



STUDENT HANDBOOK

2021-2022

NARDIN
academy

135 Cleveland Avenue, Buffalo • 716-881-6262 • www.nardin.org

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NARDIN ALMA MATER

Nardin, Alma Mater,
We pledge our love to thee;
With your guidance through the years,
We'll brave the stormy sea!
Ev'ry foe we'll conquer,
With courage from above,
All our trials and all our fears
We'll conquer with your love.
Nardin, Alma Mater,
The beauty of your name,
Filled with holy charity,
Forever will remain!

PRAYER OF ST. FRANCIS

Lord, make me an instrument of Your peace
Where there is hatred, let me sow love.
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy.

O Divine Master, grant that I may seek not so
Much to be consoled as to console;
To be understood as to understand;
To be loved as to love;
For it is in giving that we receive;
It is in pardoning that we are pardoned;
And it is in dying that we are born to Eternal Life.

HISTORY OF NARDIN & TRADITION OF THE DAUGHTERS OF THE HEART OF MARY

Our Founders

The Daughters of the Heart of Mary (DHM) were founded in 1790 in Paris, France during the height of the French Revolution by Fr. Pierre Joseph de Clorivière, S.J. and Marie Adélaïde de Cice. Both dreamed of a new way of living an authentic, vowed religious life in the midst of the world, without any distinguishing sign, habit, or cloister.

Today, the DHM continue to work to build a world in which the primary values are equality and justice for all God's people, endeavor to be a community in which each member's God-given gifts are appreciated and nurtured and work for a world that is protected and restored.

Our History

Nardin Academy was founded in 1857 as the first Catholic academy and free school in Buffalo, NY by Daughters of the Heart of Mary: Ernestine Nardin, Victorine Boucher, and Eliza Smyth. Endeavoring to help educate the children of the diocese, particularly girls, in a faith-based culture, the DHM opened the Academy during the day and funded a free school for girls without means at night.

While it was officially named "St. Mary's Academy and Industrial Female School," the school was known in the community as "Miss Nardin's Academy." The name was changed to "The Nardin Academy" in 1917 and finally to "Nardin Academy" in 1951.

Throughout Nardin's history, members of the Daughters of the Heart of Mary have permeated life on campus, both as staff and as members of the Board of Trustees.

Following this example, Nardin Academy students develop their talents and cultivate their intellect, character and courage so that they, too, can make a difference in the world.

NARDIN ACADEMY PRESIDENTS

Sandra E. Betters	2021-Present
Marsha Joy Sullivan	2016-2021
John Thomas West III	2015-2016
Marsha Joy Sullivan	2008-2015
Barbara Wentworth, DHM	2004-2008
Barbara J. Rapier, DHM	1996-2004
Patricia Lucas, DHM	1992-1996
Dorothy Baker, DHM	1990-1992
Harriet Gilles, DHM	1982-1990
Irene T. Murphy, DHM	1976-1982
Marie A. Cregan, DHM	1968-1976
Mary Kammerer, DHM	1961-1968
Helen Gearity, DHM	1953-1961
Helen Whissel, DHM	1950-1953
Alice M. Vale, DHM	1948-1950
Florence Grupp, DHM	1937-1948
Eva J. Visner, DHM	1932-1937
Sarah Mellon, DHM	1928-1932
Ada Potts, DHM	1922-1928
Mary Flaherty, DHM	1921-1922
Odelia St. Pierre, DHM	1916-1921
Mary C. Hendrick, DHM	1903-1916
Mary Moffitt, DHM	1902-1903
C. Schottmiller, DHM	1899-1902
Margaret Laurent, DHM	1897-1899
Ernestine Nardin, DHM	1857-1896

HISTORICAL TIMELINE

- 1851 The Daughters of the Heart of Mary (DHM), a society of Catholic women, arrive in America from France.
- 1857 Miss Ernestine Nardin, Miss Victorine Boucher and Miss Eliza Smyth, DHM, open the first Catholic free school and academy on E. Seneca St. in downtown Buffalo.
- 1868 The school moves to a building at the corner of Franklin and Church Streets. While it is officially named St. Mary's Academy and Industrial Female School, it is referred to as "Miss Nardin's Academy."
- 1868 St. Mary's Academy graduates its first high school student, Miss Katherine E. Conway.
- 1874 Boys are first admitted to the elementary school.
- 1883 Miss Eliza Smyth establishes the Alumnae Association and is named its first president.
- 1890 The Cleveland Avenue campus opens for both day students and borders.
- 1896 Miss Nardin passes away at age 74. Father Nelson Baker performs her funeral Mass and she is buried in Holy Cross Cemetery in Lackawanna, NY.
- 1905 F. Scott Fitzgerald attends Nardin Academy.
- 1917 The State of New York is petitioned to rename the school The Nardin Academy in honor of its founder.
- 1951 The school's official name is changed from The Nardin Academy to Nardin Academy.
- 1957 Nardin Academy celebrates its 100th anniversary.
- 1962 A new high school wing and chapel opened on Cleveland Avenue.
- 1963 Miss Irene Murphy, DHM, expands the school by establishing the first Montessori program in WNY.
- 1996 Mrs. Varue Oishei donates a portion of the former Oishei estate at 700-702 West Ferry Street and plans are made to create a second campus for the expanding Montessori school.
- 1998 Nardin Montessori opens at the Oishei campus at 700 West Ferry Street.
- 2003 The Koessler Family Library and Media Center opens at the Cleveland Avenue campus.
- 2007 Nardin Academy celebrates 150 years of Catholic education.
- 2008 Marsha Joy Sullivan becomes the first lay president of Nardin Academy.
- 2010 The "Campaign Today for Nardin Tomorrow" funds an addition which includes professional grade orchestra and music rooms, dance studio, an expanded high school guidance center, a Montessori elementary classroom, and the Fatta Center for the Arts, seeded with a leadership gift from Carol Demme Fatta '62 and her family.
- 2013 Nardin Academy launches Sustainable Nardin, a community wide initiative, in an effort to remain dedicated to protecting God's earth.
- 2014 Nardin Academy initiates "Power UP" a 1-to-1 digital device and technology learning initiative.
- 2016 The Nardin Academy Athletic Center opens at 97 Rosalia Street in Buffalo.
- 2020 The Nardin Academy Gymnasium and Wellness Center opens.
- 2020 The Nardin Academy Community Athletic Complex opens 97 Rosalia Street in Buffalo.
- 2021 The Nardin Academy Athletic Center and Community Athletic Complex is dedicated as the Kevin T. Keane Sports Park.
- 2021 Sandra Betters is named 26th president of Nardin Academy.

MISSION, & DIVERSITY STATEMENTS

Founded in 1857 by the Society of the Daughters of the Heart of Mary (DHM), Nardin Academy is the oldest independent, Catholic school in Western New York. Nardin educates children from age 18 months until 18 years in co-ed Montessori, Lower and Middle Schools and college preparatory High School for young women.

Nardin provides students with the highest standards of excellence in academics, athletics and the arts while upholding a deep commitment to service in the tradition of the DHM. Our students go on to make significant contributions to our school, our communities and our world.

Nardin Academy is committed to providing a safe learning environment for your child. At the same time, we recognize that you, as parents and guardians, are our most important partners in your child's educational experience. This handbook contains useful information regarding the daily operations at school and will answer many common questions pertaining to policy and guidelines. Please familiarize yourself with its contents so that we share the same expectations and mutual understanding of expectations.

MISSION STATEMENT

Inspiring hearts and minds to do amazing things for the world through faith, character, academic excellence, and service.

PORTRAIT OF A GRADUATE

A Nardin Academy Graduate:

- Is a creative, curious, and a critical learner
- Leads with confidence, strength, and integrity
- Grows through faith and spirituality
- Champions equity and justice
- Serves others with humility and compassion

DIVERSITY STATEMENT

Every person has dignity and worth because he or she is made in the image of God. A religious foundation is the basis of moral and spiritual development. It is essential to educate the whole person: spiritually, intellectually, morally, and physically. Learning is a lifelong activity, and a love for learning requires encouragement and nurturing. A challenging curriculum, promoting diversity in thought, educating students from multiple perspectives, and qualifying them to think in a global context will push students to achieve their full potential. Success can be achieved when each student is recognized as an individual and is allowed to learn in his or her own way.

Understanding, respect, and appreciation of cultural, economic, racial, religious, and personal diversity are essential to developing compassion and building world peace. Inclusivity is necessary to foster this diversity. Any student, regardless of any of the factors

listed previously, should be enabled to see their identity not only recognized, but celebrated. A student's education is incomplete without learning to respect others regardless of their background or appearance. A student's education is also incomplete without the experience of serving others. At Nardin Academy, we are committed to providing a safe and socially just environment in which to learn, collaborate, and lead.

**Changes were made to this policy in conjunction with the officers of Challenging Injustice In Society (CIIS). Challenging Injustice in Society is a Nardin High School student club committed to fostering awareness of social issues beyond the walls of Nardin Academy, while also creating tangible change within Nardin Academy and its surrounding communities.*

NARDIN MONTESSORI SCHOOL

PHILOSOPHY AND OPERATIONAL CHARACTERISTICS

Dr. Maria Montessori, an Italian physician and educator, developed the Montessori approach to education: it encourages the development of the whole child to their own potential. Intellectual, physical, psychological, and spiritual aspects are fostered by means of a carefully prepared environment, exposing the child to a variety of specific materials and experiences.

The Nardin Academy Montessori Program is committed to parents and guardians and their young children. Nardin offers a Toddler program (for children eighteen months through thirty-six months of age), an Early Childhood Program (for children from three to six years of age), and an Elementary program (for children ranging from First to Third grade). Our programs have been repeatedly accredited by the American Montessori Society and Middle States Association of Colleges and Schools.

CLASSROOM COMMUNITY

Montessori philosophy fosters a natural sense of community in addition to a respect for each individual. In the classroom the children are given freedom of choice within a well-defined set of ground rules. These rules have been carefully established to provide fair and clear expectations for the working community, along with a consistent set of guidelines and consequences for one's actions. The teachers, assistants, and children work cooperatively to provide a safe, comfortable, equitable, and just environment in which to grow and learn.

The Toddler and Early Childhood Programs are located at the Nardin Montessori Campus located at 700 West Ferry Street, Buffalo, NY 14222. The Nardin Montessori Elementary Classroom is located at the Cleveland Avenue campus.

VIEW OF THE CHILD

Children possess unique sensitivity and mental capabilities for absorbing and assimilating information from their environment, different by nature from those of adults. To help children reach their potential, the classroom environment stimulates and encourages the development of self-esteem, independence, self-motivation, and respect for oneself and others, along with a strong sense of community. Understanding that children learn at their own pace, the intellect is challenged in a developmentally appropriate manner through the Montessori learning materials. These materials and the Montessori philosophy have also taken into account the young child's need for physical activity by providing a large number of gross and fine motor experiences. Likewise, by means of their daily activities within the classroom community, children are able to explore and develop their social and emotional skills. It is our strong belief that we must educate the whole child according to individual needs, enabling the child to grow to their fullest potential.

ROLE OF THE TEACHER

The Montessori teacher has gone through a specialized training in Montessori philosophy, principles, and methodology. The teacher's role is to guide the child where needed and

introduce the learning materials. One of the primary tasks is to carefully observe in order to assist growth and development. Observations help the teacher carefully design the stimulating learning environment which meets the needs of the child. The method of teaching is indirect in that it neither imposes upon the child (as in direct teaching) nor abandons the child (as in a non-directed, permissive approach). Following the child's interest, the teacher actively works to help the student achieve their goals.

SUGGESTED MONTESSORI READING

Toddler:

Montessori from the Start: The Child at Home, from Birth to Age Three
Lillard, Paula Polk and Jenssen, Lynn Lillard
New York: Schocken Books, 2003

Understanding the Human Being: The Importance of the First Three Years of Life
Montanaro, Silvana Quattrocchi
ABC-CLIO, 1991

Early Childhood and Elementary:

The Absorbent Mind
Montessori, Dr. Maria
Holt Paperbacks, 1995

Montessori: A Modern Approach
Polk Lillard, Paula
Schocken Books, 1975

MONTESSORI EDUCATIONAL PROGRAMS

Curriculum: Toddler

The Toddler classroom is a Montessori-based learning environment. The Toddler curriculum reflects the developmental stage of the child at eighteen (18) to thirty-six (36) months, as they make great strides in developing fine and gross motor abilities, refining and enriching language, integrating the senses, and learning social skills. The move toward independence and developing trust is supported, and exploration and spontaneous self-expression are encouraged.

Pace of the Day: Toddler

A warm, relaxed atmosphere is cultivated through a carefully planned environment and the sensitive pacing of the child's day. The classroom teacher gives the child as much time as needed to complete a task, allowing the child to repeat it as often as they like. There is no need to hurry through and move on to the next project.

An awareness of the child's changing energy levels throughout the day enables the teacher to accommodate both extremely active periods and calm, restful times as the child's needs dictate.

Curriculum: Early Childhood

The Montessori multi-age, three- to six-year-old student environment contains four basic curriculum areas: Practical Life / Daily Living, Sensorial, Language and Math. It is enriched with art, music, geography, science and physical education. The materials in each area are sequenced, beginning at the most simple, concrete levels, and then moving into more complex, abstract concepts. Children freely choose activities from any curriculum area as their interest dictates. Explorations and interactions within the environment help them develop self-discipline, self-knowledge, and independence, as well as enthusiasm for learning, an organized approach to problem-solving and academic skills. Students have the benefit of a multi-age classroom, developing leadership skills, building confidence, independence and curiosity. In their final year of the three-year cycle, students gather and work on honing the skills necessary for first grade. Students enjoy daily outdoor play time and scheduled physical education time.

Pace of the Day: Early Childhood

A warm, relaxed atmosphere is cultivated through a carefully planned environment and the sensitive pacing of the child's day. The classroom teacher gives the child as much time as needed to complete a task, allowing the child to repeat it as often as they like. There is no need to hurry through and move on to the next project. An awareness of the child's changing energy levels throughout the day enables the teacher to accommodate both extremely active periods and calm, restful times as the child's needs dictate.

Curriculum: Elementary

The Montessori Elementary Program is a three-year, multi-age classroom environment. Students in the first, second and third grade are grouped together in the same classroom as the Montessori multi-age environment provides children with opportunities for broad social development. The Montessori elementary learning environment balances the child's developing imagination and powers of abstraction with down-to-earth, concrete, hands-on materials. In Montessori elementary, the child's own questions provide the basis for exploration of the world. Reading, writing and math skills are geared to the individual's level of mastery and reinforced through research projects in the areas of geography, science and history. Children are continually challenged to stretch to the next level of difficulty, while being guided and supported by the teachers.

Nardin Academy Montessori Elementary children have many opportunities to participate and interact with children in the Nardin Lower School program.

Pace of the Day: Elementary

The children start their morning by planning their daily activities as everyone arrives; they then gather for a community meeting within their classrooms. Following that, lessons are given one on one and in small groups, throughout the day. The work cycle includes opportunities for Physical Education, Language classes, Atrium, Art classes, and library time.

Spiritual Development: Early Childhood and Elementary

The Catechesis of the Good Shepherd is an approach to the religious formation of children which is presented to the students in our Early Childhood program. It originated in 1954 with the founding of the children's center or "atrium" in Rome, Italy, and inspired by Montessori principles of education, it now extends to many countries including Africa,

Brazil, Mexico, Colombia, Argentina, Canada, and the United States. An Atrium can be found in home, parish and school settings: it is offered as part of our curricula to our Early Childhood Students and is mandatory for our Elementary students.

Extracurricular Activities: Early Childhood and Elementary

There are a number of extracurricular activities offered to the children in our Early Childhood and Elementary programs: these may vary from year to year. Some examples of these are piano, violin and voice lessons, dance classes, gymnastics, and soccer for the Early Childhood students, with several additional sports also available to Elementary students. Parents are informed about these activities through emails, which detail the application, fee, and schedule. Transportation for all after school activities is the responsibility of the parent. If you are not able to transport your child yourself, please make alternate arrangements for their transportation: Nardin is not responsible for student transportation unless explicitly stated otherwise.

HOME VISITS / ORIENTATION

Orientation / Phase-In: Toddler

The Toddler orientation process begins with a Home Visit. These are an opportunity for our Toddler students and their families to meet the Toddler teachers in a calm, home setting, prior to invitation into the classroom. Orientation occurs for our Toddlers in the first three days of classes, and you will receive an email outlining this schedule before the end of August. The Phase-In schedule, for which you will also receive an email, is carefully planned to help your child create positive experiences and begin building trust in a new space, and lasts about 1-2 weeks in the classroom space, without parental adult attendance.

Orientation / Phase-In: Early Childhood

The first three days of the school year are devoted to helping the child adjust to the program, and are truncated in length for student acclimation. It is greatly beneficial for students to attend their assigned Phase-In periods: please make every effort for your child to be present for all days. Phase-In schedules will be emailed in the information packets all families receive, prior to the start of the school year, and those dates additionally communicated via email and on the Nardin.org calendar website.

Orientation: Montessori Elementary

There is an orientation day for incoming Elementary Montessori students in mid-to-late August. The exact date is communicated to parents in the summer email packet and noted on the calendar sent to families at that time, in addition to the Nardin.org calendar website.

DAILY OPERATIONS

Program Structure: Toddler

Children attend the Toddler program for two (Monday/Wednesday or Tuesday/Thursday), three (prior options with Fridays added on), four (Mondays through Thursdays), or all five mornings a week. These sessions provide children with opportunities for independent work, group time, movement, and art activities.

The session time is:

Toddler session: 8:30 – 11:15

Program Structure: Early Childhood

We offer a three and five day a week program for three-year-olds (either half day or full day sessions which run Tuesday through Thursday or Monday through Friday) or a five day a week either half or full day session for four-year-olds, and only full day, five day a week sessions for five year olds. Both half and full day sessions provide children with opportunities for independent work, group time, movement, and art activities.

The session times are:

Half-day session: 8:30 – 11:30

Full day session: 8:30 – 2:45

Program Structure: Elementary

The session time for Nardin Montessori Elementary students is:

Full day session: 8:00 - 3:00

After School Care: Early Childhood

An after-school care program is available for children in the Montessori Early Childhood and Elementary programs, for an additional fee. Please note that you must sign your child up for After Care with the Business Office, prior to your need for this care. After Care Drop-Ins are NOT allowed: students who are not signed up for After Care but remain at school after the standard dismissal times will wait in the Main Office for their informed adult to pick them up.

After-school care: 2:45 – 5:30

When picking up Early Childhood students who attend the After School Care program, parents are asked to call the desk at (716) 881-6565, and let an after school faculty member know that you have arrived at the West Ferry campus. Please note: repeated failure to pick your child(ren) up before 5:30pm will result in fees and potential removal of your student from the After Care roster.

Arrival, Dismissal, Alternate Student Transportation: Toddler

Transportation of students must be arranged by parents; no transportation is provided by the school for any Toddler students at any time.

Arrival

Please pull into the one-way driveway on West Ferry where you can help your child(ren) out of the car and escort them to the rear Toddler playground area gate, where a Toddler teacher will meet you. Attendance is taken at 8:45 a.m.; if your child is not present by that time they will be marked late or absent for the day.

Dismissal

Similar to arrival, parents are asked to pull into the circular driveway and park in the assigned Toddler spots, then come in to pick up their students at the rear Toddler playground area gate. Promptness at dismissal is very important. Dismissal occurs at 11:15 a.m. for all Toddler students.

Early Departures

On occasion you may need to pick up your child from school early. Please allow yourself enough time to arrive and let your child prepare themselves for departure at that time.

Please call the desk at (716) 881-6565 when you know that you have a realistic arrival time, and we will do our best to help expedite your child's departure from the building. You may pick them up at the rear Toddler playground gate, and bring them safely to your vehicle.

Alternate Student Departure Details

If someone other than their usual caregiver (listed on their Authorization for Pick-Up form) is picking up your child, we **must** have notification of this. This applies to all departures (regular school day and After Care). Please complete and return the "Authorization For Pick-Up" form, which will list the individuals authorized to transport your child. If this change occurs due to an emergency during the time when your child is in class, please call (716) 881-6565 and leave a message with a member of the staff.

Arrival, Dismissal, Alternate Student Transportation: Early Childhood Program

Arrival

Between 8:00 – 8:40a.m., parents should pull into the one-way driveway on West Ferry where a staff member will help your child(ren) out of the car and escort them into the building. Parents are asked to remain in their cars. Please have your child's car seat on the passenger side of the car. If you arrive after 8:40 a.m., please park in the visitor spots in the circular driveway at the front of the school and walk your child into the building using the entrance located on the left side of the building, where a staff member will greet you and escort your child to their classroom. Attendance is taken at 8:45 a.m. If your child is not present by that time, they will be marked late or absent for the day.

Dismissal

Parents are asked to pull into the circular driveway where staff will help the children into their cars. Parents should remain in the car, waiting for a staff member to bring their child. A member of the staff will walk each child to the car, load them in the car, and close the door. Promptness at dismissal is very important. Dismissal occurs at 11:30a.m. for half day Early Childhood students and at 2:45 p.m. for full day Early Childhood students.

Early Departures

On occasion you may need to pick up your child from school early. Please allow yourself enough time to arrive and let your child prepare themselves for departure at that time.

Please call the desk at (716) 881-6565 when you know that you have a realistic arrival time, and we will do our best to help expedite your child's departure from the building. We will escort your child outside to your vehicle when they are ready.

Alternate Student Departure Details

If someone different is picking up your child, we **must** have notification prior to this change, on the day that this will occur. Please complete and return the “Authorization For Pick-Up” form, which will list the individuals authorized to transport your child. If this change occurs due to an emergency during the time when your child is in class, please call the Montessori Campus at (716) 881-6565 and leave a message with a member of the staff. Please also email mhasselbackcosta@nardin.org.

Arrival, Dismissal, Alternate Student Transportation: Elementary

Arrival

Faculty will be outside to greet the children in the morning between 8:00 – 8:40a.m. Parents should pull in to the one-way driveway on Cleveland Avenue where a staff member will help your child(ren) out of the car and escort them into the building. Parents are asked to remain in their cars. If you arrive after 8:30 a.m., please park in the visitor spots to the side of the school and walk your child into the building using the entrance located at the front of the building. Please accompany your child to the front desk where a staff member will greet you. Attendance is taken at 8:45 a.m.; your child needs to be in his/her classroom prior to 8:45 a.m.

Dismissal

Parents are asked to pull into the driveway where staff will help the children into their cars. Parents should remain in the car, waiting for a staff member to bring their child. A member of the staff will walk each child to the car, load them in the car, and close the door. Promptness at dismissal is very important. Dismissal occurs at 3:00 p.m. for Elementary students.

Early Departure

On occasion you may need to pick up your child from school early. Please call (716) 881-6262 to alert staff to your arrival. Please allow yourself enough time to come into the building and get your child from the main office. Given the demands of the classroom, it is not possible for the teachers to take on the responsibility of assisting in this atypical dismissal.

After School Care: Elementary

An after-school care program is available for children in the Montessori Elementary program, for an additional fee. Please note that you must sign your child up for After Care with the Business Office, prior to your need for this care. After Care Drop-Ins are NOT allowed: students who are not signed up for After Care but remain at school after the standard dismissal times will wait in the Main Office for their notified adult to pick them up.

After-school care: 2:45 – 5:30

When picking up Elementary students at the Cleveland Avenue campus who attend the After School Care program, please call (716) 881-6262 ext. 1600 and let Nardin staff know the name of the child whom you are picking up, as you arrive at the Cleveland Avenue campus. Please note: repeated failure to pick your student(s) up before 5:30pm will result in fees and potential removal of your student from the After Care roster.

CLOTHING AND PERSONAL BELONGINGS

Dress Code and Uniforms: Toddlers

Toddlers are not required to wear uniforms. Toddlers should be dressed comfortably. Elastic waistbands are helpful for children of this age to encourage self-toileting.

Dress Code and Uniforms: Early Childhood and Elementary

Uniforms are available for purchase by visiting the [Nardin Uniform Shop](#). There will be no shipping fees, and orders are available to be shipped directly to you or picked up at Nardin, whichever option you choose.

Uniform tops

Uniform polo shirts with the Nardin seal are available in green, white, grey and black.

Uniform Dresses

Uniform dresses are available in green and pink featuring the Nardin seal. Note that Montessori students are expected to wear leggings under their dresses in the cooler months. Leggings can be navy blue, black, grey, or white.

Nardinware

In addition to our daily uniform, students may wear a variety of [Nardinware](#) items which are available at <https://www.nardin.org/student-life/nardinware>. Approved items include any zip pullovers or jackets as well as the crewneck Nardin sweaters. No hoodies are approved for the dress code.

Bottoms

Students must wear khaki pants, shorts, skirts, or skorts (to be purchased from a brand and store of your choice).

Footwear

Students in the Early Childhood and Elementary programs should wear sneakers at all times, for their safety and to accommodate physical activity. Jellies, sandals, and party shoes are not acceptable for daily wear.

Toddlers will need a pair of indoor shoes that can be left at school for the entirety of the school year.

Uniforms with Nardin's Previous Logo

Students will be able to continue to wear Nardin uniform shirts and gym clothing with Nardin's previous logo until the 2022-2023 school year.

NECESSARY SCHOOL SUPPLIES

Extra Clothing

Each student must bring a backpack for the transportation of clothing, schoolwork, etc. . This backpack must contain a full change of seasonally-appropriate clothes, including shoes, in case of accidents or spills. All items must be labeled with your child's full name. Label all clothing: sweaters, jackets, raincoats, winter coats, hats, scarves, both mittens and both boots. This can be done easily with a laundry marking pen.

Resting Blankets: Early Childhood

For children participating in the full-day Early Childhood program, a beach towel (not a resting mat or sleeping bag) is necessary for naps. Please mark this clearly and visibly with your child's name.

Physical Education Classes: Early Childhood and Elementary

Physical Education classes are offered to all children in the Early Childhood and Elementary Programs. The Montessori Elementary physical education program continues to enrich the lives of our students by fostering a love and joy of movement. Children's individual skill sets are continually developing allowing them to be successful at a large variety of sports and physical activities. There is an emphasis on team building and becoming active, healthy members of the community. Classes provide an opportunity for a cardiovascular and large movement as well as sport specific skill development. Additional activities children participate in outside of the classroom include: rollerblading, camping, archery, canoeing, rock wall climbing, field sports, meal planning and preparation, and ice skating.

BIRTHDAYS AND HOLIDAYS

Birthdays

We prefer to recognize each child's birthday in our classrooms. Please contact your child's classroom teachers regarding their in-classroom celebrations.

Nardin Montessori does not distribute invitations for outside events. Please use the Nardin website via the Community Portal at <https://www.nardin.org/parent-access/familydirectory> and mail birthday invitations individually to each child you wish to invite to your child's special day(s). If you have questions regarding specific contact information for student(s), please call (716) 881-6565.

Holidays

Our Nardin community celebrates an array of holidays: if you have a specific holiday that your family celebrates and would like to share it with your child's class, please contact the desk at (716) 881-6565 so we can discuss this opportunity.

MEALS AND SNACKS

Toddler

Meals

Toddler students do not eat a designated meal while at school. The length of the morning is devoted to classroom exploration and learning.

Snacks

Toddlers have opportunities to try many different snack options, in addition to in-classroom tasting sessions, throughout the year. Please alert the Health Clinic at hsorge@nardin.org if a child has an allergy or the Montessori office at mhasselbackcosta@nardin.org if a child has a food aversion that you feel may inhibit their enjoyment of this programmatic offering.

Early Childhood

Meals

Parents are responsible for providing lunch, including a drink in a closed container, for Early Childhood students who stay all day. We recommend the use of a well-labeled lunch box (use a laundry marking pen inside and out, or a luggage tag on the handle). If desired, a hot lunch can be purchased through the Nardin Dining Hall: the meals are delivered Mondays, Wednesdays, and Fridays to the West Ferry campus. Information for ordering is sent via an email at the beginning of the school year. Families can choose the lunches and meal plans desired and pay for them according to the website instructions. This is coordinated by the Dining Hall. For more information, visit <https://www.nardin.org/student-life/dining-at-nardin>.

Snacks

Parents of Early Childhood Program students will be responsible for providing one week's worth of snack during the year. The classroom teachers will provide a shopping list on the Friday prior to your week. Groceries should be brought in the following Monday.

Elementary

Meals

Parents are responsible for providing lunch, including a beverage, for their Elementary students. We recommend the use of a well-labeled lunch box (use a laundry marking pen inside and out, or a luggage tag on the handle). Alternately, lunch can be purchased daily through the Nardin Dining Hall: please see the [Nardin.org page regarding ordering instructions](#) and daily menu options. All Dining Hall related concerns and questions should be addressed to Julie Levin, at (716) 881-6262 and jlevin@nardin.org.

Snacks

Parents of Elementary Program students are asked to provide \$25.00 per student for snacks for the school year. On a rotating basis, students in our Elementary class walk in small groups, along with a teacher, to the Lexington Co-Op to purchase the items that will serve as snack for their week.

PARENT AND GUARDIAN INVOLVEMENT

Communication

Our primary responsibility is the education, safety, health, and well-being of your children and our Nardin community as a whole. Faculty and staff are always available to discuss any concerns you may have regarding your Nardin experience, as long as the children are not our immediate responsibility at that time. We therefore firmly request that, if you have a desire for a conversation with your child's educators, it occur outside the normal school day hours. Please write a note or email requesting a conference time or a phone call for outside of school and after care hours, and we will be happy to accommodate you.

Written communication from a student's adult custodial caregiver is required when:

- A different person is picking up at regular dismissal, or the student is being picked up at an alternate time from usual.
- Your child has been absent for more than three days.
- There is a change of address, email address, home phone number, cell phone, or work number for your child's adult custodial or emergency caregivers.

Observations

We strongly encourage in-classroom observation. We limit the observation to two (2) individuals per class per day, and ask that your observation take place between 8:45 and 9:45 a.m. Please call (716) 881-6565 to schedule an observation. Please note that observations may be limited due to COVID-19 protocols.

Conferences

There will be one scheduled conference concerning each student's progress during the Fall term and a second during the Spring semester. All custodial adult caregivers are expected to attend these conferences when possible. Students do NOT have school on these days, and students are anticipated to remain home while their adults attend these conferences.

Additional conferences may be requested by either custodial adult(s) or school representatives, as such needs arise, and will be completed via phone or email.

Volunteering

We encourage parents and guardians to share their special talents and skills with the children. Volunteer opportunities may be limited due to COVID-19 restrictions. Please call the main office line at (716) 881-6565.

LOWER & MIDDLE SCHOOL POLICIES

ACADEMIC FAILURES

The passing grade for all numerically graded courses is 65%. A passing grade should be earned in all required subjects before the start of the next academic year. Courses should be made up in a summer school setting if the subject is offered. If this is not possible, the student may be asked to repeat the grade at Nardin the following academic year or find another school. Any exceptions must be approved by the Principal and the academic department.

ACADEMIC RESOURCE PROGRAM

The Academic Resource Team assists student needs in three ways:

1. Students can receive *Pull Out Services* in Academic Resource, *Push In Services* in the General Education Classroom, and “*Extra*” *Services* such as OT, PT and Speech. Current IEP or 504 Documentation is required for students to be eligible for Student Support Services.
2. In *Pull Out Services* students attend a resource program which enables them to receive reinforcement of classroom material. Students are given study guides, notes, practice problems and re-teaching across all subject areas. They are also able to work on study skills and organizational skills. The student ratio is no more than 5 students per teacher which provides ample opportunities for each student to focus on mastery of difficult skills.
3. Through *Push In Services* the special education teacher goes into the classroom to give support to both the general education teacher and students. This provides a greater teacher to student ratio, enabling students to have questions clarified more quickly during instruction, and helping them stay focused when taking notes or working. The push-in teacher also helps students with organizational needs. The general education teacher is given support by implementing the student’s classroom and testing accommodations.

Students may also qualify for additional services. Occupational Therapy, Physical Therapy, and Speech Therapy are provided to students who have documented IEP goals in those areas. These specialists are provided and contracted through the Buffalo Public Schools.

AFTER SCHOOL SUPERVISION PROGRAM*

*After School will not accept drop-in students on a daily basis.

As a service to working parents, our After School Supervision Program is available for students in Grades K - 8 from 3:00 p.m. until 5:30 p.m. for an additional hourly fee on a regular basis. Students who have not been picked up by 3:30 p.m. from dismissal are required to report to the After School Supervision Program and the parents will be charged.

The After School Supervision Program includes a quiet period in which students can work on homework. A healthy snack is provided after 4:00 p.m. Additional time for games or outside play will be included.

Students who are involved in music lessons or after school sports may use this service. The fee will be indicated on the tuition bill. Policies and procedures will be communicated to all participants with safety being the primary concern.

ARRIVAL AND DISMISSAL POLICIES & PROCEDURES

Arrival

The school day begins with announcements starting at 8:10 a.m. for all students. Arrival time is between 7:30 and 8:00 a.m. All students are to report to the gym where they are supervised until 8:00 a.m. At 8:00am all students may proceed to their lockers and classrooms. Students arriving after 8:10 a.m. must report to the office before going to class. All absences and tardiness are part of a child's permanent record file.

Dismissal

Dismissal begins at 2:55 p.m. Students are dismissed by their Homeroom teacher. Please note that the front of the school is reserved for bus traffic, and the driveway adjacent to the building is for pick-up purposes.

At the beginning of the school year, a parent must complete, sign, and return a [Transportation Form](#) stating how their child(ren) will generally be getting home from school (e.g., parents or guardians will pick up, student will walk, student will take school bus). If such procedures change during the year, a new form must be completed and submitted. If your child will be going home with a classmate after school, the school must have a written note from the parent granting permission to release the child to another parent. The note must be given to the homeroom teacher first thing in the morning.

In order to ensure the safety of our students, Nardin Academy utilizes:

After school elementary teachers direct children to their parents' vehicles at the new gymnasium entrance, along the one way driveway from Cleveland Avenue to Auburn Avenue from 3:00 to 3:30 p.m.

1. Private security in the Nardin driveway and parking lot to assist in proper parking, traffic flow, and safety.
2. Private security at the corner of Tudor and Cleveland Avenues to assist traffic in and around the district buses.
3. After school elementary teachers at the Cleveland Avenue school doors to direct children to the school buses.

End of the Day Procedures

Walkers & Buses: 2:55pm / Parent Pick Up: 3:00pm

Walkers must have a [Transportation Form](#) filled out and signed by a parent or legal guardian.

Students on district buses are supervised by an elementary teacher in front of the main entrance of the building.

Students who are being picked up will be called out as the elementary administrator or teacher sees that child’s vehicle. Each student will be escorted to his or her vehicle to ensure safety. Please stay in your vehicle at all times.

Parking:

Cleveland Avenue:

- Parking on Cleveland Avenue is clearly posted and enforced by the City of Buffalo Parking Violations Division. There is no parking in front of the school during school hours, from 8:00 a.m. to 4:00 p.m.
- Legal parking is posted and has opposite sides of the street restrictions based on the day of the week.

Auburn Avenue:

- For safety reasons, students are not allowed to meet parents outside the school gates on Auburn Avenue.
- Double parking on Auburn Avenue is illegal and creates a traffic jam on both Auburn and Cleveland Avenues.

ASSESSMENTS

Tests, quizzes, and teacher observations are part of a comprehensive program to assess student progress. Students will not have more than two full period tests on any given day. Cumulative 20 week tests are given in Math, Social Studies, and Science in grades 5-8. An average of these tests is considered a final exam grade.

Nardin Academy students in grades K-8 participate in NWEA’s MAP (Measures of Academic Progress) assessment. These online tests are used in conjunction with goal setting to evaluate students’ progress in reading and math. Students are tested three times a year (Fall/Winter/Spring). Students in grades K-3 participate in MAP fluency assessments.

ATHLETIC PARTICIPATION

All sports are subject to change.

<u>Season</u>	<u>Sport</u>	<u>Grade Level(s)</u>
FALL	Soccer	5&6 Girls 7&8 Girls 5-8 Boys

	Swimming	K-8 Coed
	Basketball	5&6 Girls 7&8 Girls 5&6 Boys 7&8 Boys
WINTER	Squash	5-8 Coed
	Lacrosse	6-8 Girls
SPRING	Softball	6-8 Girls
	Track & Field	3-8 Coed
	Volleyball	6-8 Boys
	Ice Hockey	6-8 Coed

Participation Requirements:

1. A current physical exam is required prior to tryouts for any sport.
2. A 75% average must be maintained to participate in any sport. If a student's average falls below this, a review of her status will be conducted by the athletic director and principal.
3. Misconduct or violation of the school rules may result in removal from the team. See *Discipline Policy*.
4. Absence from school on the day of a game automatically results in the athlete not participating in that day's game.

5. Arrival at school after 9:00 a.m., except when due to a physician-verified medical appointment, disqualifies an athlete from participating on that day.
6. Athletes must be punctual and attend all practices and games.
7. Athletes are required to attend Study Hall when practices or competitions are held later in the day.
8. Parental athletic consent forms must be signed by the parent or guardian.

ATTENDANCE AND ABSENTEEISM

Parents or guardians must call the school office (x3050) before 8:30 a.m. to report their child's absence. This should be done each day a child is absent. In the event that no call is received, we will contact the child's home or parent's place of employment by 10:00 a.m. to inquire about the nature of the absence. When the child returns to school, parents are required to provide a note explaining the reason for the absence. New York State legal absences are for personal illness, the illness or death of a family member, impassable roads or weather, or a religious observance.

Therefore, students who miss fifteen (15) or more days of school and who have not met periodically with school administration are in jeopardy of retention. The school secretary will notify the principal of students who are approaching the fifteen (15) day limit, and a letter will be sent to parents or guardians expressing the school's concerns. At a conference with the school administration alternative educational plans will be determined. It is the parent's responsibility to notify the school administration of an attendance concern and to request such a conference.

Tardiness Policy

Tardiness affects the entire learning process of the student as well as the class. While we understand that traffic and unplanned situations can cause a delay, we believe it is imperative for each student to be present at the beginning of the school day and through the end. Students are considered tardy if they are not present in the homeroom by 8:10 am. Tardiness is recorded on a student's permanent record.

After five (5) tardies, a written and verbal communication will be sent home to the legal guardian(s) indicating the school's concern. Additional tardies may result in a meeting between the administration and legal guardian(s) to discuss the situation. If a student should exceed fifteen (15) tardies, further disciplinary action may be taken at the discretion of the administration.

We understand that life may present certain circumstances that make it difficult for some to adhere to this policy. If you are a family that has extenuating circumstances that may affect your child's ability to be on time for school, please request a meeting with the administration.

Absentee Homework

If a child is absent for *up to two consecutive days*, he/she should contact a classmate or check Schoology for assignments. If a child is absent for three (3) or more consecutive days, parents should call the office (x 1010) between 8:00 am and 10:00 am to request assignments and books. The materials will be collected and placed in the receptionist area by 3:00 pm. *Teachers will not prepare separate assignments in anticipation of, nor are they responsible for tutorial assistance, after such absences.*

Work missed during an absence can be made up within five (5) school days upon the child's return to school. When your child returns to school, they should contact their teachers to receive assistance and to verify missed assignments. Additionally, students in grades 5-8 can use Resource to meet with a teacher regarding missed assignments.

Please note that teachers do not prepare work for students who are traveling and/or going on vacation. In this scenario, students should call a friend and/or check Schoology for any missed work.

CELL PHONES/SMART WATCHES

The school telephones are available to students for brief and urgent matters. In the event that a student needs to contact home, he or she must make any calls from the Elementary Office. If calls need to be made during the course of a school day, a student must have a written pass from his or her teacher. Arrangements for rides home and play dates should be made ahead of time. Parents who want to contact their child may call the school office.

In the case of an illness, the Health Office will contact the child's guardian(s). Students are not to call home for medical reasons on their own.

Cell phone use during the school day (7:30am - 3:30pm) is prohibited. This includes the use of Smart Watches to call or text. Phones must be turned off and placed in the student's locker. Smart watches (any device that has more than a time telling capability) are not to be worn during any assessment. Any lost or misplaced cell phone(s) are not the responsibility of Nardin Academy. Student cell phone use will result in four (4) discipline points for Middle School students. Lower School students will receive a lunch detention and their parents will be notified.

Please note that students participating in any extracurricular activities, including Afterschool Supervision, are subject to follow the policies of those programs.

DINING HALL SERVICE

Dining Hall Services and procedures can be found [here](#).

As part of Sustainable Nardin, scratch cooking is available to students daily. When possible, food is sourced from local farms and vendors, and students are responsible for recycling and sorting waste for composting.

Students have lunch in the dining hall in two shifts. Grades K-4 eat at 10:45 a.m., and students in grades 5-8 eat at 11:20 a.m. Students may bring lunch, purchase a full meal, or choose from a wide selection of individual items. A credit account is set up for each student for this purpose. To make the dining hall as pleasant and efficient as possible, Nardin Academy has set up a secure online payment system. To purchase food, a student must have an account with *Lunchtime*. To set up an account, [visit the Lunchtime School Payment Portal](#) on Nardin Academy's website. A menu of the full lunch selections is published monthly on Nardin Academy's website. No food or drink is to be removed from the cafeteria. Eating or drinking in the halls or in a classroom is strictly prohibited unless under the supervision of a faculty member.

DRESS CODE

Please visit this link to purchase school uniforms: [Uniform Shop/Nardin Academy](#)

As we transition to our new uniforms, we will honor the previous dress code until the start of the 2022-2023 school year.

Dress can be viewed as a form of personal expression; however, students are expected to dress in a “viewpoint neutral” manner avoiding statements of one’s own persona or social or political views in such a way as it may be deemed to disrupt the educational process or setting.

Any article of clothing, masks, or accessories (hereinafter collectively referred to as “clothing”) with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. The wearing of any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment will be required to be changed. Furthermore, Nardin believes that viewpoint neutral dress is important to its educational mission, and is in no way meaning to suppress ones freedom of expression. It is however meant to: 1) minimize distractions in the learning process; and 2) maintain an orderly learning environment.

Tops (Acceptable):

- Solid color polo shirts (green, white, grey, & black) with Nardin logo
- [Nardinware](#) features full, ½ and ¼ zip pullovers as well as crewneck sweaters with school polo underneath (*hoodies are only acceptable on dress down days*).
- Polos are to be tucked in at all times.

Bottoms (Acceptable):

- Khaki pants (pleated or plain front with belt loops)
- Khaki shorts (with belt loops) during summer dress code
- Khaki or plaid knee length skirts/skorts* (Navy, black, gray leggings underneath is acceptable)
- A belt must be worn at all times with shorts and pants

*If skirts are too short, the student will be asked to change into gym shorts or given another skirt of appropriate length.

Dresses/Jumpers:

- Khaki or plaid knee length jumpers worn with a school polo underneath
- Solid color, short or long sleeve polo dress (green, white, grey, black & pink)

Footwear:**

- Sneakers are acceptable
- Socks or tights are to be worn at all times
- Shoes must have a covered toe and back

****Crocs, Boots, Uggs, Ugg Moccasins, and Slippers are not permitted during school hours. A student may wear them to school but must change into appropriate footwear before school begins.**

Accessories:

- A belt must be worn at all times with shorts and pants
- Visible permanent or temporary tattoos, and body piercings are not permitted.

Fall and Summer Dress:

- May 1 - October 1
- Shorts are allowed during these times only

P.E./Dance Uniform:

- Students in grades K-4 are not required to change for P.E. and Dance.
- Students in grades 5-8 are required to have a P.E./Dance Uniform.
- Uniforms can be purchased through our uniform shop website.

Dress Down Days

- Dress Down Days will be announced by the administration or teachers when they are determined.
- Students may purchase Dress Down Days through the use of Gator Bites.
- Denim pants, jeans, skirts and cargo pants should be neat, clean and in good repair without holes.
- Shorts (in hotter weather) that come to fingertip length are acceptable.
- The list below may change with style but can serve as a guide.
 - Not Allowed:
 - Bare midriffs, backs or low-cut necklines
 - Low rise, camouflage or parachute pants, leggings or short shorts
 - Sleeveless tops less than three (3) fingers wide over the shoulders
 - T-shirts with inappropriate writing or graphics
 - Hats
 - Shoes with no backs or flip flops

Nardinware/Buffalo Bills Spirit Days

- These days will be determined by the principals and communicated to the families.
- Students are encouraged to wear their Nardin or Buffalo Bills gear
- Standard Dress Down Day regulations apply.

EXTRACURRICULAR ACTIVITIES

Many extracurricular activities will still be modified due to continued COVID-19 restrictions.

All students are encouraged to participate as learning does not stop in the classroom. Nardin Academy offers a wide range of extracurricular activities. The following are among the activities that students may become involved in during the school year. Current extracurricular activities include but are not limited to:

* There is an additional fee for these activities.

BALLET*

An after-school ballet program for students in Montessori through 8th grade is administered by a certified instructor. Instruction is once a week and students of all abilities are invited to participate.

CHORUS

Students in grades 3 through 8 may audition for the Nardin Chorus which performs for the school and in the community throughout the year. Participants work on the musical ensemble and are given the opportunity to do solo singing as well.

INSTRUMENTAL MUSIC*

Music lessons are given after school to students who wish to pursue the study of instrumental music or voice.

ORCHESTRA

The Nardin Elementary Orchestra is open to students in grades 3 through 8 who are proficient in playing an instrument. Orchestra members rehearse once a week and perform for the school throughout the year.

IT'S ACADEMIC (ACB)

Students in grades 6 through 8 may participate on the It's Academic teams which compete locally. Practices are held during lunch. Participation broadens as well as draws upon knowledge of the very significant to the trivial in all areas.

SKI & ADVENTURE CLUB*

Students in grades 5 through 8 may choose either to ski on Friday afternoons in January and February or be a member of the Adventure Club. Students involved in ski club leave school at 11:30 a.m. for an afternoon and evening of downhill skiing at Holiday Valley. Lessons are included and skiers may rent equipment if they do not have their own. In Adventure Club, students participate in local activities such as bowling, curling, skating, sledding, and visiting other sites with their classmates and faculty members. Study Hall is provided for those students who may be unable to participate in Ski Club due to illness or injury.

STUDENT COUNCIL

Homeroom representatives are elected from the 5th through 8th grades to form the Student Council. This body's president is an 8th grader elected by all members of these grades, while the vice president is a similarly elected 7th grader. The group organizes school projects and social events throughout the year.

HONOR ROLL/MERIT ROLL

Distinction is given for Honor Roll/Merit Roll based on quarter grades for students in grades 5-8. A student can become a member of the Scholar's Club by maintaining an honor roll average of at least 93.0% for the year. Scholars will be recognized at a town meeting at the beginning of the next school year. Only academic courses are included in the average. Averages are not rounded.

Honor Roll: 93% - 100%

Merit Roll: 89% - 92%

LOCKERS

Students are given locker space in which to store outside clothing and school materials not in use. Lockers should be kept neat and clean with special attention being paid to the disposal of food items. The school is not responsible for any item left in a locker. If for some reason a student must carry something valuable to school, *it is recommended that it be left in the school office for the day*. The school retains the right to inspect lockers if the school deems it necessary.

LOST AND FOUND

The Lost and Found is located in the coat area on the first floor (across from the Elementary office). Clothing items are generally taken there while books, eyeglasses, money, and jewelry are usually taken to the school office. Lost items are put on display periodically during the year before they are donated to charity.

MEET THE TEACHERS NIGHT

Parents of 1st-8th grade students are invited to meet with their child(ren)'s teachers within the first few weeks of school. At this time Teachers will discuss procedures and curriculum. *Dates, times and format will be communicated to families in September each year.*

PARENT CONFERENCES

Parents will have the opportunity to meet with teachers on Parent Conference day scheduled mid-first semester, in October. *Dates, times and format will be communicated to families in August/September each year.* Other conferences may be arranged through the Guidance Office.

Scheduling a Parent-Teacher Conference:

- A registration link/process will be sent home to parents requesting a conference with individual teachers.
- Parents will complete and return the registration form to the school office by a designated date.
- Parents will receive a confirmation of their meeting times.
- If parents cannot attend at the scheduled time, another time will be arranged by the office or by the individual teachers. Parents must telephone the office to reschedule appointment times.

PROGRESS REPORTS

Academic Progress Reports will be issued during each quarter as needed. Teachers send Progress Reports to the parents of students who need to improve their performance. These reports usually indicate a need for increased effort, better work habits, or additional support in order to reach a higher level of achievement by the end of the marking period. Teachers provide ongoing communication to parents as necessary in regards to the student's progress.

RELEASE OF RECORDS

The school maintains records on all students. Information included on these records may not be released without written parental consent except when a student transfers to another school or when a student applies for admission to a high school. In both instances, a transcript will be sent upon request to the educational institution.

REPORT CARDS

Report cards are mailed to parents at the end of each quarter. The forms used in grades K-3 have been developed by the faculty to reflect education as a process and to underscore individual growth and skill mastery. Grades 4-8 use a more traditional report card with letters and numbers indicating the achievement level of the student. In grades 5 through 8, the final grade is determined by a weighted average that combines the quarters and an average of the 20-week tests when applicable in certain subjects.

Grades 4 – 8

A+	98
A	95
A-	92
B+	89
B	86
B-	83
C+	80
C	77
C-	74
D+	71
D	68
D-	65
F	Below 65

STUDENT GATOR BITES POSITIVE BEHAVIOR PROGRAM

As a community, we strive to be proactive in developing appropriate behaviors in our students. In doing so, we have implemented a program which supports the social, emotional, and academic behaviors of your child through increased positive reinforcement and feedback. Our program model stems from the research-based concept of *Positive Behavior Interventions and Supports*, commonly known as PBIS. The root purpose of schools using various forms of PBIS models is to create an environment that proactively models and reinforces positive behaviors with greater regularity than correcting incorrect behaviors.

Our program is centered around five school wide expectations:

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Be respectful in your words and actions.
4. Be on time and be prepared.
5. Use materials and equipment properly.

These expectations are posted in each classroom as well as in high profile areas of the school. Faculty, staff, and administrators have *Gator Bites* coupon books. As adults observe behavior aligned with or exceeding the five expectations, they will spontaneously praise that behavior by offering *Gator Bites* to students. *Gator Bites* may be “cashed in” weekly for experiential and/or tangible rewards.

STUDENT DISCIPLINE POLICY

Philosophy

Together, parents, teachers, guardians, students, and staff at Nardin Academy are raising a community of children helping them to form responsible and respectful student behavior. Their positive behavioral choices ensure the safety of all and ensure an effective learning environment.

Both the Lower and Middle School *Gator Bites* program and discipline policies stem from the five school wide expectations (listed above). Each school will approach consequences for negative behaviors based on what is developmentally appropriate for the child. Lower and Middle School discipline policies are outlined below:

Middle School Discipline Policy

Point System:

The point system is a cumulative system of tracking violations.

- 6 points = 1 detention
- Detentions are 45 min long .
- Detentions are served on Tues./Wed., before and after school (7:15 - 8am or 3:15 - 4pm).
- Student(s) are not allowed to participate in any sports, special events or extracurricular activities until the detention(s) are served.
- Points will roll over each quarter.

- Parents will be notified in writing each time their child receives a point.
- Students are expected to have their points signed and returned to the issuing teacher the next school day.
- Parents will be notified both by phone and in writing each time their child reaches six (6) points.
- Our Dean of Discipline is Denise Seeley who can be reached at dseeley@nardin.org.

Assigning Points:

Points are assigned at the discretion of the teacher and principal. Points will be final and based on the nature/severity of the infraction. Below are some examples of where some actions could be placed. These can change at the discretion of the adult assigning the points.

1 - 3 points: Actions that are less severe.

- Not returning a signed point
- Chewing gum
- Dress code violation
- Unprepared to P.E. class
- Situation at the discretion of faculty member or principal

4 - 5 points: Actions that are more severe.

- Disrespect to a teacher/adult
- Cell phone use
- Inappropriate behavior
- Situation at the discretion of faculty member or principal

6 points: Actions that are severe and/or dangerous.

Use of illegal and/or prescription drugs/alcohol

- Bullying/harassment
- Cheating
- Violence
- Situation at the discretion of faculty member or principal

During detention, students may be asked to:

- Perform community service
- Complete a writing or reading assignment, but will not be allowed to do homework.
- Sit silently for the duration of the detention.

Substance Abuse

Any student who consumes drugs or alcohol at a Nardin Academy function or at any other school's activities will be automatically dismissed from his/her position on any team, club, office, play, etc., and will be given a five (5) day out of school suspension. If a student has more than one offense, they may be expelled. Nardin may also require that the student attend and complete a rehab program.

Suspensions

Suspensions can be assigned at the discretion of the principal. Suspensions can include in-school and out of school. Suspensions may range in duration depending on the severity of the behavior.

In-school suspensions:

- The student will attend school and spend their day in the principal's office
- The student will be allowed to complete assigned work from his/her teachers.

Out of school suspensions:

- The student will remain at home for the designated amount of time.
- The student may complete any missed work for a maximum credit of 50%.

Following a second suspension at any point throughout the year, the student and parent/guardian will be required to attend a meeting to determine whether the student will be allowed to remain at Nardin.

Expulsion

While the permanent dismissal of a student is an extreme measure, there are times when specific acts or repeated patterns disrupt the safety of the school and its learning environment. Thus, Nardin Academy reserves the right to expel any student when Nardin, in its discretion, deems it necessary.

When this occurs, parents/guardians will be notified in writing that expulsion is a consideration and why it is being considered (along with a summary of the history of prior disciplinary measures, if any). A meeting will be called between the parents/guardians, teacher(s), principal and/or president. Minutes of this meeting will be kept. Within forty-eight (48) hours of this meeting, the principal and the president will confer, and a final decision will be made. Parents/guardians will again be notified in writing and the student's record appropriately marked. The student may appeal this decision to the president of the Academy.

LOWER SCHOOL DISCIPLINE POLICY

K-4 faculty and staff will use the following graduated consequences to foster positive decision making:

1. Teachers will provide a verbal warning for the student.
2. Student will have a private conversation with the teacher. Parents will be informed of the conversation via email or letter home.
3. Student will complete a self-reflection (written or spoken).
4. Teacher will make a phone call home to discuss the student's decision(s).
5. Student will be referred to the office to meet with the principal &, if necessary, other staff.

TUTORING POLICY

You may decide that your child would benefit from individual tutoring outside of the school day.

Nardin Academy teachers may offer tutoring services to enrolled students only. Tutoring is not permitted between the hours of 8:00 am and 3:00 pm. Nardin Academy offers no input, takes no responsibility for, and makes no promises as to the success of any tutoring program. The use of school facilities for tutoring is provided solely as a convenience for our students and their families. All tutoring arrangements, including those for payment, are strictly between the teacher and the student's family. In order to avoid misplacement, tutoring payment should be given directly to the teacher providing the service.

If the after school program is the destination for a child released from tutoring, the teacher will walk that child to the appropriate classroom and sign that child into the after school room supervisor's care.

NARDIN HIGH SCHOOL

PRINCIPLES, POLICIES, PROCEDURES, AND EXPECTATIONS

This handbook is a guide that provides the standard for what is expected of members of Nardin’s community, including students, parents/guardians, faculty, and staff (“Nardin community”). All Nardin community members are expected to comply with the policies set forth herein. Nardin reserves the right to take actions in the best interest of the school and its students, and this handbook does not limit the authority of Nardin to amend its procedures to accommodate unique situations. Nardin reserves the right to make changes to this handbook as it deems necessary.

ABSENCE

On each day of a student’s absence, a parent or guardian must call Nardin before 8:30 a.m. to report the absence. A written excuse is also required for each absence, signed by the parent and delivered to the Main Office the morning that the student returns to school. If an excuse is not received within five school days, the absence is recorded as unexcused. After five absences in a quarter, a guidance counselor will discuss the student’s attendance pattern with her. The phone number for reporting absences is 716-881-6262 extension 3010.

Excessive unexcused absence, defined as more than 10 days absence from class in a semester course and more than 20 days absence from class in a full-year course, will result in ineligibility for Honor Roll/Merit Roll, participation in sports, club leadership, and exemption from exams.

ACADEMIC AND SERVICE GRADUATION REQUIREMENTS

To graduate from Nardin Academy, a student must fulfill all of Nardin’s requirements. Please note: In addition to the academic requirements, all students must complete 80 documented hours of community service.

English	4 years
Social Studies	4 years
Religion	4 years*
Math	3 years
Science	3 years
World Language	3 years*
Electives	6 semesters
Health	1 semester
Physical Education	4 years ***

Computer Science	1 semester
WinterMission	4 years****

*A transfer student must complete a religion course each year she is in attendance at Nardin.

**Students are required to successfully complete three years of study, at Nardin, in a single world language.

***Students involved in a Nardin sport may opt out of their Physical Education course during the duration of their sport's season, as long as they are in good standing with their team. See Athletic Handbook for further guidelines.

****A student who misses WinterMission is required to complete 40 hours of community service at a Nardin sanctioned organization that is above what is required as graduation service hours.

ACADEMIC POLICIES

Diploma Types

- ***Nardin Diploma*** – Successful completion of 4 years English, 4 years social studies, 4 years religion, 4 years physical education, 3 years math, 3 years science, 3 consecutive years of the same world language, health, computer science course, plus 4 semesters of electives.
- ***Nardin Diploma with Honor*** - Successful completion of 4 years English, 4 years social studies, 4 years religion, 4 years physical education, 3 years math, 3 years science, 3 consecutive years of the same world language, health, 1 computer science course, plus 4 semesters of electives; with a cumulative average of 94.0 and no final grade lower than 80 in a core course or B in a course with alpha grading.
- ***Nardin Diploma with Advanced Designation*** - Successful completion of 4 years English, 4 years social studies, 4 years math, 4 years science, 3 consecutive years of the same world language, 4 years religion, 4 years physical education, health, 1 computer science course, plus 4 semesters of electives, with no final grade lower than 75 in a core course or B in a course with alpha grading.
- ***Advanced Designation Nardin Diploma with Honor*** - Successful completion of 4 years English, 4 years social studies, 4 years math, 4 years science, 3 consecutive years of the same world language, 4 years religion, 4 years physical education, health, 1 computer science course, plus 4 semesters of electives; with a cumulative average of 94.0 and no final grade lower than 80 in a core course or B in a course with alpha grading.

Weighting

There will be a weighting of 1.03 assigned to AP classes culminating in an AP examination only.

Final Exams

There will be a final exam in every course that receives a numeric grade with the exception of AP courses, where the AP exam will be considered the final exam. Mid-year assessments are required for all courses with numeric grades prior to the end of the first semester.

Exemptions for final exams will be granted to **seniors** if the student has earned a 94.0% average in the two semesters and have ten or less full day unexcused absences* in a full-year course. There are no exemptions for underclass students. There are no exemptions for one-semester courses. There are no exemptions for mid-year assessments.

*Excused absences include school sponsored activity, college visits, and medically documented illnesses.

No assignment will be accepted after the last day of the semester.

Progress Reports

Every student will receive a Progress Report in each class at mid-semester that will have current grades and comments on student progress.

ASSIGNMENT AND TEST/QUIZ POLICY

In order to receive full credit, assignments and projects must be submitted complete and on time. Students may hand in an assignment for reduced credit up to five school days from the due date. After five school days the assignment will receive no credit.

Students who are absent are expected to hand in any assignment the day they return to school. Long-term assignments are due on the due date regardless of student attendance that day. Late papers will be penalized.

Students are expected to make up missed tests or quizzes the day they return after a one-day absence. If the absence has been for a longer period of time, on the day of her return, the student must see the teacher to schedule a make-up test. A zero will be placed in the test column in PowerSchool until the test has been taken and then it will be replaced by the grade earned.

It is expected that students will be responsible for all projects, assignments, notes, tests/quizzes if they have a planned absence. It is absolutely necessary to contact teachers several days prior to such absences in order to obtain the work.

ATHLETIC PARTICIPATION

All students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be selected. The decision of the coach, in conjunction with the athletic director, is final. Parents/guardians are encouraged to help their daughter(s) understand that not everyone will be selected.

Athletes may participate in only one varsity sport per season.

A current physical exam is required prior to tryouts for any sport.

An athlete must maintain a 75% average to participate in any sport. If a student's average falls below 75, a review of her status will be conducted by the athletic director, guidance counselor, and principal.

Misconduct or violation of the school rules may result in removal from the team.

Absence from school on the day of a game automatically results in the athlete's ineligibility to participate in that day's game.

Arrival at school after 9:05 a.m., except when due to a physician-verified medical appointment, disqualifies an athlete from participating on that day.

Athletes must be punctual and attend all practices and games.

Parental and guardian athletic consent forms are required for participation.

BACKPACKS

Students may carry backpacks during the school day. They must make sure their bags do not block aisles in classrooms.

CELL PHONE POLICY

While cell phones are a part of everyday life, they can also be a huge distraction and disruption in a student's day. Appropriate and respectful use of cell phones is an expectation of all Nardin community members. Cell phones, earpods, Bluetooth devices, or other headphone accessories are NOT PERMITTED in hallways or bathrooms. Each student is expected to follow the policies outlined by the classroom teacher. If a parent needs to contact his/her daughter for an emergency or important message, they may call the high school office, and we will get the message to the student. If a student is seen using her cell phone or has her cell phone out of her purse or locker during a time when it is not permitted, the phone will be confiscated and brought to the office, a parent or guardian will be notified by email of the action, and the student must leave her phone in the office for one cycle during the school day. Further disregard for the rules will result in the student being required to leave her phone in the office for three cycles and again, parents/guardians will be notified by email. Other devices, including personal laptops, Kindles, etc. are not permitted during the day. The Internet Safety and Acceptable Use Policy is also in effect at all times.

COLLEGE VISITS

Seniors

The school sanctions four days of excused absences designated as college visits during the senior year. Students should schedule these visits carefully, being aware of the importance of fulfilling all of their academic responsibilities, and having discussed their plans with their teachers and guidance counselor. The College Visit Permission Form, found in the Guidance Office, must be completed and handed into the Guidance Office at least one week prior to the intended trip. Any college visit beyond the four permitted will be considered an unexcused absence.

Juniors

The school sanctions two days of excused absences in the second semester designated as college trips for juniors. Students should schedule these visits carefully, being aware of the importance of fulfilling all of their academic responsibilities, and having discussed their plans with their teachers and guidance counselor. The College Visit Permission Form, found in the Guidance Office must be completed and handed into the Guidance Office at least one week prior to the intended trip. Any college visit beyond the two permitted will be considered an unexcused absence.

COMMUNITY SERVICE

Embrace the World Community Service Program

In the spirit of the Daughters of the Heart of Mary, who respond to the Gospel by “embracing the world”, Nardin Academy High School commissions its students to perform a **minimum of 80 hours** of community service during her four years at Nardin, with specific requirements for each year. As a graduation requirement, this service program provides every student with experiences that cultivate discipleship, compassion, respect for life, care for creation, and a lifelong commitment to service.

Each student will record, monitor, and verify her service hours using the online platform *Mobileserve*. Mr. Whalen will visit Religion classes in the first few weeks of school to help each student navigate and enroll in *Mobileserve*.

Tiers of Service: Current sequence begins with Class of 2024

The “Embrace the World” Service Program allows students to grow in their commitment to service, and **challenges students to serve and develop relationships with the marginalized**. As such, throughout their four years at Nardin, students will be asked to complete a certain number of hours in each “tier” below. As always, we encourage all students to exceed the minimum number of service hours.

Tier 1: Service to the Underserved and Marginalized

This tier includes agencies and community partners outside of Nardin that specifically serve the most vulnerable in our society. Tier 1 agencies include soup kitchens, food pantries, homeless shelters, refugee services, civil rights organizations, etc.

Tier 2: Service to the General Community

This tier includes agencies outside of Nardin that serve general needs within the community. Tier 2 agencies include nursing/retirement homes, child services, health care facilities and initiatives, services for those with special needs, etc.

Tier 3: Service to Nardin

This tier includes service specifically to Nardin Academy. Tier 3 includes working at special events like Open House and Fortune, tutoring students throughout the entire academy, and helping teachers with specific tasks throughout the school year. In an effort to widen her scope of service, **each student is limited to the number of service hours she can complete in Tier 3.**

Yearly Requirements

Class Year	Minimum Requirements
Freshman	10 hours (only 5 hours can be done in Tier 3)
Sophomore	20 hours (only 10 hours can be done in Tier 3)
Junior	20 hours (only 5 hours can be done in Tier 3)
Senior	30 hours (All hours must be in Tier 1 and/or Tier 2). Note: all hours for senior year can be achieved by attending a service immersion trip when available.

COMMUNITY TIME

All students are expected to be present during Community Time (2nd Block). If a student is free First Block, she needs to make sure she is on time for the beginning of Community Time. During this time, unless there is a separate meeting location (such as Morning Meeting or Clubs) students are to report to their Advisory location. Students may leave the Advisory location during Office Hours to meet with teachers, but may not wander from Advisory to Advisory. Seniors may not leave the building during Community Time. The Senior Lounge is closed during Community Time. Seniors may not leave the building using privileges if their advisory is meeting.

DANCES/PROMS

All school regulations apply to these events. Students (girls and boys) must come appropriately attired. Immodest or inappropriate dancing will not be permitted. If a student is absent or arrives after 9:05 a.m. without a doctor's note the day of a dance/prom, the student is not allowed to attend the dance. If a student needs a dance form for another school signed, she needs to bring her completed form to the assistant principal of student affairs. The form will only be signed if the student is in good standing.

DINING HALL SERVICE

À la carte breakfasts, complete hot lunches, and à la carte selections are available daily in the school Dining Hall. Students may purchase food only prior to 1st block and during their assigned lunch block. Students using the cafeteria for breakfast or lunch are expected to clean up after themselves. Wrappings, trays, water bottles, and soda pop cans should be

disposed of properly. Students may not have food delivered to the school. Students may bring their own lunch or purchase selections from the Dining Hall. Breakfast and lunch food and beverages are not permitted outside the Dining Hall with the exception of the daily fruit option. Snacks are up to the discretion of the classroom teacher.

DRESS CODE

All students must be dressed for a learning and professional environment as conforms to the philosophy of Nardin Academy. The Nardin dress code allows our students the freedom to express themselves in their dress, while promoting school unity. It is important for our students to look professional in a learning environment. Students must arrive at school each day in dress code, proud of their presentation of self and their representation of Nardin Academy. If the administration/faculty deems a student's clothing inappropriate, the student must change.

Skirts, dresses and dress pants may be worn with appropriate dressy tops, blouses or sweaters. Sweatshirts may also be worn. Skirts and dresses must be professional in look and should not be sloppy or too short in appearance. Students may wear opaque leggings or tights under their skirts. Students may wear dresses/skirts with a slit, however, the top of the slit must also be considered a professional length. A helpful indicator of appropriate length is the fingertip. Skirts, dresses and skirt/dress slits should be no shorter than fingertip length.

Dress can be viewed as a form of personal expression; however, students are expected to dress in a "viewpoint neutral" manner avoiding statements of one's own persona or social or political views in such a way as it may be deemed to disrupt the educational process or setting.

Any article of clothing, masks, or accessories (hereinafter collectively referred to as "clothing") with a printed message, word, or phrase may not contain profanity, obscenity, or the promotion of any illegal activity or violence. Likewise, any article of clothing with a picture or graphic may not be obscene or promote any illegal activity or violence. The wearing of any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment will be required to be changed. Furthermore, Nardin believes that viewpoint neutral dress is important to its educational mission, and is in no way meaning to suppress one's freedom of expression. It is however meant to: 1) minimize distractions in the learning process; and 2) maintain an orderly learning environment.

Jeans days will occur on specific days and will be announced in advance by the assistant principal.

The following items are not allowed:

- No hooded clothing.
- Sweatpants, pajama pants, jeggings, fishnet stockings, crocs, clogs, flip-flops, sandals and slippers are not allowed.
- Leggings are only allowed with appropriate skirt/dress.
- Students should avoid clothing that is too tight, too short, or is in need of repair. Clothing should not be tattered, frayed, ripped or sloppy in appearance. Tank tops, cropped tops, spaghetti straps, and strapless tops are not permitted. Any garment in which underwear or midriff shows is not permitted. See-through t-shirts, off the shoulder shirts or low v-necks are not permitted. Any clothing item that resembles

lingerie is not acceptable. Any clothing with inappropriate, controversial or "R" rated material are not allowed. Any article of clothing, jewelry or accessory that promotes drinking alcohol, drugs, tobacco or a lifestyle contrary to the DHM views is not allowed.

- Outerwear including hats, windbreakers, winter coats, and bomber jackets are not allowed. Outdoor winter boots (i.e. UGGs, snow boots, etc.) are not allowed to be worn during the day. Riding and dress boots are allowed. Jean jackets are allowed as long as they are not ripped.
- Brightly colored hair coloring, including, but not limited to colors such as blue, green, pink, purple, etc., are not permitted.
- Pierced ears may be worn, but ornaments worn in any part of the body that is pierced and visible, including the tongue, face and nose are not permitted. Nose piercing retainers are also not allowed. Visible tattoos are not permitted.
- Blankets are not allowed to be carried or used in the school.
- On dress down days, none of the following will be permitted: jeans with holes, rips, frayed bottoms or edges, sweatpants, lycra or spandex pants, leggings, yoga pants, pajama pants.
- Failure to adhere to the dress code will result in an automatic detention. Multiple detentions for the same infraction may result in a suspension.

EARLY DISMISSAL/LATE ARRIVAL FOR MEDICAL APPOINTMENTS

- A request for early dismissal must be signed by a parent or guardian and state the reason for the early dismissal and the time for which it is desired. The school reserves the right to check doctors' or dentists' offices to confirm the time of the appointment, and the student must return with a note from the doctor's office.
- All requests for early dismissal must be presented in the office before 1st Block on the day in question. **In order to release a student from school, we must have a parent/guardian signature.** If a student does not bring a note for an early dismissal with her in the morning, a parent must come to the office to sign her out, fax a note to (716) 881-0086, or email jmcardle@nardin.org a picture of the note with a parent or guardian signature on it. No phone calls will be accepted.
- Late arrival due to doctor/dentist appointment must be accompanied by a written excuse from the doctor. A parent or guardian note will not be accepted. Arrival at school after 12:00 p.m. is counted as an absence for the day.

SMART WATCHES

Smart watches are prohibited during exams, tests and quizzes. It is the student's responsibility to store her electronic watch during assessments.

EMAIL USE

Email usage is an important part of staying connected with the Nardin Community. All mass emails must be approved by a club moderator or faculty member before being sent to the entire student body.

EXTRACURRICULAR ACTIVITIES

Nardin Academy offers a wide range of extracurricular activities. These enable students to pursue their individual interests at various levels. All students are encouraged to participate in some extra activities since learning does not stop in the classroom.

If a student is absent from school she may not participate in any after-school activity that day. In addition, arrival after 9:05 a.m., except for when due to a physician-verified medical appointment, disqualifies a student from participating in all after-school activities. This includes all sports, school plays, dances, performances, club activities, etc.

Students involved in activities that require an intensive commitment of time, e.g., school play, sports, must maintain a 75% overall average. Misconduct or violation of the school rules may result in removal from the activity.

GRADE REPORTS

Semester grades are issued for all students. Core courses are graded numerically while religion, physical education and most elective courses are letter graded.

Any Incomplete received in a class must be made up within the first two (2) weeks of the new semester, or the grade will be recorded as it stood before the Incomplete.

GRADUATION

All graduation requirements, including maintenance of character and integrity within the school, must be fulfilled to the satisfaction of Nardin Academy in order for a student to participate in the graduation exercise.

HONORS

The Honor Roll consists of students who have an average of 94.0% or above, with no Incomplete, and no grade lower than 85 in a numerically-graded course or B in a letter-graded course. The Merit Roll includes students with averages of 88.0% or above, with no Incomplete, no grade lower than 80 in a numerically-graded course or B in a letter-graded course.

LETTERS OF RECOMMENDATION/TRANSCRIPTS

Students wishing to have faculty or staff write letters of recommendation or reference must make such requests and provide the necessary paperwork at least ten (10) school days prior to the due date. Failure to do so may result in denial of the request. Transcript requests should be made with three (3) school days advance notice.

LOCKERS

Students are assigned lockers for the storage of books and clothing. It is the student's responsibility to see that the locker is kept locked at all times. All students are expected to

keep their lockers in good, usable condition. The school retains the right to inspect lockers if deemed necessary. Students are not allowed to share or trade lockers.

LUNCHES

All students must eat in the dining hall during their lunch block. Lunch is not allowed to be brought to any classroom location.

MAKE-UP WORK

Students are responsible for all classwork, tests, or quizzes missed due to absence from class. Students who have been absent must make arrangements with their teachers on the day they return to class to make up the material. If a prolonged absence (3 days or more) is expected, parents/guardians should call their child's guidance counselor.

MESSAGES

If a parent/guardian needs to get a message to a student, they may call or email the Main Office at 716-881-6262 ext. 1080.

NATIONAL HONOR SOCIETY

National Honor Society Eligibility:

Each junior who meets the following eligibility requirements will be invited to participate in the selection process for membership in the National Honor Society early in the second semester of junior year.

1. Cumulative GPA at or above 94.0% at the end of the first five semesters of high school.
2. At least 60 hours of verified community service hours were documented and submitted to her Mobileserve account by December 17, 2021.

The selection process includes attending a meeting with the advisor, and completing and submitting a candidate information form per the directions given. All submissions are reviewed by a faculty council in accordance with the recommendations of the National Honor Society. Each student will be notified of her acceptance decision by the high school principal by February 2022.

PARENT/GUARDIAN CONFERENCES

Parents/guardians will have the opportunity to meet with teachers during the designated Parent Conference evening. Other conferences may be arranged through the Guidance Office.

PARKING

Due to limited space, the school parking lots are available for faculty and staff use only. Students who choose to drive to school must park on adjacent streets and should allow

extra driving time in the morning to do so. The Garret Club lot is not available for student parking. If a student is late to school due to a parking issue, and does not have a signed note from a parent, she will receive a demerit.

SCHEDULING AND SCHEDULE CHANGES

The master schedule is constructed according to student interest and teacher availability. A student registers for courses in the spring using PowerSchool with assistance from her guidance counselor.

SENIOR PRIVILEGES

Seniors are not assigned to study halls. During the year, seniors with good academic and disciplinary records, with parental permission, may leave campus during free block(s) and lunch. Privileges may be revoked at any time during the school year. When leaving during free blocks, seniors must sign in and out in the Main Office. Seniors must remain in dress code in the building while using senior privileges. Putting sweatpants on under their skirts while in the building is not allowed and will result in an automatic detention. Seniors may not leave during 2nd Block or Community Time. The Senior Lounge is closed during Community Time.

STUDENT DISCIPLINE

Any serious violation of school standards or policies should be reported to the class dean or assistant principal of student affairs. Conduct, whether at school or outside of school, that is detrimental to the school is school business. This includes activity on social networking sites. Matters of discipline that involve a potentially serious penalty will be reviewed by the principal and the Discipline Committee in an expedient manner. The student is expected to take responsibility for her own actions and bear the consequences. Parents/guardians will be notified when serious behavior problems require parental attention.

The school reserves the final say as to the action taken. Depending on the nature of the school policy violated, the following penalties apply:

Demerit: A demerit is given for less serious violations of school rules. Accumulation of three demerits earns a detention. Demerits accumulate throughout the school year.

Detention: Detention can be automatically given by teachers and staff for serious violations of school rules. Each detention results in serving three 30-minute sessions during 6th block lunch (12:35 pm-1:05 pm), beginning the day after the infraction in room 113. Lunch detention supersedes any previous commitments. A student who fails to attend detention on the assigned day will have her duty doubled.

Suspension: Suspension will be given for excessive detentions and/or serious infraction of school rules. Suspension removes the student from the classroom and other activities for a period of one to five days. This severe intermediary step can lead to expulsion. In-school suspension requires the student to be in school for the duration of the school day, without access to student classes and advisory. Out-of-school suspension denies the student access to the school building and participation in school activities. The student will be allowed to make up all work missed during an out-of-school suspension. Out-of-school suspension

includes placing the student on disciplinary probation for a duration determined by the Discipline Committee.

Note that all suspensions may be reported to any college or university to which the student is applying.

Expulsion: While the permanent dismissal of a student is an extreme measure, there are times when specific acts or repeated patterns disrupt the safety of the school, its population, or its learning environment to such an extent that remaining at the school is not in the best interest of Nardin Academy or other students. Thus, Nardin Academy reserves the right to expel any student when Nardin Academy, in its discretion, deems it necessary.

SUBJECT FAILURES

The passing grade for all numerically graded courses is 65%. A passing grade should be earned in all required subjects before the start of the next academic year. Courses should be made up in a summer school setting if the subject is offered. If this is not possible, the student must repeat the course at Nardin Academy the following academic year. Any exceptions must be approved by the principal and the academic department.

TARDY POLICY

The school day begins with the first block at 8:10 a.m. Students who are late to school should sign in at the Main Office. Tardiness is excused with a doctor or medical note. If a student arrives without a note from a medical facility or a parent/guardian, the students will receive a demerit. If a student has a free period first block, the tardy will be excused with a note from parents/guardians. After six unexcused tardies, regardless of a parent/guardian note, the student will receive an automatic detention for each subsequent tardy.

All absenteeism and tardiness will be reported on the student's official transcript.

TUTORS

Before seeking the assistance of an outside tutor, students and parents/guardians should consult with the student's guidance counselor to determine whether some other means of improvement is appropriate. In cases where a student works with an outside tutor, it is highly recommended that the tutor maintain ongoing communication with the classroom teacher. Students may not contact tutors at any time during the school day.

UNDERCLASS STUDENT FREE BLOCKS

Sophomores and juniors may arrive after their 1st block study with a note from a parent/guardian each day and be considered present and on time. Sophomores and juniors may leave if they have a note from a parent/guardian from their last block study hall.

Freshman students are not allowed to come in late if they have a 1st block study hall or leave early if they have a last block study hall. Freshmen study halls are considered classes and students will be marked absent if they come late or leave early.

WINTERMISSION

Nardin Academy High School's WinterMission is a week-long experiential opportunity for students that takes place in early January. It is designed to more fully integrate the tenets of the Academy mission into the curriculum. WinterMission is not graded but is a requirement for graduation.

ALL ACADEMY POLICIES

Please note that that all policies are subject to change without notice.

ACADEMIC INTEGRITY

“Everything comes back to the issue of integrity. We must appeal to our higher nature. We need to be reminded of what we owe, in justice, to the writers whose ideas and words have helped us to learn.” ~ Diane Kaczmarek, former Nardin Academy English Department Chair and Faculty

Cheating

Receiving or sharing information through any medium on (but not limited to) homework, quizzes, tests, exams, projects, or any other work that is expected to be completed independently constitutes cheating. Students are expected to complete their own, original work. Dishonest acquisition of materials is also considered cheating. Students caught cheating or plagiarizing will earn a zero on the assignment and could be asked to appear before the Discipline Committee or Principal.

Plagiarism

Plagiarism is presenting, without credit, another’s words, work, or ideas as your own. Plagiarism is not limited to using only direct quotations of another’s work. Style, ideas, structure, and words are subject to plagiarism. Paraphrasing is also a form of plagiarism. While plagiarism can be either intentional or unintentional, it is the student’s important responsibility to avoid both. Teachers will work with students prior to assignments to learn proper citation practices and format, and as a college preparatory school, these practices should be studied and made a habit to ensure academic integrity. We should be inspired by writers and artists, as we are readers of the world and life-long learners. However, we must use this inspiration to cultivate our own ideas and also to give just and due credit to other thinkers, writers, artists, and other sources. In the case of unintentional plagiarism, the teacher will work with the student to identify areas of concern and means of improvement.

Also inspired by “Academic Integrity at Princeton.” Princeton University, 2020,

<https://odoc.princeton.edu/sites/odoc/files/Academic%20Integrity%20Booklet%202020-21.pdf>. Accessed March 1, 2021

Anti-Harassment and Anti-Discrimination Policy

All members of the Nardin Community are expected to uphold the rights and well-being of others. Violating the rights or infringing on the well-being of others, whether targeting specific individuals or not, is unacceptable. Injury or harm can occur in interactions between any members of the Nardin Community, but Nardin is mindful of the impact that these forms of misconduct may have on historically marginalized groups. The school examines any conduct targeting individuals and groups protected under state and federal law with particular scrutiny.

Harassment (Including Sexual Harassment)

All members of the Nardin Community have the right to be free from all forms of harassment. Harassment entails behavior that is unwelcome; that is personally offensive or threatening; and that has the effect of harming morale, interfering with an individual's education, or creating an intimidating, hostile or offensive learning environment. Sexual harassment refers to sexual advances, requests for sexual favors, and physical or expressive conduct of a sexual nature that is unwanted and uninvited. Whether it manifests itself verbally, non-verbally or physically, Nardin Academy will not tolerate unwelcome, offensive and targeted harassment of any individual.

Hazing

Hazing is an act or series of acts that persecutes or harasses individual(s) with difficult, humiliating, and sometimes dangerous tasks, and/or involves the forced consumption of liquor or drugs for the purposes of initiation into or affiliation with a group of individuals. It is Nardin's policy that these activities are outside the context of a positive learning environment and are strictly prohibited.

Bullying

Bullying refers to a single significant incident or a pattern of incidents involving written, verbal or electronic communications, or physical acts or gestures, or any combination thereof, directed by one or more students at another student, when such incidents physically harm a student or damage the student's property, cause emotional distress to a student, interfere with a student's educational opportunity, create a hostile educational environment, or substantially disrupt the operation of the school. Bullying typically involves a real or perceived imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs. Also prohibited in this policy is cyberbullying, a form of bullying that is conducted through cell phones, computers, email, instant messaging, text messaging, social media, and other electronic media. Additionally, Nardin Academy considers catfishing, or the manipulation of an individual into a relationship by means of a fictional online persona, as bullying.

Discrimination

Discrimination refers to unjust, prejudicial conduct or behavior or differential treatment of an individual based on the individual's race, color, ethnicity, gender, sexual orientation, ableness or any other protected category. Discrimination is prohibited at Nardin Academy not only because it is unlawful, but because it is inherently wrong and in direct conflict with the mission of Nardin's founders, the Daughters of the Heart of Mary. More than 160 years ago, the DHM founded a school that provides a safe and socially just environment to learn, collaborate and lead.

Hate Speech

Nardin Academy is committed to fostering a climate of inclusion for all Nardin Community members and any other individuals who occupy our space. As language is the most critical means of both welcoming and excluding individuals, it is critical that words that are specifically designed to target or hurt are forbidden within our space. This includes, but is not limited to, terms that have been historically used to target individuals based on race, religion, gender, ableness, sexual orientation, or other protected category. While some of these words may be utilized in literature or source material, they will not be permitted to be used in academic or public space, by students, faculty, staff or any member of the Nardin community. Additionally, they should not be heard in public spaces (e.g., music played in

common areas). The use of this language may be addressed in a number of ways, from counseling through the Disciplinary Procedures laid out below.

Retaliation

Nardin prohibits all forms of retaliation. Retaliation is any form of intimidation, bullying or harassment directed against a Nardin Community member who reports unlawful harassment (including sexual harassment), hazing, bullying, discrimination, or hate speech, or who provides information during an investigation of these types of reports.

Reporting Violations

Nardin strongly encourages all members of its community to report violations of its anti-harassment and anti-discrimination policy. Any individual who has concerns that he/she may have experienced or witnessed one of the above discussed violations should bring her concerns to the principal, assistant principal, a counselor, or any faculty member. Once administration is made aware of an incident, it will take prompt and appropriate action.

Disciplinary Procedures

In the event that Nardin receives a complaint of harassment (including sexual harassment), hazing, bullying, discrimination, hate speech, or retaliation, or otherwise has reason to believe that it has occurred, Nardin will conduct a fair, timely, and thorough investigation. Nardin is committed, and required by law, to take action if it learns of potentially unlawful harassment, discrimination or retaliation, even if the aggrieved party does not wish to formally file a report. All reports will be investigated whether the information was reported orally or in writing. Complaints will be handled confidentially to the extent permitted by a fair investigation and as required by law. While the methods of investigation may vary depending on the severity of the conduct, all will involve the following steps:

1. Each party involved will meet individually with the principal or her designee. The principal, assistant principal for student affairs and other discipline staff may also participate in the meeting when requested to do so by the principal.
2. The meeting will be documented as each involved party gives their statement of what happened. Any additional information (e.g., previous issues with the parties involved) will also be discussed and documented.
3. Assistance and support will be provided for the student who is the target of the bullying, hazing, hate speech, harassment, discrimination, or retaliation.
4. The principal, assistant principal for student affairs, and/or Discipline Committee will review the situation and decide on a course of action that is appropriate to the situation.
5. Parents/guardians will be contacted and disciplinary actions may include the following:
 - Written or verbal apology
 - Loss of privileges
 - Detention
 - Suspension
 - Expulsion

Additional Steps for Students

Discrimination, harassment, or bullying of any student based on any factor of their identity: race, ethnicity, religion, gender, ableness or sexual orientation, etc., requires several extra

steps to be taken to ensure all students, regardless of their identity, receive equal treatment among their peers. This (in addition to the established bullying policy) will ensure students feel protected at school:

1. When a student is reporting an incident, they have the right to request that a faculty member of their choice be present (aside from the administrator receiving the report).
2. Any student also reserves the right to bring a friend to accompany them in making a report, to act as both a companion and as a witness.
3. When a student reports any incident of discrimination, the administrator receiving said report will create an evidentiary document and mark it with the following information: the date on which the incident occurred; the date on which the report was made; the name of the student making the report; the name of the student, faculty member, or other community member being reported; the administrator receiving and documenting the report; the decided course of action; and the date which will occur 20 days after the initial incident.
4. As well as the disciplinary measures taken in accordance with Nardin's policy against bullying, the student who perpetrated the discriminatory incident must engage in an appropriate course of education to prevent them from repeating the offense in the future. For example, if a student makes a racist comment to another student, the incident could perhaps require the offending student to produce a verbal or written apology, as well as pursue mandated anti-racism education. Materials for this education, whether they be prescribed reading, watching, listening, or a required course, will be determined in conjunction with the school's Diversity, Equity and Inclusion Committee.
5. 20 days after the initial incident, the student has the right to call a meeting with administrators, with their parent(s) or guardian(s) present, to determine whether they feel there has been suitable action taken for closure.

**Changes made in conjunction with the officers of Challenging Injustice In Society.*

ATHLETIC PARTICIPATION

All students may try out for membership on sports teams. Nardin is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out for High School sports can be accepted. The decision of the coach, in conjunction with the athletic director, is final. Parents/guardians are encouraged to help their daughter(s) understand that not everyone will be selected. Montessori, Lower and Middle School Modified Sports have a no cut-policy.

- High School athletes may participate in only one varsity sport per season.
- A current physical exam is required prior to tryouts for any sport.
- An athlete must maintain a 75% average to participate in any sport. If a student's average falls below 75, a review of her status will be conducted by the athletic director, guidance counselor, and/or principal.
- Misconduct or violation of the school rules may result in removal from the team.
- Absence from school on the day of a game automatically results in the athlete's ineligibility to participate in that day's game.

- Arrival at school after 9:05 a.m., except when due to a physician-verified medical appointment, disqualifies an athlete from participating on that day.
- Athletes must be punctual and attend all practices and games.
- Parental/guardian athletic consent forms are required for participation.

COMMUNITY PORTAL

Parents and guardians can monitor grades and attendance by using the PowerSchool Parent Portal. Access is through Nardin Academy's website and a password is needed to ensure privacy.

FACULTY & STAFF CONTACT INFORMATION

A complete listing of Nardin Academy faculty, staff and administration can be found at <https://www.nardin.org/about-nardin/faculty-staff-directory>

FAMILY VACATIONS

Trips taken by the family should be planned with school attendance in mind. Families should make every effort to avoid absence caused by early departure for Christmas, Easter, and other vacation periods. Absence from school for vacation constitutes an illegal absence. In the unlikely event that such an absence will occur, the High School student must obtain a vacation absence form, in advance, from the Main Office. Montessori, Lower and Middle School students should advise their classroom teachers. Students are responsible for all work missed during their absence.

HEALTH OFFICE POLICIES & PROCEDURES

All students require a pass during school hours to receive care in the school clinic. A clinic pass may be issued for only one student at a time and is valid for only one period. The pass must be obtained from the scheduled classroom teacher. Students may be released from school for health-related reasons through the clinic only. The school nurse will evaluate the student's condition and notify parents/guardians, if necessary. In addition to basic first aid, the clinic also provides vision and hearing screening as mandated by NYS School Health Services.

Absences

For the health of the staff and other students, we ask that your child remains at home when exhibiting any flu like symptoms. Students who complain of nausea, stomachache, headache, head or chest congestion, or sore throat should stay at home. If your child has had a fever, he or she must be fever-free without medication for a full twenty-four (24) hours before returning to school. A written excuse is required for each absence and should be brought to school the day the student returns.

Administration of Medications

New York State Education laws govern the administration of medications during school hours. Medications may be administered by the school nurse or designee after receipt of the following:

- A note from the student's physician stating the name of the medication, the dose and the time to be given.
- A note from the student's parent or guardian giving the Clinic Director or designee permission to administer the medication.
- A separate bottle of medication with the prescription label which will remain in the school until the completion of the therapy.

Communicable Diseases and COVID-19

- If a student becomes ill with a communicable disease or condition, exhibits symptoms or tests positive for COVID-19, parents/guardians are asked to notify the Health Office as soon as possible. Once notified of confirmed cases, the Health Office will alert the other parents/guardians as to the symptoms of the condition, watch for such symptoms in students who seek health care in school, and notify the proper authorities in the event that this is required. Current protocols regarding COVID-19 can be found at [Nardin.org/covid-19](https://www.nardin.org/covid-19).
- If a student presents with symptoms of contagious infection, such as strep throat, conjunctivitis (pink eye), or a questionable skin rash, he or she will be sent home until diagnosis can be confirmed or ruled out, and a physician's note is sent in with the student. This is necessary to ensure the health and well-being of the entire student body. Students who come to school sick will be sent home.
- Please visit <https://www.nardin.org/covid-19> for the most current COVID-19 health and safety measures.

Early Dismissal/Late Arrival for Medical Appointments

- A request for early dismissal must be signed by a parent or guardian and state the reason for the early dismissal and the time for which it is desired. The school reserves the right to check doctors' or dentists' offices to confirm the time of the appointment, and the student must return with a note from the doctor's office.
- All requests for early dismissal must be presented in the office before homeroom/1st Block on the day in question. In order to release a student from school, Nardin must have a parent/guardian signature. If a student does not bring a note for an early dismissal with her in the morning, a parent or guardian must come to the office to sign them out in the appropriate school office. In addition, High School student families may fax a note to (716) 881-0086, or email jmcardle@nardin.org a picture of the note with a parent or guardian signature on it. No phone calls will be accepted.

Immunizations

- New York State Law requires proof of immunization for all students. There are no religious exemptions. Additional immunizations are required for specific age groups. Check with your health care provider or the Health Office staff for specifics.

Injuries/Concussions

- Parents/guardians must notify the school and Health Office if the child sustains an injury, concussion or suspected concussion. In cases of suspected concussion, head injury or actual concussion, the concussion protocol will be instituted. Students must have an excuse from a physician if he or she is out of P.E. for more than one week. All students with a documented injury must be cleared by a physician prior to returning to Gym or sports.

- *All health forms are found at <https://www.nardin.org/student-life/health-office>.

Medical Emergencies

- In the case of necessary emergency medical treatment, if a parent, guardian or emergency contact cannot be reached, school personnel will render first aid treatment and then arrange transportation by ambulance to Oishei Children's Hospital. A staff member will accompany and stay with the child until a parent/guardian can be reached.

NYS Mandated Screening Programs

- During the year, a screening for vision and hearing will be conducted for students in those grades designated by the NYS School Health Services. Parents/guardians will be notified if further examination by a specialist is indicated.

Physical Examinations

A current physical examination is required for all students in the Toddler program and Grades Pre-K (3 and 4 year olds), kindergarten, 1st, 3rd, 5th, 7th, 11th and all new students. There are no exceptions.

Any students who participate in any extracurricular physical activity, including team sports and after school clinics, ski club, or other special event, must have an updated annual physical report for the current year. No exceptions to this requirement will be made. Parents are advised to make appointments early in the summer to avoid disappointment in September. Please do not email physicals to Nardin Academy due to confidentiality.

Self-Medication

Students who will be carrying their own medications (inhalers, EpiPens, aspirin or non-aspirin pain relief product) must have the Self-Medication Release Form signed and completed by their parents/guardians and a physician. This applies to all medications, including over the counter drugs such as aspirin, cold capsules, cough drops, etc.

All medication orders must be renewed annually or when there is a change in medication or dosage. There are no exceptions to this policy.

KOESSLER LIBRARY AND MEDIA CENTER

The Koessler Family Library Media Center ("LMC") is truly a center of activity within the school. Students may go to the LMC between 8:00 a.m. and 4:00 p.m. The librarians provide research instruction, reference assistance, and reader advisor service in class settings and informally to individual library users. The LMC is a member of the Buffalo School Library System, a statewide operation providing Interlibrary Loan and other services. It is also a member of BissNet, the Buffalo Secondary School Network, a consortium of private high schools in the Buffalo area. Copy machine use will be regulated by the librarian. The librarian reserves the right to deny access to the library to disruptive students.

LITURGIES

The Nardin community celebrates holy days and other religious seasons with liturgies that involve student planning and participation. Responsibility for these services is shared by younger and older students throughout the year. Reverence for the presence of God requires students to maintain silence and demonstrate appropriate behavior. Eating, drinking, and gum-chewing are not allowed.

REMOTE LEARNING POLICY

Nardin Academy firmly believes that the most successful teaching and learning is done in the classroom, in person. During the pandemic, we shifted to online, remote teaching and learning as required by the circumstances we all faced. As we continue to manage the changing realities of the pandemic, all students are to be in school starting with the 2021-2022 school year.

Remote learning will only be offered for the following circumstances:

1. A student has to be quarantined due to being positive with COVID-19 or is identified as a close contact by the health department;
2. A medical necessity (documented by a health provider) that would require an absence greater than 5 days.

*In all cases of absence, students can access assignments on Schoology and email teachers as necessary. Remote Learning will not be offered in the instances of travel.

SMOKING, DRINKING, DRUGS

Smoking, vaping, drinking, or the possession of drugs or alcohol is not permitted at any time on or near school property, or at any school-sponsored activity.

Due to the abundance of medical evidence pointing to the dangers of smoking, Nardin is committed to educating students about the hazards of tobacco use and nicotine. Nardin prohibits the use of tobacco products, e-cigarettes, or vaporizers of any sort on Nardin premises and at any Nardin functions at all times. In addition, students may not sell or in other ways make smoking materials—electronic or otherwise—available to other individuals in the Nardin community. Violation of this policy may result in school discipline.

Members holding a student body or club office or team membership are held to a higher standard at Nardin Academy. The use of alcohol and/or drugs shows a complete lack of respect for the school and your student body office, club or team. If a student consumes alcohol or uses drugs at any Nardin Academy function (or any other school's activities), she will automatically be dismissed from the student body office, club or team. If she consumes alcohol or uses drugs at any other time, he or she may be suspended or dismissed from the student body office, club or team. The moderator or coach, in consultation with the principal and athletic director when necessary, shall determine the disciplinary action, including the length of suspension or whether dismissal from the student body office, club, or team is warranted.

SUBSTANCE ABUSE

Any student who consumes drugs or alcohol at a Nardin Academy function or at any other school's activities will be automatically dismissed from her position on a team, in a club, in

office, in a play, etc. and will be given a five day out-of-school suspension. If a student has more than one offense, he or she may be expelled.

SOCIAL MEDIA

Social media is used today to share ideas, thoughts and information. It is a very helpful tool used to connect with Nardin with our greater Western New York community. As digital citizens, it is imperative that we encourage positive engagement, being respectful, ethical and responsible. Any social media post that reflects negatively on the Nardin Community is Nardin's responsibility. Negative posts made about the Nardin community or its members, regardless of when or where, are Nardin business and will be brought to the attention of the disciplinary committee or school principal(s).

SCHOOL CANCELLATIONS

Nardin Academy uses a phone, text and email notification system through which families will be contacted should school be closed for weather or other public emergency. In addition, if weather conditions appear hazardous during the school day, an email, text and/or telephone notification will come from school.

SEARCHES

The school reserves the right to search anything brought onto school property including, but not limited to backpacks, purses, cell phones, laptop computers, and cars, if there is reasonable cause to do so. The school may also search lockers at any time.

TRANSPORTATION TO NON-PUBLIC SCHOOLS

Section 3635(1)(a) of the Education Law requires a board of education to provide transportation to a nonpublic school up to 15 miles from such school when a written request has been submitted by April 1st of the preceding school year.

In addition, Section 3635(1)(b) requires a board of education to provide transportation from a centralized pickup point, which must be a public school building, for nonpublic school pupils who live more than fifteen (15) miles from school, when a pupil residing within fifteen (15) miles is receiving transportation to the same nonpublic school.

Conduct on the school bus is a joint concern of the district and Nardin Academy. For the safety and comfort of all passengers, students are expected to obey the following rules:

- Students must use only the bus and the bus stop assigned.
- Students should wait for the bus in an orderly fashion.
- Students are to remain seated, facing forward, when the bus is in motion.
- Students are expected to converse quietly and refrain from making unnecessary noise.
- Students should not talk to the driver unless it is necessary.
- Head and arms must always be kept inside the bus.
- Students should not litter inside the bus, nor throw anything out the window.
- Students are to be respectful of the bus driver and considerate of other passengers.

- Fighting, shoving, name calling, vulgar language and spitting are expressly forbidden.
- Students should learn and observe the rules and recommendations of the home school district.

Failure to follow these rules may result in disciplinary action taken by the school and may result in the refusal of the district to supply this service to the student.

VISITORS

To ensure security for our students and school personnel, all visitors, including parents and guardians are required to enter and sign-in with the school receptionist at the main entrance on Cleveland Avenue or the side entrance at 700 West Ferry Street. Appointments are necessary to visit or meet with any faculty, staff and/or administrators. The Visitor Policy may be updated in accordance with COVID-19 protocols. Please visit www.nardin.org/covid-19 for information.

