All new employees are required to complete this training as a condition of their employment.

School Volunteers are required to complete training on child abuse recognition and reporting prior to volunteer service at the Academy.

ANNUAL NOTICES

The Associate Head of School or his/her designee shall annually inform students, independent contractors, volunteers and staff regarding this Policy.

The Associate Head of School or his/her designee shall annually notify the Academy staff, independent contractors, and volunteers of their responsibility for reporting child abuse.

VI. Technology Policies

Student Laptop Policy

Most of the Notre Dame campus is wireless, enabling our students to have connectivity to the internet, as well as on our hard-wired networked computers. While this new freedom and upgrade to our technology is a positive development, students and their parents need to be aware of the following school policies:

- A. All students in grades 6-12 will be provided a MacBook Air and are expected to bring this laptop to each of their classes. Students are responsible for signing the Acceptable Laptop Policy signed upon receiving their MacBook.
- B. Students need to be aware of how a teacher permits the use of all technologies in his or her class is entirely at the discretion of the teacher. Students must abide by whatever policy the individual teacher establishes for that particular class.
- C. To prevent potential loss, students are responsible for the safekeeping of any device they bring on campus. The Academy of Notre Dame de Namur is not responsible for lost or damaged laptops, netbooks, or other electronic devices.

Agreement for Laptop Use

“Laptop” - refers to a laptop computer issued by the Academy of Notre Dame de Namur to an Academy student for use in connection with the Academy academic program.

You are responsible for the appropriate use of your laptop both at school and at home. The laptops are for students for educational purposes. All commercial, illegal, unethical and inappropriate use of these laptops is expressly prohibited.

You may not copy or duplicate copyrighted material. Copyright is the set of exclusive rights granted to the author or creator of an original work, including the right to copy, distribute and adapt the work. Copyrighted materials include books, maps, prints, musical compositions, dramatic works, photographs, paintings, drawings, motion pictures, computer programs, sound recordings, choreography and architectural works.

Downloading games, applications or software is expressly prohibited.

Downloading purchased songs onto your school-issued MacBook from a purchased compact disc is permitted only at a teacher’s discretion. Any personal information or material on the laptop is the express responsibility of the student and should not interfere with laptop usage or school related work.

Only Academy-licensed or -approved software is to be installed on the laptops.

Do not loan your laptop to anyone, and do not share your username or password.

Always keep track of your laptop and take reasonable precautions to keep it safe.

Do not place the power cord or adapter against the laptop screen in your backpack (the screen will break).

Be careful not to drop or fling your backpack if it contains your laptop (remember if it breaks, there is a deductible that you will pay). Avoid overcrowding your backpack with the laptop when possible.

When closing and storing your laptop, either turn it off or put it on standby to protect it from overheating.

If you notice that your laptop is working slowly or functioning in a strange or abnormal way, report it to the Technology department.

Safe E-mailing

Don't open, forward or reply to suspicious e-mails. If you have a question about whether or not to open an e-mail, check with the Technology department in your building.

Be wary of email attachments from people you don't know. They may be a virus or a malicious program.

Never respond to e-mails that ask for personal information, your username, or your password.

Think before you write and send an e-mail; be polite and courteous at all times.

Almost all chain letters contain no useful information. This includes chain letters warning about viruses or Internet scams. Often the chain letters link you to viruses or are scams themselves. Don't pass them on.

Web Usage

Do not go to inappropriate/questionable websites or click on questionable links as this may trigger a spam or computer virus attack.

The use of anonymous proxies or other technologies to bypass network filtering programs is prohibited.

When social networking and developing your personal web pages, consider the following:

Be polite and courteous. Leave offensive text (i.e. curse words, insults, etc.) out of blog entries and comment postings to friends.

Once any text or photo is placed online it is completely out of your control, regardless of whether you limit access to your page. Anything posted online is available to anyone in the world.

You should not post information, photos, or other items online that could embarrass you, your family, or friends. This includes information, photos and items that may be posted by others on their page or on your webpage.

Do not post your personal information: addresses, phone number(s), date of birth, class schedules, your whereabouts or daily activities. You could be opening yourself up to online predators.

Many potential employers, colleges and universities, graduate programs and scholarship committees search social media sites to screen applicants.

Do not share your username or password, phone or laptop. You may be responsible for any information generated from your device.

Saving Information

It is recommended that you save/backup any important school information on your student Google drive. Your student folder will be maintained for the entire school year.

Personal files from a student's Google account will be deleted once she leaves the Academy. Be advised that network security is designed to allow access to selected areas by designated users only. The technology department may review files and communications to maintain system integrity and ensure that students are using the system responsibly. Students and other network users should not expect that student folders or other information stored on the network will be private.

Personal Responsibility

The Academy does not recommend plugging any additional personal devices into the laptop as this may cause problems with the laptop's operation. You are responsible for any damage to the laptop caused by any personal device you connect to the laptop.

Please be careful when using social networking sites and sharing personal information as this information may remain on the internet for years. Think before you act.

You must comply with the Academy's "Acceptable and Responsible Use of Information Technology Resources" Policy which is contained in the Parent/Student Handbook. Any violation will be subject to discipline as outlined in the Parent/Student Handbook. The Academy reserves the right to limit or otherwise restrict laptop use based on violations of this policy.

The Academy does not routinely monitor the network for violations of Academy policies or rules and is limited in its ability to monitor laptops for cyber-bullying and other violations. Therefore, if you have reason to believe that another student is using either the network or their Academy-issued laptop in a manner that violates school rules or Academy policies, you are encouraged to report this to the Administration.

Acceptable and Responsible Use of Information Technology Resources

General Statement

The Academy of Notre Dame de Namur is committed to providing our community with knowledge, self-confidence, and the inspiration to translate their Christian ideals into actions. From this commitment follows the requirement that students be well-prepared to compete in a technologically literate society. The Technology Program at Notre Dame is an ongoing process, integral to the development of curriculum and the management and support of instruction. The acceptable use policy is a natural outgrowth of this evolving program and is designed to safeguard all users of technology in the school.

The Academy of Notre Dame de Namur Community (the Academy/ND) provides information technology resources that include a high-speed local area network, shared network software and storage space, Internet access, and computing facilities.

Access to these resources is given to members of the Academy of Notre Dame community. These resources are provided to support the educational program and administrative operations of the Academy and they may not be used for private financial gain for any individual or organization.

ND's information technology resources may not be used for illegal and/or illicit activities, whether the activities occur on or off campus. Using computing resources and technology in a way that violates the law, other ND policies, and/or the rights of others, can be a serious matter that may subject an individual to disciplinary action.

By sharing and using these resources, individuals accept full responsibility for their actions and agree that they will use these resources in a responsible manner, consistent with the policies of the Academy and compliant with local, state and federal laws and regulations governing the use of such resources. The fact that certain activities are technically feasible does not mean that they are acceptable. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means. Users may not access any areas of the information technology resources of the Academy to which they do not have authorization and may not exceed any access for which they are authorized.

Student Use of Social Media

First and foremost, students are encouraged always to exercise the utmost caution when participating in any form of social media or online communications, both within the Academy community and beyond.

Students who participate in online interactions, including through social media apps and websites, must remember that their posts reflect on the entire Academy of Notre Dame de Namur community and, as such, are subject to the same behavioral standards set forth in the

Student Code of Conduct and Honor Code. Social media and online activities are often not private communications and should be generally viewed as public and permanent communications. No form of harassment, bullying, cyberbullying, or hateful acts will be tolerated.

Students are expected to abide by the following:

- Understand that you are responsible and accountable for any postings, electronic communications, and online activities conducted under your name, regardless of who may have been using your account at the time.
- Keep login information, including passwords, confidential.
- Refrain from using social media sites to publish disparaging or harassing remarks about the Academy community members, athletic or academic contest rivals, etc.
- Exercise discretion when using social media (even for personal communications which are intended to be private). Any postings or communication in which a visual representation of the Academy (such as uniform, sports equipment, building, etc.) or text about the school or a member of the community should only reflect well on the Academy.
- To protect the privacy of the Academy students and faculty, students may not, under any circumstances, take photographs or create digital video recordings of Academy community members either on campus or at off-campus Academy events for any reason without the consent of those being filmed or photographed.

A student's online activity has the potential to be damaging to the school as well as other persons. A student can be disciplined for conduct, up to and including dismissal from the Academy, whether occurring inside or outside the school and whether through the Academy's network or not, that is detrimental to the reputation of the school or harmful to another person. In instances when students have been harassed or perceive they have been harassed via a social media site, the school will undertake an investigation of the incident. If a student is found to be culpable, the student will be subject to disciplinary action, up to and including suspension and/or expulsion. The Academy reserves the right to notify law enforcement authorities of any violation of this policy when appropriate.

Harassment, Bullying and Hateful Acts

No form of harassment, bullying, cyber-bullying or hateful acts will be tolerated. Cyber-bullying involves the use of information and communication technologies such as e-mail, cell phone text messages, instant messaging, social networking sites, defamatory personal websites, and/or any other current social networking sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

Inappropriate use of social networking sites such as Twitter and Instagram have become an increasingly serious problem. A student's actions have the potential to be damaging to the school as well as to other persons. A student can be disciplined for conduct, whether occurring inside or outside the school and whether through the Academy's network or not, that is detrimental to the reputation of the school or harmful to another person. This rule extends to the use of social networking sites, including Instagram, Snapchat, TikTok, Facebook, and Twitter. Unacceptable or improper content posted by a student that is detrimental to the reputation of the school and/or harmful to another person will result in discipline. In instances when students have been harassed or perceive they have been harassed via a social networking site, the school will undertake an investigation of the incident. If a student is found to be culpable, the student will be subject to disciplinary action, up to and including suspension and/or expulsion. The Academy reserves the right to notify law enforcement authorities of any violation of this policy when appropriate.

Creating and Maintaining Official Academy Social Networking Sites

All "official" Academy of Notre Dame de Namur social networking sites must be approved by the Webmaster and Director of Communications and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the Academy;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within Academy guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the Academy network.

Unauthorized pages that have not been approved by the Webmaster and Director of Communications will be treated as personal pages, and are therefore limited to the standards provided above.

Resource Consumption

The Academy's information technology resources are shared by the entire community. Consuming an unreasonable amount of these resources or interfering with the activity of other users is not allowed. Activities that may cause excessive demands on network resources include chain mail, spam email, streaming video content, or downloading an excessive number of very large files.

Intellectual Property

Copyright law and licenses protect such things as software, photographs, icons, music, movies, computer games, and text against unauthorized copying (which includes lending such things to others with knowledge that they will copy them). A computer may enable students to copy programs and other intellectual property easily, but unless students are certain they are legally entitled to do so, they should not. The legal penalties can be severe and outside the control of the Academy. If ND officials receive notice from or on behalf of a copyright owner alleging that a student has engaged in a copyright violation, her access to the network will be temporarily disabled. Technology Department staff will notify the student to stop such activities immediately and assist them as needed in removing the infringing material. If the student does not comply, or if she engages in repeated violations, her network connectivity will be terminated and she could be subject to other disciplinary actions. In addition, a student could be liable for damages to the copyright holder or even for criminal penalties. If presented with a properly formed subpoena, the Academy will have no choice but to identify the user to the copyright holder.

Responsible Network Use

Users are prohibited from engaging in the following practices:

- Use of the network to disrupt the work of others
- Destruction, modification or abuse of hardware or software
- Illegal downloading of copyrighted software
- Use of the network for communications not related to the school curriculum and the educational program
- Use of the network to access social networking websites
- Use of the network for commercial or for-profit purposes
- Use of the network for product advertisement or political lobbying
- Use of the network to develop programs that harass other users
- Use of the network to infiltrate a computer computing system and/or the damaging the software components of a computer or computing systems
- Use of the network to access obscene or pornographic materials
- Use of the network to transmit materials likely to be offensive or objectionable to recipients

Information Services Email and Network Account Deletion Policy

Information Services annually deletes email, network, and computing system accounts belonging to individuals who are no longer affiliated with the Academy of Notre Dame.

"No longer affiliated" is defined as:

- **Students:** Have graduated or are no longer officially enrolled in the Academy
- **Faculty/Staff:** Have voluntarily left the Academy or terminated employment

Account Deletion Dates

Accounts for non-affiliated Academy of Notre Dame students, faculty, and staff are deleted on July 1 of every year.

Notification

Fourteen days before accounts are scheduled for deletion, each affected account owner will receive email notification from Information Services that their account is scheduled for deletion. It is the account owner's responsibility to manage his/her account and to retain any required files on backup media. Information Services is available for assistance if needed.

Revised July 2020



VACATION AGREEMENT

The Academy of Notre Dame strongly discourages vacations that do not coincide with the school calendar. However, if your circumstances cause you to deviate from that calendar, the following conditions will apply to your daughter(s).

- If a student is absent from her classes, it is her responsibility to obtain notes, homework, and other materials from her teachers' Google sites or Google Classroom.
- Quizzes and tests are to be made up in a timely manner, preferably within 5 school days.
- The classroom teacher will not be responsible to re-teach missed lessons.

I am aware of this agreement and will assist my child to see that all assignments are completed in a timely manner.

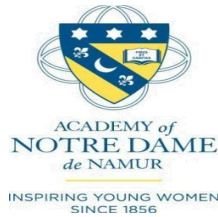
Parent Signature _____

Student's Name _____ Grade _____

Vacation Dates: _____

Signature of Administrator _____

Revised July 2020



PERMISSION FOR SCHOOL TRIP

In recognition of the educational purpose of at the _____,

I/we request that you take our daughter _____

			(student's full name)
from Notre Dame via		To _____	on _____

In making this request for our daughter's participation in this activity, I/we hereby release the Academy of Notre Dame de Namur, its principals, agents, employees, from all responsibility of liability of any nature whatsoever for damages, injuries, or other losses that she or I/we may incur while participating in this activity.

My daughter will require the following medication(s) during the field trip (list medication or write N/A if not applicable): _____

I authorize my daughter to self-administer her medication. I acknowledge that this self-administration is permitted by her physician and that my daughter is capable of properly self-administering her medication. I agree that my daughter's self-administration of her medication will be under adult supervision subject to the following conditions:

- The medication (including prescription and non-prescription medication) will be held by school staff for self-administration.
- The medication bottle containing only the required dosage will be handed to the student by the supervising adult at the prescribed time.
- All medication must be in the original container. No baggies or pill boxes will be accepted.
- All non-emergency self-administration of medication shall take place in the presence of the designated teacher/chaperone.
- Emergency self-administration is permitted when specifically authorized by the student's physician and need not take place in the presence of a designated adult.

My daughter will bring her **epinephrine auto injector** from home and carry it with her _____ YES

My daughter will bring her **inhaler** from home and carry it with her _____ YES

I give permission for emergency treatment if necessary _____ YES _____ NO

Parent/Guardian Signature

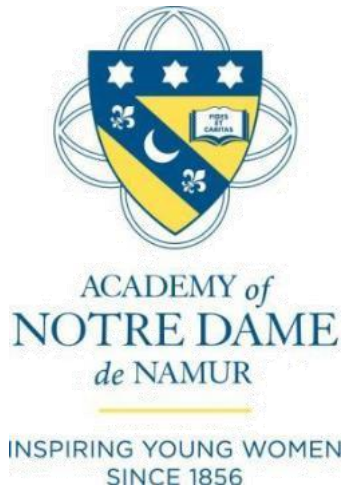
Date

Emergency Contact #1 during field trip

phone number

Emergency Contact #2 during field trip

phone number



LATE/EARLY DISMISSAL AND/OR ABSENCE FORM

Student's Name: _____

Date: _____

Late/Time: _____

Reason: _____

Early Dismissal Time: _____

Reason: _____

Absence/Date(s): _____

Reason: _____

Parent Signature



LOST ITEMS FORM

Respect for ourselves and others grow on a campus where honesty underlies all of our actions. All students should know the whereabouts of their personal items. Suspicious activity should be reported to the Director of Middle School or Director of Upper School.

Student Full Name: _____ Grade: _____

Please indicate the specific (building/room number) location in which the item was last seen:

Date of loss: _____ Time of loss: _____ AM/PM

Was the location locked /item secured? Yes No

Specific description of item(s), including color/size/model/serial number/color/size: _____

Approximate retail value of item(s): _____

Were there any additional witnesses of incident of loss? _____

Student Signature: _____

*** Submit this completed form to Administration

This form was created to document incidents of lost items at the Academy of Notre Dame. High dollar/personal valuables should never be left unattended on campus. After a completed form is filed, the Administration will complete any necessary follow-up. The school is not responsible for personal items or valuables left unattended. As a matter of policy, students are encouraged to safeguard their possessions. Students should also clearly identify their possessions and write their name in their textbooks, backpacks, book bags, graphing calculators and any other personal items to facilitate their identification if lost. Lost and Found is located by the lockers behind the classrooms on the second floor of St. Julie.

Revised July 2020



UNLAWFUL HARASSMENT REPORT FORM

Complainant _____

Relationship to Academy of Notre Dame de Namur:

Employee _____ Student _____ Guest _____ Other _____
Specify _____

Department/School _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person whom you believe harassed you:

List any witnesses who were present: _____

Where did the incident(s) occur? _____

Describe the incident(s) as clearly and specifically as possible (Attach additional pages if necessary).

I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature

Date Prepared

Received by

Date Prepared



Laptop Acceptable Use Contract

Introduction and expectations of technology/digital footprint

At the Academy of Notre Dame, each student bears responsibility for a personal MacBook Air, one of the most up-to-date computers in the educational field today. The use of a personal device can create a learning environment unlike any other, allowing students to reach all corners of the globe while providing the ultimate personalized learning experience.

As our society becomes more digital overall, recognizing the significance of digital safety and a “digital footprint” becomes paramount when receiving a personal electronic device. Each action someone performs on a device can be traced back to her, and understanding that frames what type of usage is appropriate and inappropriate.

The following describes many of the actions that the Academy of Notre Dame deems acceptable and unacceptable. This list is not exhaustive, but highlights actions that can either: jeopardize the safety of the student or community, negatively impact the bandwidth or technology itself within the network, and/or minimize the educational purposes the MacBook is supposed to provide. *In general, students should always consider the implications of their actions on any electronic device and how it aligns with the Student Handbook and Honor Code.* Please read this document and sign at the bottom, showing you’ve read and agree to it.

Acceptable Use

The following are some acceptable uses for the school-issued MacBook:

- Completing research for assigned projects from scholarly sources
- Accessing web-based features to complete homework (eg: content videos, digital textbooks, etc.)
- Writing assignments through Google Drive applications or Microsoft Office Suite
- Checking NDAPA email and accessing Backpack, Naviance, and other school-based sites
- Using any teacher-issued applications or collaborative tools within an academic confines (such as using Google Hangouts to discuss a project)
- Adding stickers to the over cover
- Using the school-issued webcam cover
- Carrying your MacBook in a personal laptop carrying bag— an additional protective cover is recommended if you are carrying your device in your school bag

Unacceptable Use

The following are some unacceptable uses for the school-issued MacBook:

- Surfing the internet for topics unrelated to school or deemed inappropriate within the Parent/Student Handbook (eg: social networking, shopping, accessing dark web sites, etc.)
- Posting negative/derogatory comments which constitute or promote cyber-bullying (which shouldn’t be done on personal computers either!)
- Giving your passwords to anybody other than your parents/guardians/Tech department

- Adding or changing the username associated with the MacBook
- Removing the school issued hard-shell computer cover or keyboard cover; *removal of these items can nullify the insurance on the computer.*
- Taping over the webcam or using other items that can damage the webcam
- Recording any teacher or student activity without express prior written consent from all parties involved
- Violations of Academy policy
- Downloading software without the express prior written consent of the Academy

Suggestions of use

When using your laptop, some things to consider to maximize your experience:

- Make sure your laptop is fully charged when entering school
- Save all of your documents onto the Google Drive icon located on your MacBook
- Understand your teacher's laptop policy, such as when technology use is acceptable in his/her classroom and what the consequences are for not having your laptop for a class period
- Watch your laptop- they can be easy targets for theft and should be treated as such
- If your laptop experiences technical difficulties *or* physical damages, take it to the Technology Office as soon as possible. A damaged computer that receives further damage runs the risk of nullifying the insurance.
- You do not need to update any software or Operating Systems (OS) on the MacBook unless it is impacting the performance of the computer. If an update is needed, the Technology Department will complete it.
- Be aware of what you're visiting on the internet. Programs collect data on you and help create a virtual profile of each user. If visiting a site that requires you to input any information, check with your teacher or the Technology department first.

Damage or Loss of Equipment

The Academy is loaning you a personal device with the expectation that you will make good decisions with regard to your personal use of technology. Should you damage or lose your laptop or any accessories, please report this to the Technology office within 24 hours of the incident.

- MacBook Insurance policy
 - All laptops are covered by a manufacturer's extended warranty, as well as an additional 36-month insurance policy. The warranty covers manufacturer's defects and normal wear and tear occurrences that are unavoidable if appropriate care is taken with the MacBook.
 - The insurance policy is an additional fee that is paid for by the Academy and has a \$100 deductible for each claim. The \$100 deductible is the financial responsibility of the student's family, should a claim be filed.
 - The insurance covers *accidental* damage from liquid spills, power surges, drops, falls, collisions, theft, and vandalism as well as damage to batteries and AC adapters.
 - The insurance does **not** cover neglect and abuse. For example, throwing the laptop or leaving it in an unsecured area from which the equipment is subsequently stolen would be considered examples of abuse or neglect. If the laptop is damaged by neglect or abuse, it is the family's financial responsibility to fund the cost of replacement of the laptop at a price of approximately \$1,100.
- Any lost or damaged accessories (laptop chargers, external hard drives, outer computer cases, etc.) must be purchased *directly from the school's Technology Department.*
- The Student understands and agrees that at departure from the school or upon request from a school official, the MacBook will be returned to the school in the same condition the MacBook was originally provided except for normal wear and tear as determined by the school. Any failure to return the MacBook to the school in a timely manner may be considered unlawful possession of school property and the Academy may pursue legal remedies to obtain the MacBook or its value.
- Student transcripts will not be released to the student or transferring school unless the MacBook and accessories are returned in satisfactory condition and/or if damaged, until the deductible is paid in full or in the event the MacBook is damaged by neglect or abuse, until the replacement cost is paid in full.
- The Academy reserves the right to limit or prohibit the use of a MacBook as a result of repeated violations of the terms of use in this contract.

By signing, you are acknowledging that you have read and understood the material presented. If you have any questions, please see our FAQ page on ndapa.org or do not hesitate to email the Director of Information Resources and Technologies at edutech@ndapa.org. Thank you for your understanding.

Signature of Student

Date

Printed name of student

Grade of student for 2020-21 school year

Signature of Parent/Guardian

Date

Printed name of Parent/Guardian

Revised August 2020

1342355-2



ACADEMIC DISHONESTY REPORT

In an instance of an alleged act of academic dishonesty, members of the administration, faculty, and staff will observe the following procedure:

- 1. The teacher of the course becomes aware (either by his or her personal observation/discovery or by another faculty member, staff member, administrator or student who comes forward) that an alleged Honor Code violation has occurred.*
- 2. The teacher shall report the circumstances regarding the alleged violation to the Administration.*
- 3. The Administration, in consultation with the guidance counselor, shall determine whether a violation has occurred and whether the act falls into the category of Academic Warning (out of ignorance) or Academic Offense (intentional and/or repeated) and will provide a written summary of the situation and completes the Academic Dishonesty Form, which all parties involved sign for future reference.*

Student Name:

Grade:

Course and level:

Teacher:

Circle one: Academic Warning Academic Offense

Description of alleged violations (attach supporting documentation):

Recommended course of action (may include referral for discipline):

Student signature/date

Signature of Administrator

Parent signature/date

ACADEMY OF NOTRE DAME DE NAMUR **FALL REOPENING PLAN**

2020-2021 Academic Year

Updated August 2020



NDAPA.ORG

A Message from the HEAD OF SCHOOL



*Dear Members of the
Notre Dame Community,*

We are committed to having our talented Notre Dame students return to campus this fall in a safe environment. The value of community is central to Notre Dame's identity and the developmental importance of our students sharing time together on campus in social, spiritual, academic and athletic contexts cannot be underestimated.

Notre Dame Administrators, in coordination with a Parent Task Force of health, risk, and emergency management professionals, have been involved in intense planning for the **2020 Notre Dame Fall Reopening Plan** presented within these pages. This planning includes compliance with CDC directives and current guidelines from Pennsylvania's Department of Education. We shall continue to monitor all applicable directives and guidelines closely.

To welcome our students back to campus, we shall start to gather on campus one week earlier than initially scheduled. Please see the following schedule:

August 31: Orientation: Students new to Notre Dame only (all 6th grade and any transfer students)
September 1: All Middle School Students, only
September 2: All Freshmen and Sophomores, only
September 3: All Juniors and Seniors, only
September 8: All students return to campus for classes that will run Monday through Friday each week.

These days will include welcome back and orientation activities and health and safety meetings with our school nurse and support staff.

Please refer to this document as you plan for the start of the school year. Additional information, including Frequently Asked Questions, will be posted on our website, ndapa.org.

We look forward to seeing our faculty, staff and wonderful students on campus once again.

Sincerely,

A handwritten signature in black ink, reading "Judith A. Dwyer".
Judith A. Dwyer, Ph.D.



2020 Academy of Notre Dame de Namur Fall Reopening Plan

GUIDING PRINCIPLES

- Promote the Mission and Hallmarks of the Academy of Notre Dame de Namur
- Provide a safe and healthy environment for the Notre Dame Community
- Create a vibrant teaching/learning experience by maintaining the integrity and richness of our academic program
- Foster a deep sense of community by building connections and relationships, particularly for our newest community members
- Provide structured curricular and co-curricular activities/services that promote the general wellbeing of our students



2020 Academy of Notre Dame de Namur Fall Reopening Plan

2020 Academy of Notre Dame de Namur

FALL REOPENING PLAN

INTRODUCTION

The Academy of Notre Dame de Namur has provided an outstanding educational experience since 1856. In these days and months ahead – as we reopen our campus for classes – we shall continue that fine tradition. This document presents the critical components of a safe and phased reopening, all within the context of Notre Dame’s commitment to its Mission and the Hallmarks of the Sisters of Notre Dame de Namur.

The steps taken in this document comply with Center for Disease Control (CDC) guidelines and the directives from the Commonwealth of Pennsylvania. They also reflect best practice in creating a robust teaching and learning environment under the current conditions. The Academy of Notre Dame has also considered and utilized information and recommendations from the following sources:

Commonwealth of Pennsylvania School Phased Reopening Guidance

Pennsylvania Department of Education Research Report

This plan assumes that Delaware County is in the Green Phase or modified Green Phase, as defined by Governor Tom Wolf and the Commonwealth of Pennsylvania. If Delaware County were to move into the Yellow Phase or the Red Phase, Notre Dame would transition immediately to a complete online teaching/learning environment during those phases.

This plan also calls on every member of the Notre Dame community to embrace our cherished values of mutual respect and integrity (Honor Code), as well as a willingness to sacrifice for the common good and foster community bonds across generations. All these values speak to our core identity and Mission.



HEALTH AND SAFETY OF THE COMMUNITY

Stay at home if you are ill or have been in contact with a confirmed case of COVID-19: All persons desiring to be present on the Academy of Notre Dame's campus will be required to stay home if they have traveled to areas requiring quarantine after visiting, have been in contact with a case of COVID-19, and/or demonstrate symptoms indicative of or associated with COVID-19 symptoms.

PRE-ARRIVAL: All students, teachers and staff are required to use a pre-check system (Daily Check) between 6:00 am and 7:30 am and submit it prior to coming to campus. (The school day commences at 8:15 am). Daily Check responses will be reviewed each day by the Human Resources department for employees and by administrators for students when administrators attendance. Daily Check will be administered through Google Forms. Reminders to students will be managed through Canvas. The Daily Check form will also be available on Notre Dame's website, ndapa.org.

UPON ARRIVAL: All students, teachers and staff are to sanitize their hands upon arrival within a campus building. No lockers will be used.

HAND SANITATION: All students, teachers and staff are expected to sanitize their hands frequently throughout the day. Hand sanitizing stations will be positioned throughout the campus, at every main entry/exit. Hand sanitizer will contain 60% or more of alcohol content. Individuals are encouraged to carry a small container of hand sanitizer with them throughout the day. Reminders to practice hand hygiene regularly will be supported by signage throughout the campus.

FACE COVERINGS/MASKS: Everyone on campus is required to wear a mask to prevent the spread of COVID-19. The mask should cover the entire face, including the mouth and nose, and extend below the chin. All persons are encouraged to utilize personal face coverings they have found effective for them. All face coverings should reflect professional attire expected of students through the uniform and employees in the Employee and Student Handbooks; masks should be appropriate in pattern and free of text. Students, teachers and staff must always wear face coverings while on campus, except when eating



or drinking. Those in need of medical accommodations which prevent or limit their ability to wear face coverings may submit those requests for consideration to school administration. Masks will be sold through a vending machine near Aimee Willard Gymnasium Lobby if students, faculty, or staff forget them. Students, faculty and staff are expected to bring and use their own face masks; however, a limited supply of masks will be available for those persons who need a face covering. Students who do not abide by these requirements will be sent to an administrator. Ongoing difficulties adhering to safety standards will result in disciplinary action.

ADEQUATE SUPPLIES: Classrooms will be provided with adequate supplies for keeping spaces clean. This includes, but is not limited to, access to disinfectant wipes for active surfaces, hand sanitizer, and facial tissues. Classroom procedures will minimize the sharing of digital devices (MacBooks), writing materials and textbooks.

CLEANING AND DISINFECTION: Students, teachers and staff participation in maintaining a safe and healthy environment is essential. Students will be expected to clean and disinfect the spaces they use. At the opening and conclusion of every class, students are expected to disinfect their own desk, seating area, and any relevant equipment, using the provided disinfecting wipes in each classroom. Teachers should regularly disinfect "high-volume contact areas" in their classrooms, including whiteboards, door knobs, desks, etc. Time will be provided before/after classes for

intermittent cleaning of these areas. Disposable gloves will be available at the Harron front desk for faculty and staff who wish to use them.

Teachers should keep doors propped open as frequently as possible to reduce frequent touch of door handles.

Custodial and Facilities departments will disinfect common touch points during the school day. With the exception of athletic training sessions, campus activity will end no later than 3 pm each day to allow for adequate disinfection, using CDC approved products, campus wide. Families must arrange for their students to depart campus at 3:00 pm each day.

VENTILATION: All HVAC equipment will be inspected prior to the start of school. 'Occupancy' schedules will be lengthened to increase outdoor air exchanges. 'Occupancy' schedules to run from 5:00 a.m. – 11:59 p.m. on each day that buildings have scheduled activities. Outdoor air dampers will be overridden to provide as much outside air as possible, while adequately conditioning the humidity and temperature of each room. HVAC performance will be monitored at least 3 times each day. HVAC filter changes will increase from quarterly to monthly. Using CDC guidance, HVAC filtration upgrades will be implemented to improve air purification.

WATER SYSTEMS: Water drinking stations are limited to non-contact, refillable water stations. Bottle filling stations are located in the Aimee Willard Lobby, Cuvilly classroom 1st floor hallway, and throughout the Riley Center for STEM Education. Classrooms that feature water systems will maintain social distancing when possible and uphold policies outlined in this plan. Students, faculty and staff are expected to bring a personal water bottle. Sharing water bottles is strictly prohibited.

MODIFIED SPACE: Classrooms are arranged to maintain at least 6 feet of physical distancing as much as possible, once all occupants are seated. Whenever possible, desks will face the same direction. Common areas on campus have been repurposed for class meeting use in order to replace smaller classrooms where acceptable physical distancing was deemed unfeasible. In certain areas of the campus, physical barriers will maintain social distancing. Acrylic screens have been installed at reception areas in Harron Lobby and the Main Office.

COMMUNAL SPACES: Persons present in communal spaces will maintain social distancing of at least six feet. Communal spaces will be used occasionally for larger classes. Easily segmented spaces (such as a gym or cafeteria) will have

very explicit marks of safe distance that all members of the community will be expected to follow. The Library will provide chairs in acceptable spaces only. Communal spaces built for small group gatherings (normally between 3-4 people) will be decreased to 1-2 people (if social distancing can be maintained). The Senior/Junior lounge will be used as a classroom. Community restrooms will have hands-free foot pulls installed.

MAKE IT A HEALTHY DAY, NOTRE DAME!

SHAMROCK SHOP (School Store): The 'Shamrock Shop' will be closed for in-person sales and operate online only. No returns will be allowed. Students are encouraged to procure needed uniform items through Land's End, Flynn O'Hara, and other vendors. You may access the Shamrock Shop online at ndapa.org.

FOOD SERVICE: Students will eat lunch in the classroom and are encouraged to pack their own lunches. Cafeteria food will be boxed, single-serve and grab-and-go. No self-serve options will be available. Microwaves, panini presses, shared condiment dispensers, and open utensil dispensers will not be available. Utensils will be handed to patrons directly by Cafeteria employees. No cash transactions are permitted.

Cafeteria will be pick-up only in a one-way only traffic pattern, guided with signage and other forms of communication. Only students, teachers and staff who have preordered lunch will be permitted to go to the cafeteria. Students will be released at intervals so that an appropriate number of persons are present in the cafeteria and social distancing can be practiced. Menus will be emailed in prior to the start of the school week to facilitate ordering.

STUDENT ILLNESS DURING THE SCHOOL DAY:

If a student becomes sick during the school day, the student, teacher or staff member will inform the school nurse immediately. Students will remain in a designated area overseen by the school nurse. The designated area is across the hall from the Nurse's Office. The room has a dedicated exhaust fan.

STUDENTS AT HIGH RISK: Students at a higher risk for severe illness from COVID-19 will be permitted to complete course work at home after communicating with the Associate Head of School's Office. For access to coursework, all classes offered on campus will be streamed for home viewing and engagement during their designated class time.

CAMPUS VISITORS: Non-essential visitors will not be permitted on campus. Essential visitors include parents, guardians or legal caregivers. All visitors must wear masks, undergo a temperature check and complete a health check questionnaire (Daily Check) prior to entry to a school building. Visitors will only be permitted in the school for emergencies and/or child pick up (ex: picking up a sick child). All meetings between school personnel and parents/guardians will be conducted via phone or virtually via Zoom.

CONTRACTORS/VENDORS ON CAMPUS: Only scheduled contractors or deliveries will be permitted. Companies must confirm compliance with CDC and OSHA COVID-19 guidelines as part of the scheduling procedure. Upon approval, contractors/vendors must comply with all Notre Dame safety and health protocols and procedures.

SPATIAL CHANGES IN THE WORKPLACE: The physical workplace will be adapted to facilitate social distancing to the extent feasible and within the guidelines. Social distancing must be maintained in the faculty/staff lounge and the STEM faculty lounge. Signs will be posted concerning this requirement.

TRANSPORTATION: Families need to refer to their public school districts for guidance about public transportation. All private transportation managed through or by the Academy of Notre Dame is required to have all vehicle occupants wear masks at all times in the vehicle and spaced apart as much as possible. Vehicles will be disinfected after each use by the owning transportation company.

SHARING FACILITIES: The campus will not be utilized by any groups outside the Academy of Notre Dame, including athletic spaces.

CONFIRMED CASES: In the event that the Academy of Notre Dame becomes aware of a confirmed case of COVID-19 having been present on campus, the Academy of Notre Dame will work with local authorities and health departments. When there is a confirmed COVID case, the Chester County Department of Health will notify affected individuals and Notre

Dame will cooperate as instructed. The authority performing contact tracing for the immediate area is the Chester County Health Department. Any areas that are determined to have been accessed by a person with a confirmed case of COVID-19 will be closed for 24 hours prior to cleaning. A full disinfection of these areas will happen as quickly as reasonably possible before reopening them.



PHASED REOPENING SCHEDULE

We are committed to having our talented Notre Dame students return to campus in the fall in a safe environment.

The value of community is central to Notre Dame's identity and the developmental importance of our students sharing time together on campus in social, spiritual, academic and athletic contexts cannot be underestimated.

To welcome our students back to campus, we shall start to gather on campus one week earlier than initially scheduled. Please see the following schedule:

August 31: All students new to Notre Dame only (6th grade and transfer students)

September 1: All Middle School Students, only

September 2: All Freshmen and Sophomores, only

September 3: All Juniors and Seniors, only

These days will include a number of welcome back and orientation activities and health and safety meetings with our school nurse and support staff. If your daughter is unable to participate during her scheduled date, please contact our Director of Middle School, Mrs. Bonner (bbonner@ndapa.org) or our Director of Upper School, Mrs. Burke (ktburke@ndapa.org).



VIBRANT TEACHING/LEARNING EXPERIENCE

On Tuesday, September 8, 2020, all Notre Dame students will return to campus for classes that will run Monday through Friday each week. Students' class schedules will be distributed during our Orientation Days.

Reinforcing our Health and Safety Guidelines

- Clear guidelines for time outside class (all safety guidelines including face-covering and physical distancing maintained while on campus)
- Suspend all field trips or conduct virtually when possible
- Adjustment in programming for Physical Education, Choral, and Instrumental Music to be made in accordance with health and safety guidelines.

In addition to accommodating our Health and Safety Guidelines, our schedule is capable of transitioning smoothly to hybrid and remote learning models. Our schedule:

- Minimizes the overall number of transitions in a day, week and year
- Establishes and maintains consistent student-teacher and peer-to-peer relationships
- Thoughtfully utilizes in-person instructional time if/when possible
- Supports teaching and learning in consistent, predictable ways in both models, for all classes and grade levels
- Reinforces our health and safety plans and prioritizes the well-being of all community members



ATHLETICS

Please reference the Inter-Ac statement regarding fall programs in the Athletics section of our website, ndapa.org.

- Launfal Fieldhouse use will be limited and monitored by the Athletics department to ensure appropriate social distancing.
- Fitness Center will be reconfigured to allow social distancing and adequate training. Use of the fitness centers requires reservations and is limited to 7 persons at one time.
- The existence of athletic activities will be subject to direction from the Inter-Ac. If Inter-Ac competition is not feasible, ND is exploring intramural athletic activities.



SHIFT TO REMOTE TEACHING/LEARNING

Should Notre Dame need to shift to a complete remote teaching/learning environment, the Academy would be well prepared for this transition. Throughout these years, starting with the transition to a one-to-one MacBook program and the eventual Apple Distinguished School Designation in 2018, Notre Dame has created a technologically-sophisticated learning environment with enhanced mobility features. The seamless movement to an online environment demonstrated immense flexibility and innovation by students and teachers.

Notre Dame will continue to bolster its online learning impacts in two prominent ways. First, the Academy has been planning on moving to Canvas as its Learning Management System in the Fall of 2020. This user-friendly platform acts as a “one-stop shop” for students, teachers, and parents, allowing for increased communication on daily tasks in the classroom, and is the standard-bearer within the online learning community. Second, Notre Dame has planned to refresh its one-to-one MacBook program; each student, faculty and staff member will be trading in their MacBook for a newer device, allowing for better, more reliable performance while keeping consistency and equity at the front line.



Upon a required shift to all-remote learning, the schedule would continue the rotating sequence of letter (A-H) days Monday/Tuesday and Thursday/Friday, allowing for Community Time, social-emotional programming, and Student Hours on Wednesday flex days.

Online class meetings will feature a blend of synchronous and asynchronous learning, with faculty drawing upon skills and best practices shared during Professional Development weeks in August.

STUDENT SUPPORT

Our Notre Dame students have been significantly impacted by their months spent away from the school campus. In addition to the effects COVID-19 has had on student learning, the pandemic has also affected young people socially, emotionally and spiritually. Thus, our return to campus will necessarily involve a great deal of student support beyond the academic realm.

Data shows that supportive, engaged student culture involves curricular and co-curricular “high touch” social experiences that build connection and relationship through active participation, sharing and storytelling. As in our academic classes, our co-curricular programming will offer and emphasize these elements.

ADVISORY

Our program of social-emotional learning will play a new, increased role in the lives of Notre Dame students. We are looking to have Advisory serve as a daily homeroom during both on- and off-campus days, so that students may have a daily check-in with a connected adult and further build relationships with their advisors and one another.



CAMPUS MINISTRY

Our weekly (Wednesday) Community Prayer will continue, with students experiencing this tradition in assigned classrooms. Families will receive shared links to facilitate their streaming participation at home. Our new Campus Ministry student officers will support the development of new programs, including virtual liturgies and retreats, forging connections with other local campus ministries.

ACADEMIC SUPPORT SERVICES

Our students with documented learning differences will work closely with our Learning Support Specialist, Counselors and Division Directors in support of their successful engagement with the online academic program.

COLLEGE COUNSELING

A variety of support options will be offered virtually (or in person as allowed), including individual meetings with students and families, parent information evenings, and regional admissions representative sessions with students. College counselors remain readily available and accessible to students and families via email.

COUNSELING

Students will engage in enhanced programming provided by our Counseling Office, including sessions specifically tailored to supporting young people through this moment.

STUDENT CLUBS AND ORGANIZATIONS:

All student clubs and organizations will continue to meet regularly, virtually. Cherished traditions such as Denim Day and Spirit Day will be held while adhering to all health and safety guidelines.



STAY INFORMED

This document presents the critical components of a safe and phased reopening, within the context of Notre Dame's commitment to its Mission and the Hallmarks of the Sisters of Notre Dame de Namur. Due to rapidly changing developments regarding COVID-19 we commit to sharing timely and informative communications with our community through email and our weekly newsletter, ND Weekly, and encourage you to stay informed of any changes by visiting our website, ndapa.org. Any developments will be announced on our homepage.

QUESTIONS?

If you have any questions or concerns, please email Associate Head of School, Liz Willis, lwillis@ndapa.org; Director of Upper School, Kim Burke, ktburke@ndapa.org, or Director of Middle School, Bridget Bonner, bbonner@ndapa.org.

560 Sproul Road
Villanova, PA 19085
610.687.0650



ACADEMY of
NOTRE DAME
de NAMUR

INSPIRING YOUNG WOMEN
SINCE 1856