



STUDENT-FAMILY HANDBOOK
2025-2026

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August 2025

Dear Notre Dame Academy Families:

I want to welcome you to the 2025-2026 school year and thank you for your entrusting us with your daughter(s). I am thrilled to take this journey with you and am looking forward to the experiences we will share throughout the year. Please read this Handbook carefully to ensure that you are well-informed about the policies and practices at Notre Dame Academy.

Please be sure to keep this electronic copy of the handbook available as a reference throughout the school year. We expect our students to be responsible school citizens and ask that parents and guardians support their students in following all school policies and procedures.

If you have any questions regarding any of the information in this handbook, please feel free to reach out to me or to Mrs. Pamela Smith Director of the Middle/High School. We look forward to a fulfilling school year.

Sincerely,

Dr. Marilyn Tencza, '71
Head of School

Notre Dame Academy Mission Statement

Notre Dame Academy is a dynamic, independent, Catholic school for girls in grades 7-12 sponsored by the Sisters of Notre Dame de Namur. Welcoming girls of all faiths, the Academy provides transformational experiences that “teach them what they need to know for life.” Our graduates are confident women who are lifelong learners, spiritual seekers, and compassionate global citizens.

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INTRODUCTION

Sisters of Notre Dame de Namur

The order of the Sisters of Notre Dame de Namur (“SNDdeN”) was founded in France by Julie Billiart in 1804. This was the beginning of a mighty global ministry of women educating young girls. Today, 3,000 Sisters work on five continents. In 2015, the Sisters of Notre Dame celebrated 175 years of service in the United States, where they are recognized as outstanding educators. In that spirit, NDA students around the world focus on social service and justice. St. Julie died on April 8, 1816 and was canonized on June 22, 1969.

Hallmarks of a Notre Dame de Namur Learning Community

The Hallmarks of a Notre Dame de Namur Learning Community, developed by the Sisters of Notre Dame de Namur in collaboration with SNDdeN learning communities, are:

1. We proclaim by our lives even more than by our words that God is good.

- a. We believe, even in the midst of today’s reality, that God is good, and we stand firm in our commitment to honor that goodness in ourselves, in others, and in our world.
- b. We value life as an ongoing spiritual journey of deepening relationships with God, self, others and all creation.
- c. We make it relevant to the life of our Notre Dame learning communities the history of the Sisters of Notre Dame de Namur and the spirituality of St. Julie Billiart, and we allow these to influence our actions in today’s world.
- d. We make decisions reflecting and informed by Gospel values and Catholic social teaching and tradition.
- e. We create policies sensitive to those to whom and with whom we minister, reflecting the mission and values of the Sisters of Notre Dame de Namur.

2. We honor the dignity and sacredness of each person.

- a. We believe each person is created in the image and likeness of God; therefore, we develop and appreciate relationships that respect individual differences.
- b. We create environments that encourage the development of the whole person.

- c. We dedicate time, space, and personnel in support of the individual's spiritual and personal journey.

3. We educate for and act on behalf of justice, peace, and care for all creation.

- a. We educate for justice and take socially responsible actions against injustice and discrimination in all its forms.
- b. We make decisions by being aware of the effect they will have on the lives of vulnerable persons.
- c. We ground our actions for justice in the spiritual practice of reflection-action-reflection.
- d. We live and act with reverence for the earth, putting into practice the principles of Laudato Si' and Laudate Deum.
- e. We foster responsible global citizenship and commit ourselves to the practice of dialogue, non-violence, restorative justice, and and peace-making.
- f. We strive to be flexible, risk-taking communities that respond to signs and needs of the times.

4. We commit ourselves to community service.

- a. We integrate community- based learning experiences into academic curriculum and co-curricular activities, grounding them in the spiritual practice of reflection-action-reflection.
- b. We strive to respond to the pressing needs of those made poor by unjust systems.
- c. We create mutually beneficial partnerships with community agencies as we engage in community service.

5. We embrace the gift of diversity.

- a. We welcome to our community people of diverse cultures, ethnicity, race, socio-economic circumstances, gender, ages, sexual orientation, and faith traditions.
- b. We develop educational programs that expand our knowledge and understanding as we honor and celebrate the diversity in our world.

- c. We initiate strategies and support services that respect individual learning styles while building each person's self-esteem.
- d. We work to reform unjust structure that perpetuate systemic racism and inequity.

6. We create community among those with whom we work and with those we serve.

- a. We foster a spirit of friendship and belonging, modeled by St. Julie Billiart and Francoise Blin de Bourbon, the co-foundress of the Sisters of Notre Dame de Namur, as a foundational to our learning communities.
- b. We value and implement community-building activities, both social and spiritual, between and among all members of our learning community.
- c. We design and foster collaborative processes wherever possible, grounding decision-making in active participation and the principle of subsidiarity.
- d. We commit ourselves to creating just systems and right relationships within our communities.
- e. We create an atmosphere of trust and collegiality in our communities with open and direct communication in which we hear, see, and value all people.

7. We develop holistic learning communities which educate for life.

- a. We actively support the intellectual, emotion and formation of the whole person, including life-long intellectual, emotional, spiritual, faith, psychological and social development.
- b. We design and implement academically excellent educational experiences.
- c. We create a student-centered learning environment that promotes critical thinking, intellectual engagement, and understanding of cross-curricular perspectives, using current resources and technologies.
- d. We develop self-directed leaders capable of responding to life situations with courage and compassion in a globally and technologically connected world.

ACADEMIC INFORMATION

Bell Schedule

Day 1/Day 2 Rotating Schedule		Wednesday 2:05 PM release day/PD/Meetings Advisory (except Wednesdays)		
Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:05 Homeroom 7-10	8:00-8:05 Homeroom 7-10	8:00-8:05 Homeroom 7-10	8:00-8:05 Homeroom 7-10	8:00-8:05 Homeroom 7-10
8:05-9:25 Block A/E	8:05-9:25 Block A/E	8:05-9:25 Block A/E	8:05-9:25 Block A/E	8:05-9:25 Block A/E
9:25-10:45 Block B/F	9:25-10:45 Block B/F	9:25-10:45 Block B/F	9:25-10:45 Block B/F	9:25-10:45 Block B/F
10:45-11:00 Advisory	10:45-11:00 Advisory	10:45-10:55 Homeroom	10:45-11:00 Advisory	10:45-11:00 Advisory
11:00-11:10 Homeroom for All	11:00-11:10 Homeroom for All	10:55-11:25 Lunch	11:00-11:10 Homeroom for All	11:00-11:10 Homeroom for All
11:10-11:40 Lunch	11:10-11:40 Lunch	11:25-12:45 Block C/G	11:10-11:40 Lunch	11:10-11:40 Lunch
11:40-1:00 Block C/G	11:40-1:00 Block C/G	12:45-2:05 Block D/H	11:40-1:00 Block C/G	11:40-1:00 Block C/G
1:00-2:20 Block D/H	1:00-2:20 Block D/H	2:05-3:15 PD/various meetings	1:00-2:20 Block D/H	1:00-2:20 Block D/H
Week 1: Day 1/Day 2/Day 1/Day 2/Day 1				
Week 2: Day 2/Day 1/Day 2/Day 1/Day 2				

The NDA calendars (including the [athletic calendar](#) and a Google calendar that can be loaded onto a computer or smartphone) can be accessed through the NDA website:

<https://www.ndaorc.org/about/calendar>

Testing Dates:**NDA Testing Day***

NWEA Map Testing -

- November 3- 7, 2025

NWEA Map Testing - Spring

- March 23-27, 2026

PSAT Testing Day - October 29, 2025

**Seniors are given this day to visit colleges*

- **College Board's SAT and ACT Test Dates/ Registration and Deadlines**

Please see www.collegeboard.org and www.act.org for complete test dates and registration information.

- **AP Exams 2026**

AP exams will be held during the first two weeks of May 2026. Please see www.collegeboard.org for the full schedule. Times and dates for AP Exams (and makeup exams) are determined by the College Board and NDA has no ability to change these. If your student is enrolled in an AP course, they are required to take the exam for that course. Please plan accordingly.

Accreditation: Notre Dame Academy is accredited by The New England Association of Schools and Colleges.

Admission Policy: Admission to Notre Dame Academy is open to all qualified young women who are seeking a challenging college-preparatory program. Candidates are evaluated based on the review of a completed application and submitted transcripts. Letters of recommendation from at least two current teachers or a guidance counselor. On the basis of these submissions, the Admissions Committee then selects the incoming classes and any transfer students. Notre Dame Academy admits qualified young women of any race, religion, national and ethnic origin, and color to all the rights and privileges, programs, and activities generally accorded or made available to students at Notre Dame Academy.

CURRICULUM

St. Julie Division (Grades 7 and 8): Seventh and eighth graders will follow a curriculum that is fully integrated for grades 7-12, which allows our students to master basic skills before reaching ninth grade classes. They will study six core subjects, each 80 minutes in length, which meet every other day. They will also have classes in the creative arts, technology/project-based learning, physical education/wellness, and seminar.

Grades 9 - 12: The core curriculum consists of college preparatory courses in English, history/social studies, mathematics, religious studies, science, and world languages, with two levels, Honors and Advanced Honors. AP courses are also offered at various grade levels. Students are required to carry the equivalent of six full-credit courses per year. Juniors and seniors may carry seven full-credit courses on an individual basis, as approved by school personnel. Additionally, diploma requirements include partial-credit courses in creative arts (music, theater, visual arts), guidance seminar, Latin, Engineering Design (grade 10 only), and physical education/wellness (grades 9 and 10 only). All 12th graders must complete a Senior Project as a capstone graduation requirement if they are not participating in a certificate program.

Academic Levels: All courses are college preparatory and are designated either Honors or Advanced Honors. AP courses are also offered. Please be aware that Advanced Honors and AP level placements are determined by criteria and may require a teacher recommendation.

DIPLOMA REQUIREMENTS

Required Full-Credit Courses by Academic Discipline:

Religious Studies 4

English 4

Mathematics 3

Science 3

History/Social Studies 3

World Languages 2

Required Partial-Credit Courses:

Physical Education/Wellness 2, Grades 9 & 10

Study Skills, Grade 9

Various Arts 1, Grade 9

Latin, Grade 9

Communications/Introduction to Engineering 1, Grade 10

Guidance Seminar, Grades 9-12

COURSE OF STUDY

Grade 7

- Religious Studies - Discovering Faith
- English Foundations in Literature & Learning
- Math 7, Pre-Algebra
- World Geography and Cultures
- Integrated Science
- Exploratory French and Spanish
- Physical Education & Health
- Introduction to Visual Arts/Theater
- Study Skills/Seminar
- Technology/Project-based learning

Grade 8

- Religious Studies- The Living Church
- English Foundations in Literature & Language
- Math 8 or Algebra 1
- Foundations of U.S. History and Civics
- Integrated Science II
- French or Spanish
- Physical Education & Health/Wellness
- Introduction to Music
- Study Skills/Seminar
- Technology/Project Based Learning

Grade 9

- Religious Studies 1
- English 1: Genre Study
- Algebra 1 or 2 (Based on successful completion of Algebra 1 and demonstrated proficiency on NDA Placement Test)
- World History 1/Pre-AP World History
- Biology 1
- French 1 or 2; Spanish 1 or 2 (Based on successful completion of first year of language and demonstrated proficiency on NDA Placement Test);
- Latin
- Physical Education/Wellness

- Foundations of Visual Arts/Theater
- Study Skills/Seminar

Grade 10

- Religious Studies 2
- English 2: World Literature
- Geometry
- World 2 or AP World (2022-23)
- Chemistry
- French or Spanish
- Physical Education/Wellness
- Communications/Intro to Engineering
- Sophomore Seminar

Grade 11

- Religious Studies 3 (including Love in Action)
- English 3: American Literature or AP Language and Composition (with Am Lit)
- Algebra 2 or Pre-Calculus
- U.S. History 2 or AP U.S. History
- Science Elective
- Elective
- Elective (optional)
- Junior Seminar

Grade 12

- Religious Studies 4 (including Love in Action)
- English 4: British Literature or AP Literature and Composition (with Brit Lit)
- Elective
- Elective
- Elective
- Elective
- Elective (optional)
- Senior Seminar
- Senior Project (graduation capstone requirement)

AP Class Offerings

- AP® English Language and Composition with American Literature
- AP® English Literature and Composition with British Literature
- AP® U.S. History

- AP® Government
- AP® World History
- AP® Calculus
- AP® Physics 1

Dual Enrollment: Based on availability, Juniors and Seniors are able to enroll in Assumption University and Anna Maria College courses through which they earn both college credit and high school credit. These partnerships allow NDA students to earn college credits without additional tuition costs, but students are responsible for all related fees and for purchasing all course materials. Assumption courses are taught in person at Assumption. Students are expected to provide their own transportation and follow the college course calendars, attending college class even if NDA is on holiday or not in session. These programs are open to juniors and seniors who have a minimum GPA of 3.0 and the endorsement of the three of the student's teachers and guidance counselor. Each of these courses is worth a value of approximately \$1800 and all grades will be included on NDA transcripts. Dual enrollment students are required to sign a contract in which they acknowledge and agree to meet the requirements of NDA's Dual Enrollment programs.

Love-in-Action Community Service Program: Students in grades 11 & 12 commit to service at a site of their choice for at least 120 hours over two years. Students sign yearly contracts with their Love-in-Action sites and are required to submit regular reflections on their experiences. Integrated into the religious course of studies, Love-in-Action includes journal reflections, participation in ministry, self-evaluation, and supervisor evaluation. This program prepares students to assume their role in the world as women of leadership, love, and service.

Virtual High School: Notre Dame Academy offers classes through Virtual High School to students who are capable of independent study, demonstrate an ability to follow through on expectations, and have a desire to experience online learning. Virtual High School courses are guided by competent teachers who provide and score student work, but no live instruction is provided. NDA is part of a consortium with other Catholic high schools and our VHS seats are limited. VHS allows NDA to provide independent learners with opportunities to complete high level courses that are not offered in person at NDA. Occasionally, students take VHS courses due to scheduling conflicts or to recover credit lost due to a failed required class. The Director of Middle/High School and School Counselors monitor student progress in VHS courses. Students who participate in VHS courses are required to sign a contract indicating that they understand and will fulfill the expectations of Virtual High school in partnership with NDA. VHS grades appear on NDA transcripts.

Grading Scale:

98 and above	A+
93 – 97	A
90 – 92	A-
87-89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 -76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
59 and below	F

Academic Dishonesty/Cheating: Notre Dame Academy urges students to conduct themselves ethically and honorably. It is expected that the grade a student earns is based upon work that the student has performed. Cheating occurs when a student submits academic assignments/assessments through dishonest means. Examples include, but are not limited to, copying another person's work, including AI, allowing another student to copy homework, bringing unauthorized aids (e.g. watches, phones, notes) to a class to attain answers, using tests or quizzes given in previous years, roving eyes, etc. Cheating in any form will not be tolerated; it harms the offender, and it harms other students who do not cheat. Individual teachers will be the first to investigate incidents of cheating and will discipline in accordance with the school policy.

Offenses will result in one of the following consequences: for a first offense receiving a failing grade, zero credit or reduced credit, parental contact, and after-school detention. If necessary, more stringent disciplinary actions, like the loss of extra-curricular activities, may be applied, at the discretion of the Administration. A second offense of cheating involving a student can result in suspension or in dismissal from Notre Dame Academy. In certain instances, a college admissions office may be contacted.

Plagiarism: Plagiarism is presenting the words, ideas, information, and opinions of someone else as your own or failing to properly cite sources. When citing someone else's words, you must give credit to the author according to the proper guidelines for whichever citation format you are using. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas, you must cite the source. Some Internet users believe that anything available online is public domain. This is an incorrect notion. Ideas belong to those who create and articulate

them. To use someone else's words or ideas without giving credit to the originator is stealing. Plagiarism is explicitly not tolerated at Notre Dame Academy and is subject to serious disciplinary action including a parent conference with administration. The same consequences for Academic Dishonesty apply to plagiarism.

ATTENDANCE, ABSENCE, TARDINESS, AND DISMISSAL

Class Attendance: Attendance and class participation are essential to learning. Participation in class projects, cooperative groups, discussions, activities, and experiments is required and considered to be paramount to student success. There is no satisfactory substitution for a student's actual presence in the classroom. Excessive absences, tardiness, and/or lack of participation may adversely affect a student's learning and may result in disciplinary action.

St. Julie Division students, freshmen, and sophomores are to be in homeroom before 8:05 a.m. for attendance and are to remain on the school grounds until 2:20 p.m. unless specified on the calendar. Juniors and seniors must be at school at the start of their first scheduled class and must attend daily Advisory/Homeroom and all subsequent classes. Students who miss 50% of classes in a day are recorded as absent for the entire day and will not be allowed to participate in after school activities. Please note that absence from class due to a school sponsored event will not count as an official school absence. Notre Dame Academy does not offer excused absences.

Absence from school on a given day disqualifies a student from participation in any school activity that is to take place on that day - academic, arts, athletic, or non-athletic. To participate in activities, the student must be present and attending classes throughout the entire school day. In extenuating circumstances, parents may reach out to the Director of Middle/High School regarding this restriction.

NDA strongly encourages families to schedule medical or dental appointments outside of school hours, though we understand this is not always possible. Students who are tardy or dismissed because of a medical appointment must present a doctor's note to receive a blue permission slip through the Main Office which would allow them to participate in after-school activities. A parent note will not suffice. This blue slip must be presented to their advisor/coach to participate.

Students who accumulate five (5) tardies/dismissals from school or more than three (3) absences in one quarter may be deemed ineligible for extracurricular activities, including athletics. Families of students with excessive absences, dismissals, or tardies will be contacted by their student's school counselor. If a pattern of poor attendance persists, the student and their parents will be required to meet with the Director of Middle/High School and/or Director of Student Support. Making up work that is missed due to absences is the student's responsibility. Students are required to communicate directly with teachers about making up missed assignments and assessments, in accordance with their teachers' class expectations and

policies.

Off Campus Privilege

Juniors and seniors in good academic and behavioral standing, are permitted to leave campus during their scheduled free periods. All juniors and seniors must sign in upon arrival to campus in the main office. Any junior or senior leaving the main building or campus before 2:20 p.m. while on frees or must sign out in the main office before leaving campus (and sign back in when returning). All juniors and seniors must be present for required activities and school events like liturgies and assemblies. Poor attendance, avoidance of homeroom meetings, missed school assemblies, or the failure to sign in and out, will result in students losing the privilege of leaving the school building during free periods.

Absences, Tardies or Dismissals: We request that families submit the Daily Absence Form before 8:00 a.m. on the day of the absence, tardy, or dismissal. The form can be found on our school website. Alternatively, a phone call to our Attendance line (508-757-6200, option 1 or Ext. 222) is also accepted before 8:00 a.m. on the day of the absence, tardy or dismissal. Please be sure to report a student's absence for every day she is not present in school.

Parents/Guardians are asked to follow the school calendar and not to schedule travel plans before school vacations, or to plan college visits or make other non-school related appointments during the school day. Absence from school for these reasons will be considered a *voluntary absence* and will be recorded as such. If parents decide to take their daughter out of school regardless of the consequence, this must be communicated to the Director of Middle/High School prior to the planned absence. The student must complete an extended absence assignment form and have it signed by all her teachers and the Director of Middle/High School

We continue to encourage families to be mindful of their students' health and any symptoms of sickness or disease that may be contagious. Students who have a temperature greater than 98.6 or who are experiencing persistent cold or flu symptoms or vomiting should not attend school. Students who miss school due to illness may communicate with their teachers and submit assignments through Google classroom.

A student who becomes ill or injured during the school day must report to the school nurse, who will call the student's parent or guardian regarding dismissal. Students dismissed due to illness will wait in the nurse's office until notified that their parent or relative has arrived. Students and parents are expected to respect this process. Students should not call parents and ask to be dismissed.

If a student will miss school for an extended period due to an illness or extreme circumstance,

the parent or guardian must inform the Director of the Middle/High School who will work with our Student Support team to support this student and family, and to communicate their needs to teachers.

Incomplete Grades

In rare instances, students may fall behind in schoolwork due to extenuating circumstances which lead to excessive absences. Students and families must reach out to the Director of Middle/High School to request an incomplete quarter grade. School counselors and the Director of Student Support will serve as liaisons, working with teachers and students to create a schedule of due dates for late assignments or tests. Students approved for incomplete grades will be given a maximum of one week from the date of their return to school to complete missing work and then teachers will be given one week to grade this late work and adjust grades. Please note that absence from class due to a school sponsored event will not count as an official school absence.

ON CAMPUS EXPECTATIONS

Announcements: Announcements relevant to the student body are read during homeroom period each day. Announcements are also available on the school's website and are posted every day. Families are encouraged to subscribe to the daily announcements via nda-worc.org. Instructions to subscribe can be given upon request from Pam Barberio pbarberio@nda-worc.org.

Written announcements should be emailed to Ms. Barberio in the Main Office by 10:00 a.m. in order to be included in the daily announcements. All announcements must be approved by the administration. All student-submitted announcements must be signed by the class or club advisor or by an administrator.

Athletic Code of Conduct: Athletes and spectators are expected to behave courteously during athletic contests. NDA reserves the right to ask spectators to leave an athletic event if their behavior is not in keeping with MIAA and NDA standards.

Cars Parked on Campus:

- To leave campus, students must submit a parent signed Junior/Senior Privilege Agreement.
- Vehicles must always be locked.
- NDA does not assume responsibility for theft or damage to vehicles parked on school grounds.
- Vehicles on the property of Notre Dame Academy may be searched by the administration at any time.
- Careless or reckless driving on the school campus is not permitted.
- Vaping, smoking, and use of marijuana, alcohol, or any illegal substances are not allowed in vehicles or parking lot.
- Student drivers who leave campus during the school day must sign out in the Main Office and sign in upon return to school.

Cell Phone Policy

Students must keep cell phones and similar devices (e.g. AirPods and Tablets), powered off and stored in the pocket chart for cell phones hanging in each classroom while attending classes or homeroom. Phones must be stored in homerooms or backpacks during any school wide

assemblies. Cell phones may only be used in common areas before or after school, during lunch or free periods and all expectations of our Acceptable use of Technology and Bullying policies must be followed. Students are not allowed to possess cell phones, smart-watches, iPods, or similar devices during assessments. The use of cell phones or similar devices capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school-sponsored events. Occasionally, teachers may plan class activities which require cell phone use, such as Kahoot review games or lab activities. In these instances, teachers will allow students to use the phones, but the phone use will be strictly monitored.

Parents and families are asked to respect these policies and refrain from texting or using iMessages to communicate with students during the school day. Please work with the administration and faculty of NDA to empower your students to express their needs and advocate for themselves while at school. Parents are welcome to call or email the main office or email the Director of the Middle/High School with information they may need to convey to their student during the school day.

Students who do not adhere to these expectations will be required to give the cell phone to the teacher on the first offense and the teacher will return the cell phone at the end of class; on the second offense, cell phones will be turned into the main office and kept there throughout the course of the school day. Parents will be informed by the Director of the Middle/High School. On the third offense, the phone will be taken and stored in the main office until parents come in to retrieve it. Additional consequences such as detention may occur if a student repeatedly fails to use their cell phone appropriately.

Concern for Others: Unnecessary noise infringes upon the rights of others to teach and to learn. Corridors and stairways should be kept quiet. Students should be mindful of both the educational environment and appropriate language, and act accordingly.

Contracts: Any contract that is entered into by any school group must be submitted to the Director of Middle/High School for her inspection and signature. The Academy name may not be used for any function without the authorizing the Director of the Middle/High School or the Head of School.

Cuvilly Auditorium: Students may not use the auditorium or the equipment, stage, or instruments in the auditorium unless a teacher is present. Food or drink are not allowed in the auditorium unless it is a student's designated homeroom.

Lost and Found: Students are responsible for any belongings they bring to NDA. Out of respect for the custodial staff and our learning community, students are expected to clean up any

messes or discarded items and avoid leaving belongings around the building. Found items will be held in the main office for a limited period.

Dress Code: Dress codes have been shown to increase academic achievement and decrease social conflict. Our regular school day dress code aims to provide students with opportunities to express their individual style, while dressing comfortably and appropriately for their daily learning activities. On dress up days, we aim to help our students learn how to dress for more celebratory or professional occasions and to honor the significance of special events within the Notre Dame Academy school community.

On regular class days students are expected to dress comfortably and follow this guideline:

- No pajama pants or slippers
- No ripped jeans
- No cropped tops

On Dress Up days, students are expected to dress as if they are attending an important event, according to this additional guideline:

- No jeans or athletic wear, including yoga pants

Rather than create a long list, we ask that students follow these simple rules and remember the environment in which they spend their days is a school. This environment should be treated as a shared space that respects all individuals. We expect students to avoid wearing outfits which expose much of your body parts; we expect you to wear clothes which fit you best; we expect you not to wear too tight or loose clothes. We ask all students and families to understand the basic difference between something worn socially with friends and what is appropriate in a classroom setting.

If a student is out of dress code, she will be asked to change clothes to comply with the policy or call home to attain clothes that are in line with the dress code policy. We understand students use their wardrobes as a means of expression and to demonstrate their own levels of comfort and style. However, dress up days happen minimally throughout the year and all students are expected to cooperate and abide by the protocol on those designated days.

Gymnasium Equipment and Gymnasium Floor: Students may not use the gym without an adult present. Students must have permission to use equipment within the gym or outside the building. Cleats, snow boots, or any other footwear that could cause damage to the flooring inside the athletic center may not be worn. Locker rooms must be kept clutter-free. Student items must be kept in lockers unless specific items are too large (e.g. lacrosse stick). Items left

on the floor and benches may be taken to the Lost and Found in the Main Office. To use the Strength and Conditioning Center, students must submit a waiver and supervision is required.

Hallways: Hallway floors may not be used for storing books, coats, or any student items. All student belongings should be in their backpacks, lockers, or on their person. Items left on the floor will be taken to the office and can be picked up at the end of the school day. Students are encouraged to use the Student Center, Learning Commons in the Sr. Justina Daly Library, and appropriate outdoor areas during free periods. The hallways are not appropriate spaces for gathering while classes are happening. Students may not lie or sleep on hallway floors. Students are required to clean up their trash or any spills they may cause.

The Learning Commons in the Sr. Justina Daley Library

- The Learning Commons consists of spaces to complete individual or small group work, explore creativity, conduct research, hold classes/club meetings, or work quietly.
- Only one student should use each library computer at a time and students must follow the code of conduct for internet usage and treat the property responsibly.
- Chromebooks/Chromebooks are also available for use in the library and classroom (these need to be signed out in advance or can be used as available). Students are expected to follow the code of conduct for internet usage and treat the property responsibly. Chromebooks/Chromebooks borrowed on a daily basis are not allowed to be brought home.
- No food or drink is allowed in any area of the Learning Commons. If this rule is broken, disciplinary action may be taken.
- The Learning Commons is the base of the Student Support Center and will host various peer tutors, private tutors, and volunteers. There will be designated working spaces at times for these roles. The Director of Student Support's office is located within the Learning Commons.
- Any concerns regarding a student's use of and behavior within the Learning Commons will be addressed by the Director of the Middle/High School.
- All property within the Learning Commons belongs to Notre Dame Academy and should not be removed or altered without permission.
- The Learning Commons is open from 7:00am to 5:30 pm each day. There will not always be supervision after school in this open, shared space.

Lockers: Lockers will be utilized during the 25-26 school year. Locker keys will be distributed at the beginning of the year and must be returned at the end of year. **A fee of \$20 will be charged for lost or broken locker keys.**

Posters: Posters advertising student activities, club sponsored events, or events outside of school must be approved by the Director of the Middle/High School or the Head of School.

Property Defacement: Writing or carving on any school furnishings, lockers, walls, or any other part of school property (inside or outside) is a deliberate defacement of property. School pride as well as self-esteem should prevent a student from performing such actions. Parents/guardians are legally and financially responsible for their daughter's deliberate destruction or defacement of school property. Payment for vandalism will be made through class treasuries where the individual is not identified.

School Issued Chromebooks: No type of stickers or other adhesive elements should be put on school issued Chromebooks. **Students will be charged a \$20 replacement fee for lost /damaged AC adapters.**

UNACCEPTABLE BEHAVIOR

Class Disruption:

Examples of disruptions that will not be tolerated include, but are not limited to:

- Talking out of turn or detracting from the lesson or learning activities
- Utilizing electronic devices for non-learning activities such as messaging or shopping online
- Coming to class unprepared without texts, materials, or homework
- Arriving tardy for class without a tardy slip from the school nurse, school counselor, a teacher, or the main office
- Disregarding safety protocols

If a student exhibits disruptive behavior, the classroom teacher will work with the student to minimize future infractions. If disruptive behavior continues, the classroom teacher may assign a detention or refer the student to the Director of the Middle/High School, who will determine next steps which may include removal from the class for the rest of the period, a meeting with parent and student, detention, or notations on their Discipline Record.

Disrespect:

Examples of disrespectful behavior include, but are not limited to:

- Disobeying a teacher's explicit directives
- Not pay attention in class
- Using inappropriate or disparaging language

Consequences for disrespect are the same as those for Class Disruption.

Notre Dame Academy Anti-Bullying/Anti-Harassment Policy

I. Introduction: At Notre Dame Academy, we expect that all of our school community will comply with our belief statement that individuals thrive in a community of responsible freedom where they are encouraged to act with integrity and honor. It is the policy of the school that all members of the NDA community shall comply with applicable laws as well as the policies of Notre Dame Academy.

The Notre Dame Academy Bullying Prevention and Intervention Plan, set forth below, is published in compliance with the Massachusetts law against bullying and is an integral part of our efforts to promote learning and to prevent behavior that can impede the learning process.

We have established a comprehensive approach to this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. The Director of the Middle/High School or Head of School is responsible for the implementation and oversight of the Plan.

II. Policy against Bullying, Cyberbullying, and Retaliation: Notre Dame Academy will not tolerate any form of bullying or cyberbullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Bullying and cyberbullying are prohibited on school grounds and at school-sponsored events, activities, functions, and programs. Bullying and cyberbullying also are prohibited in vehicles owned, leased, or used by the school, and using technology or an electronic device owned, leased, or used by the school.

In addition, bullying and cyberbullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for a targeted student; infringes on the rights of a targeted student at school; or materially and substantially disrupts the educational process or orderly operation of the school.

Definitions under the Law. The following definitions are drawn from the Massachusetts law against bullying.

Bullying: Bullying is defined as the repeated use by one or more students or by a member of the school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the targeted student or damage to the targeted student's property;
- places the targeted student in reasonable fear of harm to herself or of damage to her property;
- creates a hostile environment at school for the targeted student;
- infringes on the rights of the targeted student at school; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying: Cyber-bullying is bullying using technology and/or electronic devices such as telephones, cell phones, computers, fax machines, and the internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings, whether on a web page, social media page, in a blog, or otherwise.

Cyber-bullying shall also include the creation of electronic medium in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Hostile Environment: A hostile environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation: Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Staff: Includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target: A student against whom bullying, cyberbullying, or retaliation has been perpetrated.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and/or cyber-bullying are alleged, the full cooperation and assistance of students, parents/guardians and families is expected.

For the purpose of this Policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Legal Definitions and School Policy: It is important to bear in mind that stricter standards of behavior may apply under Notre Dame Academy's school policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, Notre Dame Academy reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act, or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act, or gesture might reasonably result in bullying as defined under the law.

Prevention of Bullying and Cyberbullying: The Notre Dame Academy community lives its mission daily. All students are expected to assume responsibility for themselves and their community.

Furthermore, at NDA, we believe that diversity enriches our community and challenges us to embrace the ideals of justice.

As part of our Wellness classes and Seminar curriculum, students are taught about the dangers of bullying and cyberbullying. Our goal is to empower our young women to take action if they feel targeted or if they witness other students engaging in bullying or other unacceptable behavior.

The administration and faculty recognize that it is essential that expectations for student conduct extend to corridors, locker rooms, lunch, carpool, and the like. The school strives to ensure that adult supervision is provided on school premises, including in the corridors and locker rooms, at lunch, and on school-provided transportation throughout the school day as well as at school-sponsored events.

1. Reports of Bullying, Cyberbullying, or Retaliation. Any student who is the target of bullying or cyberbullying or has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyberbullying prohibited by this Policy is strongly encouraged to promptly report the matter orally or in writing to the Director of Student Support, the Director of the Middle/High School, or the Head of School. Also, any student who is subject to retaliation in violation of this Policy or who knows of another student who had been subject to retaliation is urged to report it as soon as possible.

A parent of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly urged to promptly notify the Director of the Middle/High School or Head of School. Furthermore, any parent who personally witnessed bullying or cyberbullying or has relevant information concerning such an incident should report the incident as well.. Incidents of retaliation in violation of this Policy should be reported to the Head of School or Director of the Middle/High School.

Any member of the faculty or staff of Notre Dame Academy who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this Policy or who becomes aware of retaliation against a student who reported information concerning a violation of this Policy is required to report it immediately to the Director of the Middle/High School or the Head of School. There are to be no exceptions. A member of the faculty

or staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying, cyberbullying, or retaliation.

Faculty and staff may not make reports under this Policy anonymously. Notre Dame Academy also urges students and their parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that Notre Dame Academy takes its Policy against retaliation seriously. Also, while Notre Dame Academy cannot promise strict confidentiality because information must be shared to conduct an effective investigation, the school releases information concerning complaints of bullying, cyberbullying, and retaliation only on a legitimate need-to-know basis.

2. Responding to a Report of Bullying, Cyberbullying, or Retaliation

- a. Preliminary Considerations. When a complaint of bullying, cyberbullying, or retaliation is brought to the attention of Notre Dame's Administration, an assessment is made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyberbullying, or retaliation during an investigation.
- b. Notification to Parents. It is the practice of Notre Dame Academy to notify the parents of any student who is an alleged target of bullying, cyberbullying, or retaliation and the parents of any student who may have been accused of engaging in such behavior after a complaint has been made.
- c. Investigation. The following is an outline of the procedure that is pursued once a complaint has been brought to the attention of the Director of the Middle/High School or the Head of School: An impartial investigation of the complaint is conducted by the administration. That investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyberbullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff, or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, the administration may choose to consult with other teachers and/or staff.

3. Resolution, Notification, and Follow-up: Following interviews and any other investigation undertaken, as the school deems appropriate, the administration will determine whether and to what extent the allegation of bullying, cyberbullying, or retaliation has been substantiated. If it is determined that bullying, cyberbullying, or retaliation has occurred, the Head of School and Director of the Middle/High School will determine what disciplinary action and/or remedial action is appropriate and how it will be implemented.

The goal of an investigation, and any disciplinary or other remedial process that is imposed following that investigation, is to correct the situation to the extent it is reasonably possible and to take such steps as are possible to prevent there from being a repeat of the incident or behavior and to prevent the student or students targeted and others who participated in the investigation from being subject to retaliation.

If the Director of the Middle/High School determines that bullying has occurred and it is believed that criminal charges may be pursued against the student who committed the bullying, the Director of Middle/High School shall consult with the Head of School and school counsel (if needed) to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

Upon completion of the investigation, the Director of Middle/High School or Head of School will meet individually with the student or students who were the target of the alleged incident and the student or students against whom the complaint was made and their parents to report the results of the investigation and, where disciplinary or other corrective action is determined to be appropriate, to inform the parties of the steps that will be taken to correct the situation. The amount of information provided in these meetings may be limited by confidentiality laws protecting student records.

Follow-up contacts will be made with any student found to have been targeted in violation of this policy and her parents to inquire as to whether there have been any further incidents.

4. Conclusion. This Plan is intended (1) to prevent bullying and cyberbullying among our students, (2) to encourage students and their parents to have confidence in Notre Dame Academy's procedures and to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other school policy, and (3) to implement appropriate discipline and other corrective measures when they are found to be warranted.

Consequences of Misconduct

Detention: Detention will be held at the discretion of the Director of the Middle/High School and Head of School after school or during free periods (if applicable). Detention periods will be used for self-reflection, building connections with teachers and staff, completing academic work, etc. Students may not use technology devices (including a cell phone), sleep/rest, or listen to music unless it connects to the disciplinary activity. Students may use the time to work on homework if the detention is academic in nature. A student must serve her detention before she is able to participate in any athletic or co-curricular activity.

All faculty and administrators can assign detentions. Examples of infractions that may result in detention include, but are not limited to:

- Class disruption
- Disrespect
- Multiple unexcused school/class tardiness/absence
- Lack of class materials (books, notebooks, etc.)
- Incomplete homework
- Noncompliance with dress code
- Noncompliance with general school conduct
- Noncompliance with safety protocols

Suspension: Suspension is a temporary dismissal from classes. Suspensions may be held in-house with the offending student separated from other students throughout the suspension period. An Out-of-School Suspension may be imposed for repeated behaviors. Any suspended student will not participate in athletic, co-curricular, or school sponsored events during the suspension period. Suspended students are responsible for turning in all assignments and classwork for missed courses. Tests or quizzes given during the suspension period must be made-up and class policies should still be followed. All classes missed are counted as absences.

The following are examples of behaviors which may result in suspension:

- Multiple detentions
- Smoking/Vaping on school premises or at a school-sponsored event
- Dishonesty
 - Lying
 - Stealing
 - Cheating
 - Copying homework

- Plagiarism

- Truancy
- Leaving the school property without permission
- Violation of the school's acceptable use of technology policy
- Bullying, hazing or harassment, whether in-person or online
- Willful school property defacement/vandalism
- Threatening another person online or in person
- Unauthorized video of faculty/classmates in class

Expulsion: Expulsion is a permanent dismissal of a student from Notre Dame Academy.

Behaviors that may result in expulsion include, but are not limited to:

- Bullying, hazing, or harassment online or in person
- Violation of the school's acceptable use of technology policy
- Possession of weapons or hazardous materials
- Excessive absence
- Evidence of possession/selling/distribution/purchasing, use of, or being under the influence of drugs or alcohol on school property or at school sponsored events
- Plagiarism or cheating
- Assault
- Stealing

SAFETY

Bomb Threats and False Alarms: False alarms and bomb threats are criminal acts. A student caught engaging in these or any other actions that threaten the safety of personnel and students will be referred to the Director of the Middle/High School or Head of School. A student who is responsible for a false alarm or bomb threat will incur disciplinary action and possible referral to the appropriate law enforcement agency.

Fire Drills: When the signal sounds, all persons are to leave the building. This should be done quickly, quietly, and in good order.

Theft: A student who is guilty of theft will incur disciplinary action and possible referral to the appropriate law enforcement agency.

Uber and Lyft: Students may not summon or ride with Uber, Lyft, or any rideshare company.

Deliveries: Students are not permitted to have items or food delivered to campus by parties other than their parents or guardians. Therefore, students may not make use of services such as Uber Eats or DoorDash.

Weapons: No weapons are allowed in school, on school grounds (including fields, cars, lockers, parking lots), or at any school function. Weapons will be immediately confiscated, and the carrier will be subject to expulsion.

Driving and Parking on Campus: Student and parent drivers are expected to follow the NDA traffic pattern and drive safely around campus, being mindful of inexperienced drivers and students on foot. Drivers should always enter through the main gate and exit via Salisbury Lane. Our drop off and pick off pattern requires students to be dropped off in front of the main entrance. Please wait in line along the curb until your car is in front of the main entrance before your student exits the vehicle. Once your student is dropped off, please proceed to the far row of the parking lot, circle around the perimeter of the lot, and turn right in front of Gage House. Please do not stop to drop off or pick up your students at other points on campus such as the corner after the convent, the Student Center stairs, the Athletic Center, or the side of Gage House.

Please be considerate of the flow of traffic. Families of students learning to drive with their MA learning permit are asked to pull into a parking space to switch drivers. If your student needs to retrieve belongings from the trunk of your car or the backseat, please pull into a parking space.

These courteous practices will help maintain safety and a steady flow of traffic during drop off and pick up.

Licensed student drivers in grades 11 and 12 are permitted to drive to school and park on campus. Families are required to register their student vehicles and display a numbered NDA parking permit. These permits help us to assure the safety of our school community by knowing who is parked on campus. Parents of students who become licensed drivers during the school year, including students in grade 10, must alert the Director of the Middle/High School and apply for an NDA parking permit. Student drivers must comply with MA laws which limit the ability of newly licensed drivers to transport passengers.

HELPFUL INFORMATION FROM THE MAIN OFFICE

Books: All textbooks are purchased by the student. Textbook information will be provided to parents and students and may be secured through the school's MBS Direct website or through other online bookstores, Amazon, etc.

Change of Address/Email Address/Phone Number: Any student/parent who changes address, telephone number, or email address should immediately report the change to the Main Office. This procedure is necessary to maintain accurate school records. The majority of NDA information is sent via email. Therefore, it is imperative that the school has the correct email address on file. NDA requests that students and parents/guardians regularly check their email for important communication from the school.

Community Property: All students are responsible for the care of the building and grounds and should make a special effort to keep them free of litter and from signs of abuse. The parking lot and playing fields are part of the school grounds. NDA asks each community member to notice when anything is amiss. For example, if you see a piece of trash, pick it up and throw it away. If a toilet isn't working, report it to the office.

Electronic Equipment: The school assumes no responsibility for loss or theft of electronic items. During school-sponsored activities outside of the building, the use of these items is at the discretion of the supervisor of the activity. The school may block certain non-educational websites (such as Netflix or Hulu) to avoid slowed internet access.

Emergency Notifications and Inclement Weather: School cancellations or delays because of weather or some other unforeseen circumstances are broadcast on WCVB Channel 5, CBS Channel 4, and WHDH TV Channel 7. There is a separate announcement for Notre Dame Academy, Worcester. Cancellations or delays will also be posted on our website and on social media. A "one-hour delay" indicates school opening at 9:00, and a "two-hour delay" indicates school opening at 10:00. A Voice message, an email/text alerts will be sent.

Fundraising and Sale of Items in School: The sale of any item in school is prohibited unless sanctioned by a school-sponsored activity. Any club, group, or team can submit a request for an approved fundraiser to raise money for trips/travel by those groups. This request must be reviewed and approved by the Director of Development and/or the Director of the Middle/High School.

Lost & Found: NDA is not responsible for lost or stolen items. Lost & Found is in the Main Office. Unclaimed items are donated before each break (Thanksgiving, Christmas, February, April, Summer).

Personal Property: Students should show respect for others' property. Everything at school belongs to someone, whether to an individual or to the community; therefore, students are expected to respect all property and never to damage, take, or "borrow" it without permission of the owner. Books, notebooks, and personal belongings should be kept in a students' backpacks or on their person. Students should label items that might end up in Lost and Found including books, jackets, spirit wear, and physical education clothing. Students are discouraged from bringing large sums of money or other valuables to school. If necessary, anything of value should be left with the Main Office. The school assumes no responsibility for the loss or theft of books, notebooks, or other personal items that are left in the school or on school grounds.

Student Access to School: The school building and Learning Commons will be open from 7:00 am to 5:30 pm. All students must report to the Learning Commons by 2:30 pm if they are on campus and not participating in extracurricular activities. Students must be picked up by 5:30 pm and may lose the privilege if failure to abide by the time becomes an issue. The main office opens at 7:30am. A teacher, administrator, or coach must supervise students for extra-curricular activities and/or study purposes.

Tuition Payments: The tuition for each student at Notre Dame Academy is determined yearly by the Board of Trustees. No deduction against or rebate of tuition will be made as a result of a student's absence or withdrawal from the Academy for any reason or for late entrance. A non-refundable deposit is required for the coming school year. Tuition insurance is available.

If, after ten days of a given payment date, a student's tuition and fees have not been paid, Notre Dame Academy reserves the right to withhold report cards, recommendations, and in the case of a senior, the diploma and the right to participate in graduation exercises. In addition, students with delinquent tuition or fees may not be able to participate in extracurricular activities, including field trips and athletics. Tuition and fees must be paid in full in order for a student to take exams, be promoted, or receive course credit to graduate. If an account is not in good standing at the end of the school year, students may not be allowed to register for the following year or sign up for classes until the account is back in good standing.

STUDENT SERVICES: Guidance, College Counseling, Health, Wellness, and Student Support

School Counseling Department: The purpose of the School Counseling Department is to support all students in their academic progress and individual growth and development. The School Counseling Department compiles and reviews information to better understand each student, collects and disseminates information needed by students for their post high school planning, holds individual and group counseling sessions, leads group guidance classroom activities, and sponsors college, career, and financial aid activities.

The Notre Dame School Counseling Department embraces the individuality of every student with one-on-one meetings and seminars throughout her four years. The school counselors collaborate with students, teachers, and parents to make the best possible decisions for each student's academic future. NDA also utilizes Naviance, the Family Connection program, to assist students and families in the college process.

Transcripts: Transcripts are requested through the registrar in the Guidance Office. The request can be for students needing a transcript for college applications, military use, scholarship applications, prospective employment, or summer programs. Requesting a transcript is completed at no charge while a student attends NDA. **"Official transcripts" are never issued directly to students.** A student may receive a **copy** of her transcript.

Health and Wellness Services: The school nurse is available on an individual basis to provide assistance with health concerns, and/or questions. First aid emergency treatment will be provided as needed for accidents or illness. If a student becomes ill while in school, she *must* report to the school nurse, who will contact the family and dismiss the student if necessary. The school nurse maintains all health records. Physicals are required for students entering grades 7 and 9 and all transferring students before the start of the school year. If the student is participating in competitive sports, physical exams are required annually. It is the family's responsibility to obtain the necessary medical care from the physician of their choice.

Accidents: All student accidents should be reported to the school nurse and/or Main Office immediately. Those persons injured will be assisted to the Health Office when medically appropriate and under the advice of the school nurse. Should the accident occur when the office is closed and there is a need for emergency assistance, 911 should be called for medical assistance. An Accident Report Form must be completed by the teacher/staff/activity moderator/coach who witnessed the incident.

Medication Administration: (per 105 CMR 210.00) When a student requires short- or long-term medication during the school day, parents are required to contact the school nurse and provide

(a) a physician's order, (b) parental consent, and (c) medication in the original container with the prescription label on it.

Non-Prescription Medication: Non-prescription medications are to be administered by the school nurse in accordance with the school physician's signed Standing Orders. Students are permitted to carry medications but should never share medications with other students.

Self-Administered Medication: Self-administered medication is medication that a student can consume or apply in the manner directed by the licensed prescriber without additional assistance or direction. Students will be able to administer their own medication if: (a) a signed consent form by the parent is on file in the nurse's office; and (b) the nurse and student have reviewed the conditions, knowledge, and time of administration.

All inhalers and EpiPens come under the classification of self-administered medications. Students may carry their inhalers and EpiPens.

It may be advisable to share information about a student's health condition with certain administrators or teachers. However, this can only be done with the permission of the parents or guardian or in emergency situations.

No Smoking/Vaping Policy: NDA does not condone smoking, vaping, or the use of tobacco products in any way. The use of tobacco products by students is prohibited during any on- or off-campus school-related activities or events. If a student is discovered smoking, vaping, or using tobacco at any other time, it is a violation of NDA's policy regarding student actions that are not in character for code of conduct and tarnish the reputation of the school. Violation of this policy will result in suspensions and parental notification and could result in expulsion in suspension or expulsion. This will impact your eligibility for participation in athletics.

Student Chemical Health Policy: Use/misuse/abuse of alcohol, illegal substances, and other drugs will not be tolerated and shall always be in effect. Although the overall health of a student is primarily the responsibility of that student's parent/legal guardian, NDA recognizes the effect of chemical dependency on the educational progress of the student. It also recognizes that chemical dependency is a treatable illness that can be addressed through caring and cooperative interventions.

Personal Safety: In seeking to maintain a safe community for all its members, the school offers a range of student support services. NDA's Administrators, School Counselors, Nurse, and the Director of Student Support Center are available to speak with students who feel unsafe or unwell. NDA takes all threats or expressions of self-inflicted harm seriously and acts with the best interests of the student and the community in mind. If a member of the school community

learns of a student's expression or intent to inflict harm to herself, such information is forwarded directly to the Director of the Middle/High School or a member of the Student Services team, who responds immediately and confidentially. The parents and school nurse are notified, and the incident is documented in writing by Student Services. If a similar incident occurs outside of school, parents must report the incident to the Director of Middle/High School or Head of School and provide written documentation from a licensed medical professional stating that the student is no longer at risk of self-harm before the student may return to school.

In the event of hospitalization or extended absence due to mental health concerns, NDA requires written documentation from a medical professional indicating that the student is not at risk of harming herself or others. When these conditions have been met to the satisfaction of NDA, the student may return to school. The student and her parents will meet with the Director of the Middle/High School and Student Services to assure that necessary academic, emotional and/or medical support can be provided. The school nurse will be notified of the student's return. If the student is on medication, the student/parent(s) must provide the nurse with medication information. The student will be expected to meet with someone from the adjustment counselor or their guidance counselor regularly during the first week of her return; additional meetings may occur as needed. Student services will work with parents to communicate on behalf of the student with her teachers as needed. Consent for contact with the student's outpatient therapist will be requested upon return to school so that an effective in-school support plan can be implemented.

Additionally, Notre Dame Academy takes seriously all threats (verbal, written, online, etc.) toward any student, community member, or other individuals. If a member of the school community learns of a student's expression or intent to inflict harm to anyone, such information shall be forwarded directly to the Director of the Middle/High School or Head of School, who will respond immediately and confidentially. The parents and school nurse are notified, and the incident is documented in writing by the Guidance Department. The student will be placed in an in-school or out-of-school suspension until the time a licensed medical professional can state that the student is not at risk of harming others.

Voluntary Disclosures: Any student concerned about her chemical health problem or that of a friend is urged to seek professional advice. Initial contact may be made through the school administration, faculty, staff, or nurse, all of whom are required by law to document and report to Student Services.

Student Support Center: The mission of the Notre Dame Academy Learning Support Center is to provide students with opportunities to increase and enhance their academic skills and

abilities through cultivating effective learning practices. With the goal of creating lifelong learners, we strive to support each student's endeavors towards self-confidence and higher academic achievement and performance.

Notre Dame Academy reserves the right to modify and make exceptions to the Student/Parent Handbook at any time.

APPENDIX

- Commonwealth of Massachusetts: Anti-Hazing Law
- Technology and Internet Acceptance Policy (AUP)
- Chromebook Use Agreement (Graded 7 & 8 ONLY)
- Photo and Contact Information Release Form
- Strength and Conditioning Waiver
- Junior & Senior Privilege Form (Grades 11 & 12 ONLY)

*The items in this appendix were emailed during the summer to parents and students whose email addresses were on file at the time. All the forms in this appendix are/were due before the first day of school.

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17

Section 17: Hazing; organizing or participating; hazing defined.

Whoever is a Head of School organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Failure to report hazing.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19: Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report.

Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify

each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

General Law Chapter 269 – Anti-Hazing Law (All Students)

We have received and read a copy of General Law Chapter 269 – Anti-Hazing Law AND we have received and read a copy of Notre Dame Academy’s Anti-Bullying/Anti-Harassment Policy

(Student Name) (Year of Graduation)

(Student Signature) (Date)

(Parent/Guardian Signature) (Date)

YOU WILL BE SUBMITTING AN ACKNOWLEDGEMENT FORM **THROUGH FACTS WHICH INDICATES YOUR AGREEMENT WITH THESE POLICIES AND PROCEDURES. YOU DO NOT NEED TO PRINT AND RETURN THESE FORMS.**

TECHNOLOGY AND INTERNET ACCEPTANCE USE POLICY (AUP)
(All students & parents should read and complete agreement form)

School Policies and Procedures: Notre Dame Academy will provide a Chromebook to the members of the St. Julie Division along with any NDA student that is in need of a device to maintain academic success, pending availability. All students that are issued a device either for short-term or long-term usage, will be required to sign-up for device coverage through the school to cover loss or damage to the device. This charge will be assessed each academic year and the cost will vary each year depending on the agreed upon amount with the service providing company. Once a student has been issued a device this fee will be applied by the Business Office. The 2024-2025 Fee is \$40. An outline of the coverage can be provided upon request.

Guidelines: Students will be expected to use their devices for educational purposes only, if a student is found using their device for unapproved activities, they will be subject to discipline handed down by the Director of the Middle/High School or Head of School.

All necessary passwords and printing privileges will be provided by the Director of Technology.

Technology Response Use Policy:

The use of technology is an important part of education in the 21st century. This policy was developed to guide the use of technology by students. Students must agree to the following stipulations to be allowed to use technology at school (the acknowledgement of this policy in addition to the student handbook will serve as an agreement).

1. Students shall use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
2. Students shall respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or media staff for assistance if they have questions regarding these terms.
3. Students shall understand that they may use a personal device on the school network, that they may be required to provide information about their device to the technology department to ensure that it can operate safely without disrupting others, that all school policies apply to them whether they are using their own device or school technologies, and that this privilege may be limited or revoked.
4. Students shall understand the network is a valuable resource for teaching, learning and many other forms of productivity for students, staff and parents. Students shall

understand that downloading large files or attachments may compromise network speed and they will avoid this type of activity without permission even if they are using a personal device. Students shall limit their use of downloading large files with permission to classroom lessons and research. Students engaging in schoolwork shall be given priority when accessing school technology.

5. Students shall understand that their participation in school interactive web resources—using a personal device or not—must represent what is expected from a student in NDA. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.
6. Students shall understand that the school that the student is attending, computer policy applies to online behaviors, and they shall comply with all provisions of that policy.
7. Students shall understand and shall comply with all personal technology guidelines associated with their school.
8. Students shall understand that school-provided access to the Internet has to be filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
9. Students shall not impersonate nor attempt to impersonate another individual nor use or attempt to use somebody else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work. Students shall not let another student use their accounts on any device.
10. Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
11. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
12. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.
13. If the student demonstrates the inability to carefully care for the device, an alternative plan will be developed. Students are not allowed to deface, sticker or alter the covering of the device in any manner.

14. Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the school administration if they have any questions about this agreement or its implementation.

This policy will be reviewed within five years of adoption, or when necessary due to significant change in technology access or usage by students.

Students will be held to the standards of the Student Handbook, below are a few key sections of significant importance:

The following policies cover all employees, students, and other personnel connected with NDA. All members of our community are urged to be alert to any occurrence of bullying, cyber-bullying, retaliation, harassment, acts of intolerance, or hazing that violate the rights of others. All students sign anti-bullying and anti-hazing contracts annually.

Prevention of Bullying and Cyberbullying: The Notre Dame Academy community lives its mission statement daily. All students are expected to become more aware of what is happening in their lives and to assume responsibility for themselves and their community.

Furthermore, we believe at NDA that diversity in our faculty, staff, and students enriches our community and challenges us to embrace the ideals of justice.

Through school sponsored organizations and within classes, students are instructed on the dangers of bullying and cyberbullying. A formal Prevention of Bullying and Cyberbullying educational curriculum plan is in progress. Our goal is to empower our young women to act if they feel targeted or if they witness other students engaging in bullying or other unacceptable behavior.

The administration and faculty recognize that it is essential that expectations for student conduct extend to corridors, locker rooms, lunch, carpool, and the like. The school strives to ensure that ample adult supervision is provided on school premises, including in the corridors and locker rooms, at lunch, and on school-provided transportation throughout the school day as well as at school-sponsored events.

Please refer to the **Anti-Bullying/Anti-Harassment Policy** in this Handbook, which outlines the procedures for reporting, investigating and addressing bullying, cyberbullying and harassment.

Respect for Others and Ethical Conduct for Users:

Users should respect the rights of others using the NDA network by:

- Understanding that cyberbullying will not be tolerated.
- Always logging off workstations after finishing work.

- Not deliberately attempting to disrupt system performance or interfering with the work of other users.
- Leaving equipment and room in good condition for the next user or class.

It is the Responsibility of the User to:

- Use only her account or password. It is a violation to give access to an account to any other user, or to read, modify, or remove files owned by other users.
- Recognize and honor the intellectual property of others; comply with prohibitions against plagiarism and adhere to the proper use and citation of information resources.
- Not download or use material in violation of copyright laws or violate terms of applicable software licensing agreements.
- Not run or install a program on any computer/ network system that intends to damage or to place excessive load on a computer system or network or attempt to circumvent data protection or uncover security loopholes on any computer resource within or connected to NDA.
- Not deliberately waste computer resources, including paper for any personal use that results in an expense to NDA.
- Not use computer systems for personal use during class time.
- Not transmit or view materials, which explicitly or implicitly refer to sexual conduct.

Social Networking Policy: When using social networking sites, email or text/picture/instant messaging systems of any kind, students must consider the impact on themselves and on other members of the community and be mindful of NDA rules, mission, and values. Students may not post pictures or videos of NDA faculty/staff members without their permission.

Specifically:

- Any posting that creates, directly or indirectly, an uninviting / threatening atmosphere for any member of the NDA community, or is contrary to the values of NDA, will be investigated and considered a serious violation of NDA's harassment and bullying policies, no matter when or on what system it was created or transmitted.
- Anonymous postings on sites such as Spring.me, Honesty Box, etc. that violate Academy norms and rules will be investigated and addressed accordingly. Such postings weaken the atmosphere of trust that is one of the Academy's beliefs.
- Students need to be mindful that they are always representing NDA. Students should not post anything compromising that could be linked to NDA.
- Students should be aware that many college admissions offices and future employers look at applicants' social networking sites. Be aware of the consequences of your postings.
- Students may not use the name or logos of NDA or SNDdeN for any posting without written permission from NDA and may not use the logos of copyrighted material of any other person or organization without appropriate permission.
- Current students may not send "friend" or "link" requests to faculty or staff at NDA. In addition, any such requests made by faculty or staff to students must be reported to the

Director of the Middle/High School or Head of School. Communication between faculty, staff and students should be limited to Academy sanctioned online tools.

Basic Guidelines for Safety on Social Networking Sites:

- Be cautious with the personal information you post. “Personal information” includes your name, home or email address, school, location, home and/or cell phone number, and other information that would allow someone to find you.
- Sharing personal information on social networking sites can lead to unwanted/unsafe attention from strangers.
- Use privacy settings to protect personal contact information and private information on social media sites.
- Be mindful that once posted, the information becomes property of the website.

Violations of the Acceptable Use Policy: Violations of this Acceptable Use Policy will be handled in the same manner as all other disciplinary issues. All violations must be reported to the Director of the Middle/High School or Head of School. Student sanctions may include the revocation of student access to all technology resources, suspension, or expulsion.

AUP updated: November 2023

Authorization For Use of Computer Resources (All Students)

Student and parent/guardian signatures are required below prior to use of computer resources at Notre Dame Academy. Please return this completed page to the main office.

As a student at Notre Dame Academy, I agree to abide by the school's policies regarding use of computer resources.

(Student Name)

(Year of Graduation)

(Student Signature)

(Date)

I have read and understand the Acceptable Use Policy (AUP) and acknowledge my responsibility as the parent or guardian for the actions of the student listed above regarding computer resource usage.

(Parent/Guardian Name, printed)

(Parent/Guardian Signature) (Date)

Any students who do not have their AUP on file will not receive their unique ID to access the NDA Network.

NDA Issued Device Form (Grades 7 & 8 ONLY)
(Agreement for the 2025-2026 Academic Year Only)

This Agreement between the student, guardian, and the Director of Technology will act as permission granted by Notre Dame Academy to Bring Your Own Technology or accept a NDA issued device to school.

I have read, reviewed and understand the Bring Your Own Technology/ NDA Issued Devices to School Agreement. I also acknowledge that Notre Dame Academy, its faculty, staff and administration are not responsible for lost, stolen, damaged and misplaced devices at school and or any school related function on or off school property.

Student Name
Date

Student Signature

Guardian Name
Date

Guardian Signature

:Device Serial Number

:Model and Manufacture

WAIVER FORM FOR USE OF STRENGTH AND CONDITIONING ROOM

Because physical exercise can be strenuous and subject to risk of serious injury, Notre Dame Academy urges you to obtain a physical examination from a doctor before using any exercise equipment or participating in any exercise activity.

You (NDA student, faculty or staff) agree that if you engage in any physical exercise or activity, or use any gym amenity, in the Notre Dame Academy Strength and Conditioning Center or any property/facility of NDA, you do so entirely at your own risk. You agree that you are voluntarily participating in these activities and use of these facilities and premises and assume all risks of injury, illness, or death. We are also not responsible for any loss of your personal property.

This waiver and release of liability includes, without limitation, all injuries which may occur as a result of:

1. your use of all amenities and equipment in the facility and your participation in any activity, class, personal training or instruction.
2. The sudden and unforeseen malfunctioning of any equipment.
3. Our instruction, training, supervision, or dietary recommendations.
4. Your slipping and/or falling while in the building, or on the premises, including adjacent sidewalks and parking areas.
5. Contact with other participants.
6. The effects of the weather, including high heat and/or humidity; and all other such risks being known and appreciated by me.

I/We hereby acknowledge my responsibility in communicating any physical and psychological concerns that might conflict with participation in activity. I/We acknowledge that I am physically fit and mentally capable of performing the physical activity I choose to participate in.

After having read this waiver and knowing these facts, and in consideration of acceptance of my participation and Notre Dame Academy furnishing services to me, I agree, for myself and anyone entitled to act on my behalf, to HOLD HARMLESS, WAIVE AND RELEASE Notre Dame Academy, its owner, its officers, agents, employees, organizers, representatives, and successors from any and all claims or causes of action and I agree to voluntarily give up or waive any right that I may otherwise have to bring a legal action against NDA for personal injury or property damage. To the extent that statute or case law does not prohibit releases for negligence, this

release is also for negligence on the part of NDA, its facilities, its agents, and employees. If any portion of this release from liability shall be deemed by a court of competent jurisdiction to be invalid, then the remainder of this release from liability shall remain in full force and effect, and the offending provision or provisions severed herefrom.

Strength and Conditioning Room Waiver (All Students)

By signing this release, I acknowledge that I understand its content and that this release cannot be modified orally.

Participant's Name (Please Print):

Participant's Signature:

Date:

In case of emergency, contact:

Name:

Phone:

(Parent's signature if under 18 years of age) I represent that I have legal capacity and authority to act on behalf of the minor named herein.

Notre Dame Academy Junior-Senior Privilege (Grades 11 and 12)

Permission: Juniors and Seniors are given the privilege to leave the NDA campus during their unassigned periods. Students must be on time for the next class and must attend daily homeroom. Juniors and Seniors may drive other NDA students **to and from** school but may **not** drive a student from grades 7, 8, 9, or 10 **off campus during the school day. Students may not leave during free periods with any other students unless they carpool on a regular basis. This arrangement needs to be shared with the Main Office.** The Academy considers driving an unauthorized student off campus a serious violation for which driving privileges may be suspended or permanently revoked.

Registration: Licensed students who wish to drive to and from school may do so with the parent permission form. Students must include a copy of the student's driver's license. Once this signed form and the supporting documents are received by the Main Office, she may drive on the school campus. Students are expected to obey all Massachusetts driving laws and to maintain the spirit of a courteous and mature driver.

Parking: Cars should be parked in the lot outside of the Main Entrance. Student drivers are not allowed to park on the side or behind the school. Parking at the convent or blocking the dumpster is never allowed. Parking in a handicapped spot without a handicap permit is not allowed. Any student car on school property is subject to search.

Notre Dame Academy Junior-Senior Privilege Form (Grades 11 & 12 ONLY)

Parent Permission to Leave Campus: Please indicate below if you give your daughter permission to leave campus **during (8:00AM-2:45PM) the school day**, which includes signing out and in with the Main Office when leaving from and returning to the NDA campus.

My daughter **may / may not** (circle one) leave the NDA campus and ride in an authorized student driver's car during her unassigned periods in compliance with the above stated rules and regulations.

Parent/Legal Guardian Signature: _____

Date: _____

Parent Acknowledgment of Student Driver: By signing below, you give permission for your daughter to drive to and from Notre Dame Academy, drive off campus during their unassigned periods, and agree to assume full risk, responsibility, and liability for any losses, claims, or damages related to your daughter's driving a car or transporting other Notre Dame Academy students.