

## **Notre Dame Academy**

*"Be doers of the word and not hearers only..."*  
*James 1:22-25*

### **Student and Parent Handbook**

**2020-2021**



The crest of Notre Dame de la Baie Academy represents the rich heritage of the school. At the center of the crest is a shield in which the dominant symbol is the cross of Jesus Christ. Blazing forth from the cross are rays of light, which denote Christ's Resurrection. The crescent moon in the lower left of the shield represents Mary, to whom the school is dedicated. In the lower right section is the flowering lily, a traditional symbol of St. Joseph. Flanking the shield on both sides is the fleur-de-lis, the French lily, suggesting the French founding of both the Sisters of St. Joseph of Carondelet and the Order of Premontre (Norbertines). The fleur-de-lis also reminds us of the French heritage of the Green Bay-De Pere area. The four waves in the lower section of the crest represent the waters of Green Bay. The waves draw together the four alumni communities represented at Notre Dame de la Baie Academy.

## **Welcome to Notre Dame de la Baie Academy!**

### Letter from the Principal

Welcome to the 2020-2021 school year! Guided by our mission and core values, we look forward to challenging all students to reach their full potential both inside and outside of the classroom.

*Students:* I encourage you to get connected and be involved in school. Whether it is through athletics, the performing arts or a variety of clubs and activities, dedicate yourself to becoming involved and developing healthy relationships with peers. Your connection to Notre Dame will be increased to the extent you make an effort to be connected to other students and the community. Utilize your God-given gifts and talents and share them with the NDA community. Beyond our campus, be involved in your parishes, attend Mass regularly and explore ways in which you can make our world a better place.

*Parents:* I also encourage you to be involved in our school and your local parish. Notre Dame is a special place because of the involvement and support of so many families. We rely on your dedication to offer our students a wide variety of opportunities during these exciting and important years of their lives. We recognize that, as the first and primary teachers of our students, parents provide the foundation for faith formation, intellectual development and good citizenship. By working together, we can offer students a caring educational environment shaped by Gospel values that will foster academic, social and spiritual development.

In our *Student and Parent Handbook*, we articulate our expectations for all members of the school community. Please use the *Handbook* as a guide and a reminder that our community is fundamentally committed to love of God and one another. While we endeavor to be in good relationship, at times we all fall short of this goal. Look at these times as times of learning rather than punishment, formation rather than judgement.

NDA's Vision for Student Learning is: "*Seeking Knowledge; Exercising Reason; Living the Gospel.*" This Vision directs our efforts in the classroom and guides us as we engage all stakeholders in a system of continuous school improvement. Only with administration, staff, families and students working together can we actualize this Vision and serve the needs of students and community.

God bless each of you and may God continue to bless Notre Dame Academy.

Mr. Patrick Browne  
Principal

## **Contacting Notre Dame Academy**

**Telephone:** 920-429-6100      **Fax:** 920-429-6168  
**Address:** 610 Maryhill Drive, Green Bay, WI 54303-2092

### **Website**

<http://www.notredameacademy.com>

### **Frequently Dialed Extensions**

Admissions	429-6115
Advancement Services	429-6113
Alumni Relations	429-6114
Associate Principal	429-6102
Athletics	429-6121
Attendance	429-6104
Asistencia en español	429-6101
Business Office	429-6109
Campus Ministry	429-6105
Communications	429-6112
International Baccalaureate	429-6158
Main Office	429-6101
President	429-6106
Principal	429-6103
Student Services	429-6116

### **Office Hours**

School Days: 7:30 AM to 3:30 PM  
Summer: 7:30 AM to 3:30 PM – (Mon. – Thurs.)

### **Library Hours**

School Days: 7:30 AM to 4:00 PM – (Mon. – Thurs.)  
7:30 AM to 3:30 PM – (Friday)

### **E-mail**

NDA faculty and staff may be reached by e-mail using this format: first letter of first name followed by last name @notredameacademy.com – e.g.: Patrick Browne would be: [pbrowne@notredameacademy.com](mailto:pbrowne@notredameacademy.com)

## **NOTRE DAME ACADEMY MISSION**

Notre Dame de la Baie Academy, as an educational ministry of the Roman Catholic Church, educates the whole person by developing each student's Christian faith, commitment to service and full academic potential within a caring Church community.

### **\*\*\* CORE VALUES \*\*\***

***FAITH***

***RESPECT***

***RESPONSIBILITY***

***SERVICE***

***TRUSTWORTHINESS***

### **Notre Dame Academy is a member of:**

FRCC (Fox River Classic Conference)  
WIAA (Wisconsin Interscholastic Athletic Association)  
NCEA (National Catholic Education Association)  
NCA (North Central Accreditation)  
NHS (National Honor Society)  
Wisconsin Choral Directors Association  
Wisconsin School Music Association  
NCTM (National Council of Teachers of Mathematics)  
ALA (American Library Association)  
NEWIL (North East Wisconsin Intertype Libraries)  
WILS (Wisconsin Library Services)  
WEMA (Wisconsin Educational Media Association)  
DLMA (Diocesan Library Media Association)  
Junior Achievement  
Labor Management Council  
Economics Wisconsin  
WCTELA (Wisconsin Council of Teacher of English Language Arts)  
NACAC (National Association of College Admission Counselors)  
WACPC (Wisconsin Assoc. of Cheer/Pom Coaches)  
IBO (International Baccalaureate Organization)  
WAIBWS (Wisconsin Association of IB World Schools)  
USA High School Clay Target League  
Advance Ed

**Notre Dame Academy  
2020-2021 Calendar**

**First Semester**

August 17	New Teacher In-service
August 18-20	Staff In-service
August 24	First day of School- All Freshman and New Students to NDA
August 25	First day of School- All Students
September 2	Meet the Teacher Night
September 7	No School- Labor Day
September 24	Diocesan-Wide school mass at The Shrine-All staff/Students
October 19	No classes; Teacher Professional Development
October 21	End of First Quarter
October 29	Early Dismissal- 1:25; Parent Teacher Conferences 1:45-8pm
October 30	No School; Staff Workday
November 25	Grandparents/Grandfriends Day; Early Dismissal- 12:15 p.m.
Nov 26-28	No School-Thanksgiving Holiday
December 21	First Semester Exams 12:15 p.m. Dismissal
December 22	First Semester Exams 12:15 p.m. Dismissal
December 23	First Semester Exams 10:50 a.m. Dismissal
Dec. 24- Jan 3	Christmas Holiday

**Second Semester**

January 4	Classes Resume; Second Semester Begins
January 18	No School; Teacher In-service; GRACE Teachers Academic Forum
February 12	No School-Staff Retreat
February 18	Early Dismissal- 1:25 p.m.
February 19	Early Dismissal- 1:25 p.m.
March 8-12	Spring Break
March 16	End of Third Quarter
April 1-5	No School- Easter Break
April 22	NDA Serves; Teacher In-service 12:45-3:15
May 25	Second Semester Exams 12:15 p.m. Dismissal
May 26	Second Semester Exams 12:15 p.m. Dismissal
May 27	Second Semester Exams 10:50 Dismissal.
May 28	Staff Work Day- Half Day
May 29	Baccalaureate Mass & Graduation

**2020-2021 Board of Education Directors**

Ms. Katherine Burgess, At-Large  
Ms. Alisa Conway, Vice Chair  
Mr. Jeffrey Danen  
Mr. Walter Fountain  
Rev. Michael Ingold  
Rev. David Komatz, O. Praem.  
Mr. Geoffrey Lacy  
Ms. Gail McNutt  
Mr. Andrew Mulloy  
Mr. Aaron Popkey, Secretary  
Bro. Jacob Sircy, O. Praem.  
Mr. Mark Warpinski, Chair  
Mr. Eric Witczak, Treasurer

**2020-2021 Corporate Board Members**

Mr. Todd A. Blahnik  
Mr. Christopher G. Calawerts  
Sr. Patricia A. Clement, C.S.J. , Secretary  
Mrs. Cecile M. Faller  
Rev. John P. Kastenholz, O. Praem.  
Rt. Rev. Dane J. Radecki, O. Praem., Chair  
Most Rev. David L. Ricken

**2020-2021 Leadership Cabinet**

Mr. Patrick Browne, Principal  
Mr. Ken Flaten, Director of Finance & Business Operations  
Mrs. Honor Jensen, Human Resources Manager  
Dr. Tom Kiely, President  
Mrs. Karen Konop, Outreach Administrator  
Ms. Michele Mahlock, Registrar/School Quality Specialist  
Mr. Greg Masarik, Associate Principal  
Mrs. Sarah VanGrunsven, Director of Enrollment Management  
Mrs. Jill Zamzow-Gerl, Counselor-Student Services

**2020-2021 Leadership Team**

Mrs. Danielle Bennett, Staff Council Representative  
Mr. Patrick Browne, Principal  
Mr. Ken Flaten, Director of Finance & Business Operations  
Mrs. Gina Fredrick, Director of Technology & Information Services  
Mrs. Katie Gelb, Librarian  
Mrs. Jill Zamzow-Gerl, Counselor-Student Services  
Mrs. Honor Jensen, Human Resources Manager  
Dr. Tom Kiely, President  
Mr. Matthew Koenig, Athletic Director  
Mr. Daniel Kriegl, Director of Campus Ministry  
Mrs. Karen Konop, Outreach Administrator  
Ms. Michele Mahlock, Registrar/School Quality Specialist  
Mr. Greg Masarik, Associate Principal  
Mr. Geno McKenna, Director of Events & Alumni Relations  
Mr. Eric Novotny, Director of Maintenance

**2020-2021 Leadership Team (cont.)**

Mr. Andrew Pekarek, Marketing/Communications Coordinator  
Rev. Christian Raj, O. Praem., Chaplain  
Mrs. Sarah VanGrunsven, Director of Enrollment Management

**2020-2021 Faculty/ Staff**

Mrs. Elizabeth Abler, School Counselor  
Mr. Jessie Adams, Maintenance  
Mr. AJ Alexander, English  
Ms. Becky Bain, College Counselor  
Mrs. Danielle Bennett, Social Studies  
Mrs. Kathryn Bialk, Learning Resource Specialist  
Mr. Brian Bobinski, Math  
Mrs. Melanie Bradshaw, Art  
Mrs. Carolyn Brown, English  
Mr. Patrick Browne, Principal  
Mrs. Julie Campbell, Social Studies  
Mrs. Deborah Corriveau, Science  
Mrs. Shelly Cowans, Main Office Receptionist  
Mr. Christian Dory, English  
Mrs. Crystal Dory, World Languages  
Mrs. Char Dunlap, Executive Assistant to the President  
Mr. Kenneth Flaten, Director of Finance & Business Operations  
Mrs. Kim Flinchum, Science  
Ms. Hailey Frederick, Math  
Mrs. Gina Fredrick, Director of Technology and Information Services  
Mr. Gregory Geiser, Social Studies  
Mrs. Katie Gelb, Faculty and Librarian  
Ms. Ciera Gerl, Student Services Assistant  
Mrs. Andrea Gilson, English  
Mr. A.J. Giovanetti, Physical Education/Health  
Mr. Christopher Gray, Social Studies  
Mr. Doug Guyette, Math  
Mrs. Jane Hall, Theology  
Mrs. Andrea Hearnden, Science  
Mrs. Amy Heyroth, Student Services Office Manager  
Mr. Michael Hibbard, Maintenance  
Mrs. Holly Hinch, English  
Mrs. Honor Jensen, Human Resources Manager  
Mr. Steven Johnson, Band Director  
Mrs. Becky Jooss, Bookkeeper  
Mr. Thomas Kiely, President  
Mrs. Cathy Kirschling, Atrium Receptionist  
Mr. Matthew Koenig, Athletic Director  
Mrs. Karen Konop, Outreach Administrator  
Mr. Bryan Konshak, Math  
Mr. Dean Krause, Maintenance  
Mr. Daniel Kriegl, Director of Campus Ministry  
Mrs. Jennifer Laaksonen, World Languages  
Mr. Shane Lagerman, Theology  
Mrs. Sadie LaJoe, English

**2020-2021 Faculty/ Staff (cont.)**

Mrs. Treena Leonhard, Library Aide  
Ms. Michele Mahlock, Registrar/ School Quality Specialist  
Mr. Michael Maloney, Maintenance  
Mr. Gregory Masarik, Associate Principal  
Mrs. Joy Mayer, Science  
Mr. Cassidy McGowan, Learning Resource Specialist  
Mr. Geno McKenna, Director of Events & Alumni Relations  
Mr. Dan Morris, Applied Science & Technology  
Mrs. Diane Mulroney, World Languages  
Rev. Jordan Neeck, O. Praem., Theology  
Mrs. Susan Nelson, Science  
Mr. Eric Novotny, Maintenance  
Mr. Justin Novotny, Maintenance  
Mr. Christopher Nowak, Physical Education  
Mr. Andrew Pekarek, Marketing & Communications Specialist  
Mrs. Denise Percival, Math  
Mr. Michael Prudisch, Science  
Rev. Christian Raj, O. Praem., Chaplain  
Mrs. Brenda Rentmeester, World Languages  
Mrs. Joey Rickards, Attendance Secretary  
Ms. Kayla Robbins, English  
Mr. Adam Rudar, Theology  
Mrs. Christine Salerno, Choir  
Mrs. Lisa Schmidt, Theology  
Mr. Matthew Schultz, IB Coordinator  
Mrs. Jessica Sidon, Administrative Assistant to the Principal  
Mrs. Katie Stanczak, Theology  
Mr. Steven Sary, English  
Mrs. Amy Stover, World Languages  
Mrs. Claire Teitz, Advancement Services Specialist  
Mrs. Jean Thillman, English  
Mr. Carlos Torres, Maintenance  
Ms. Molly VandenHouten, Admissions Coordinator  
Mrs. Caitlin Vanden Wyngaard, World Languages  
Mrs. Sarah VanGrunsvan, Director of Enrollment Management  
Mr. Dan Winkler, Science  
Mrs. Margaret Yakel, Administrative Assistant Athletics  
Mr. Yang Yang, Applied Sciences and Technology  
Mrs. Jill Zamzow-Gerl, School Counselor  
Mrs. Qiuhong Zhang, World Languages



### Regular Schedule

Period 1	7:58 - 8:52
Period 2	8:56 - 9:42
Period 3	9:46 - 10:32
Period 4	10:36 - 11:22
Midday Prayer	11:22 - 11:27

#### 5A Lunch

11:31 - 11:58

#### 5B Class

12:02 - 12:48

#### 5A Class

11:31 - 12:17

#### 5B Lunch

12:21 - 12:48

Period 6	12:52 - 1:38
Period 7	1:42 - 2:28
Period 8	2:32 - 3:18

### Mass Schedule

Period 1	7:58 - 8:41
Period 2	8:45 - 9:23
<b>Mass</b>	<b>9:27 - 10:31</b>
Period 3	10:35 - 11:13
Period 4	11:17 - 11:55
Midday Prayer	11:55 - 11:59

#### 5A Lunch

12:03 - 12:30

#### 5B Class

12:34 - 1:12

#### 5A Class

12:03 - 12:41

#### 5B Lunch

12:45 - 1:12

Period 6	1:16 - 1:54
Period 7	1:58 - 2:36
Period 8	2:40 - 3:18

### Homeroom Schedule

Period 1	7:58 - 8:49
Period 2	8:53 - 9:36
<b>Homeroom</b>	9:40 - 10:00
Period 3	10:04 - 10:47
Period 4	10:51 - 11:34
Midday Prayer	11:34 - 11:39

#### 5A Lunch

11:43 - 12:10

#### 5B Class

12:14 - 12:57

#### 5A Class

11:43 - 12:26

#### 5B Lunch

12:30 - 12:57

Period 6	1:01 - 1:44
Period 7	1:48 - 2:31
Period 8	2:35 - 3:18

### Prayer Service Schedule

Period 1	7:58 - 8:44
Period 2	8:48 - 9:29
<b>HR/Prayer Service</b>	<b>9:33 - 10:13</b>
Period 3	10:17 - 10:58
Period 4	11:02 - 11:43
Midday Prayer	11:43 - 11:47

#### 5A Lunch

11:51 - 12:18

#### 5B Class

12:22 - 1:03

#### 5A Class

11:51 - 12:32

#### 5B Lunch

12:36 - 1:03

Period 6	1:07 - 1:48
Period 7	1:52 - 2:33
Period 8	2:37 - 3:18

## **2020-2021 WIAA INTERSCHOLASTIC SPORTS**

### **BOYS:**

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Hockey  
Soccer  
Tennis  
Track  
Volleyball

### **GIRLS:**

Basketball  
Cross Country  
Golf  
Hockey  
Soccer  
Softball  
Tennis  
Track  
Volleyball

## **2020-2021 NON-WIAA SPORTS**

Lacrosse

Dance Team

## **2020-2021 CLUBS/ACTIVITIES**

Anime Club  
Art Club  
ASTRA Service Club  
Book Club  
Cabaret Night  
Chamber Music Ensembles  
Chess Club  
Chinese Club  
Drama Club  
Environmental Club  
French Club  
Game Club  
German Club  
Intramural Basketball  
Intramural Volleyball  
Jazz Band  
Jazz Combo  
Math Club  
Medicine, Health & Society  
Model UN

Musical  
National Honor Society  
NDA Life Guards (Pro-Life Club)  
NDA Witness  
Pep/Marching Band  
Pit Orchestra (for Musical)  
Robotics Team  
Spanish Club  
Sting Cancer Team  
Student Government  
Trap Shooting Team  
“Tritones” Vocal Jazz Choir  
Writer’s Union & Literary  
Magazine  
Yearbook

## **GENERAL INFORMATION**

**Announcements:** Announcements are read first period each morning in the classroom. Any student who wishes to submit an announcement must have the announcement typed out and approved by the Associate Principal by 2:00 PM the day prior to the announcement being read. Announcements can also be found on the school website.

### **Attendance:**

#### **A. General Policy**

School attendance is required under Wisconsin State Law (118.15). All students are expected to attend school daily and to be on time for classes and other required functions. This policy is designed to maximize learning, to instill good habits of organization and punctuality and to develop individual responsibility. There is a direct relationship between attendance and academic success. A twenty-five percent absentee record for a course results in loss of credit unless approval has been obtained from the Administration for off-campus instruction or other exceptions.

#### **B. Procedures**

1. Tardiness: Being late for class or assembly.
  - a. Students tardy to first period should report to the Attendance Office. Students tardy to all other periods should report directly to class.
  - b. All tardies to school will be considered unexcused unless arrangements have been made with the Attendance Office in advance.
  - c. Tardiness of more than 10 minutes will be considered an absence.
2. Absence: Non-attendance of a class/assembly/lunch period.
  - a. The parent/guardian is required to call the Attendance Office between 7:15 a.m.- 9 a.m. when the student will be absent and for each day absent thereafter.
  - b. If a parent/guardian does not notify the office, an absence or tardy is considered unexcused. Student attendance records will not be changed 3 school days after the absence/tardy.
  - c. The absent student is responsible for seeing teachers, checking PowerSchool Learning and making up all work missed because of an absence in a timely manner upon return to school. Teachers usually post assignments on PowerSchool Learning for students to complete when they miss school.
  - d. A parent/guardian may not excuse their student for more than 10 full or partial school days in a school year (118.15). This includes vacation, sick days and appointments. Any absence beyond 10 days will be considered unexcused. Teachers may apply an academic consequence for missed work/examinations due to an unexcused absence.
  - e. All unexcused absences are, by law, trancies. A student is considered "habitually truant" under (118.15) when the student is truant for all or part of five days in a semester. Habitually truant students will be referred to law enforcement.
  - f. In situations when a student is out of school for four or more days in a row due to illness, a written doctor's statement is required.
  - g. If a student accumulates 15 absences in a semester that are not excused by a doctor for medical reasons, the student must meet with the Discipline Committee.
3. Extended Absence/ Anticipated Absence
  - a. Parents are asked to schedule family vacations at times when school is not in session. If an absence is known about in advance, the student must present a signed parent note to Attendance three to five days prior to the absence. The student will then be given an Anticipated Absence Form to notify each teacher that the upcoming absence is excused. If

possible, the student may be given work in advance. It is the student's responsibility to get work in and be prepared upon return to class.

- b. Students on Academic Probation are not allowed to take an extended, voluntary absence from school without prior approval of the Principal.

4. Off-Campus Appointments

- a. Off-campus appointments during the school day are discouraged.
- b. If a student must see a doctor, dentist, orthodontist, etc. during the school day, permission to leave school for the appointment may be requested by phone or in writing to the Attendance Office. When leaving for a scheduled appointment, the student must check out with the Atrium Receptionist. Upon returning to school, the student is required to report directly to Attendance, present official verification of the appointment and pick up an admittance slip. This admittance slip is to be presented to the teacher upon the student's return to class.
- c. Special permission to leave campus for other needs may only be given by the Associate Principal or the Principal. No student will be allowed to leave campus without parental permission.

C. Violations of Attendance

- 1. A student is in violation of the Attendance Policy when:
  - a. The student is truant or absent from school without proper notification to Attendance.
  - b. The student is absent, without proper permission, from any assigned class, lunch period or activity during school hours.
  - c. The student leaves the school grounds during the school day without permission from the Associate Principal or Principal.
- 2. Violations of the Attendance policy are handled by the Associate Principal according to the school's discipline procedures.

D. Absence Due to Special Circumstances

At times there may be students experiencing difficulties which interfere with school attendance. In such cases, a school staffing is required with parents/guardians, student, Associate Principal and school counselor before returning to school. Specific cases include, but are not limited to:

- 1) Absence from school when a student has been a danger to self.
- 2) Absences from school at the discretion of the Associate Principal.

The staffing serves as an opportunity to communicate concerns, provide school support and determine if returning to Notre Dame Academy is in the best interest of both the student and the Notre Dame Academy community.

E. Attendance & Extracurricular/Athletic Participation

To participate in a scheduled interscholastic or extra-curricular practice, game or event, a student must be in school for the entire day unless excused by the Associate Principal. In the case of a non-school day event, the student's participation is at the discretion of the coach/moderator. Students who violate this policy will sit out the very next event that is similar in nature. For example, students who participate in a game when ineligible will sit out the very next game when they are eligible.

**Books/Textbooks:** All students are issued textbooks at the beginning of the school year. Students must turn in their assigned books to their teacher prior to taking their semester exams. In the event that a student drops or withdraws from a course, the textbook must be returned prior to the final approval. If a book is lost, the family is charged the replacement value for the book. If a book is damaged or defaced, the family is charged the cost of repair or replacement of the book. (Writing, highlighting and removal of pages are examples of damaged textbooks). Some consumable books are purchased, at a student's expense, in the school bookstore.

**Bring Your Own Device:** Laptops, tablets and similar devices that have a minimum screen size of 7” are allowed for daily use in the classroom or library, at the discretion of the teacher. All BYOD electronic devices are prohibited from use during the school day in common areas (lunch, passing periods between classes, bathrooms, assemblies, prayer services, masses, locker rooms, chapel, etc.). BYOD devices are prohibited from use in the locker rooms and bathrooms at all times. Suspicious use or failing to comply with the “Guidelines for Acceptable Use of BYOD Electronic Devices in Classrooms/Library” will be considered a violation of this policy. Students who use their BYOD electronic devices are subject to the guidelines and consequences as listed in the “Technology Acceptable Use Policy” and other school policies (i.e. Harassment/Bullying, etc.). Laptops are required to have NDA-approved anti-virus software installed. Students are expected to ensure their device is fully charged before coming to school. Charging stations in the common areas are on a first come-first served basis. The NDA library will have devices available for check out on a limited basis. Students are required to use the school Wi-Fi at all times during the school day. Students who check out a school-owned device will be responsible for that device and sign an agreement form prior to long-term check out. Students are responsible for transporting, storing and securing devices. **Notre Dame Academy, its staff and employees are not liable for any device stolen or damaged on campus or at school activities.**

Guidelines for Acceptable Use of BYOD Electronic Devices in Classrooms/Library

- BYOD electronic devices may be used for academic reasons, at the discretion of the teacher.
- BYOD devices are to be off, closed or in storage until their use are directed by the teacher. (i.e. carrying case, backpack, etc.)
- The device must be visible to the teacher at all times when in use.
- The device must not disrupt or distract the learning process. (i.e. make noise, etc.)
- The use of earbuds, headphones, etc., is at the discretion of the teacher.
- The charging of devices in the classroom/library is at the discretion of the teacher. Extension cords are not allowed.
- All printing on school-owned printers will be through school-owned devices. BYOD devices will not be able to print on school-owned printers.
- Before leaving the classroom, all BYOD devices need to be closed and put back into storage. (i.e. carrying case, backpack, etc.)

**Bulletin Boards:** Any notices or signs posted on bulletin boards or anywhere else on Notre Dame Academy school property must have prior approval from the Associate Principal.

**Campus Ministry:** The mission of Campus Ministry is to foster a Catholic/Christian atmosphere throughout the school. The ministry programs share and model the Gospel message through worship, service and ministering to the needs of both the Notre Dame Academy family and the extended local and global communities. The Ministry Office and the Chapel of St. Norbert are used for prayer with an open door policy for the Notre Dame Academy family. Campus Ministry provides a variety of faith and prayer opportunities in liturgy, daily prayer, retreats and service programs. The Campus Ministry Office is located near the Main Office on the first floor.

**Cancellation of School/School Activities:** Notre Dame Academy follows the Green Bay Public School District cancellation policy. When weather conditions are questionable, please refer to local media for notification of school closings. If the Green Bay Public Schools cancel classes/activities, Notre Dame Academy will do the same. If school is cancelled during the school day, students will be released only if and when the school district in which they live dismisses its students. In the event that Notre Dame Academy has to cancel classes independently of area school districts, parents will be notified via our e-mail

alert system. When school is closed, all school activities, regardless of location, are cancelled, including but not limited to:

- rehearsals
- meetings
- athletic practices
- athletic events
- voluntary / optional practices

**Contacting Students:** Parent/guardian(s) who need to contact their student during the school day must contact the Main Office to reach their student. Students may not check text messages or voicemails during the school day unless permission is granted by the Main Office.

**Deliveries:** In accordance with our school safety procedures, all deliveries for students or staff must go through the Atrium Receptionist and are subject to search.

**Directory Data Information:** Notre Dame Academy uses specific student directory data information for various school publications and other appropriate purposes. Some examples include student photo identification cards, athletic and extracurricular programs, yearbooks, honor rolls, diplomas, etc. Directory data is not shared with a third party who in NDA's judgement makes the request for the purpose of soliciting NDA students or their parent/guardians. Directory data information is shared with vendors contracted by NDA to provide services to the school. Some examples include yearbook publishing company, authorized photographers for class/athletic/extracurricular pictures, etc. NDA designates the following as "directory data": name, address, telephone number, class level, student activities, weight/height, dates of attendance, date of graduation, awards and school-related achievements. Parents may opt-out of directory data release generally by providing a written request to the office, but may not opt out of the disclosure of directory data in specific usage associated with school safety measures as determined by NDA, such as photo identification cards.

**Emergency Contact Information:** All parents/guardians must provide an emergency contact name and phone number that is to be included in PowerSchool and must be different than the parent/guardian. This emergency contact needs to be capable of coming to school to pick up the student. Students may be released to the emergency contact. The emergency contact may not communicate student attendance information unless pre-arranged with the main office.

**Faith Formation/Sundays:** The faith formation and parish connection of our students is important to us at Notre Dame Academy. As a Catholic school, we emphasize and encourage every family to participate in weekly mass at their parish. Academic, athletic and extracurricular activities do not take precedence over sacramental faith formation activities in a parish or the importance of rest afforded to us by the Lord's Day (canon 1247). Accordingly, all school activities end by 6:00 p.m. on Wednesday evenings and no activities are permitted on Sundays unless approved by the Principal.

Out of respect for the Sacred Triduum, there are no academic, athletic and extracurricular activities, events, practices, etc. from 6:00 PM on Holy Thursday through 12:00 PM on Easter Monday.

**Fees:** All monetary transactions are handled through the Business Office according to its procedures. No student is allowed to take any final exams at the semester or end of the year unless all tuition, fees and fines are paid in full by the end of each semester. Prior to exams, the Business Manager provides a list of those students not allowed to take exams.

**First Aid:** The first aid station is located in the Main Office. It is available to students who suffer minor accidents. School personnel may dispense over-the-counter medications, with the proper written permission on file, in accordance with the Student Medication Policy.

**Food:** In the interest of maintaining a neat and sanitary learning environment, food and beverages are not permitted out of the Commons. Chewing gum is not permitted. Clear (non-colored) plastic bottles with water are acceptable for classrooms.

**Fund Raising:** Notre Dame Academy conducts a variety of fundraising events. All fundraisers will support Notre Dame Academy or an outside organization that is aligned with the teaching of the Catholic Church. Permission for all fund raising is to be obtained through the Director of Events and Alumni Relations and must follow the Fundraising Guidelines as outlined on the school website. Anyone proposing a fundraiser to support an outside organization should research the organization to determine if it is aligned with the Catholic Church and to determine how much of the organization's funds go directly to those in need and how much goes to administrative costs.

**Graduation:** Graduation is a ceremony celebrating the successful completion of high school. A graduation fee of \$135.00 is charged to each senior. This fee covers the costs incurred for the ceremonies, cap and gown (kept by the graduate), diploma, awards, scholarship applications, etc. Seniors who do not complete all of their graduation requirements prior to their class's graduation may be included in the ceremonies only with the permission of the Principal. No diploma will be awarded to a senior until all requirements for graduation, including return of all school materials and payment of tuition and fees, are completed.

**Illness During School Hours:** Students who become ill during the school day are to report to the Main Office. No student is released from school without parent/guardian contact or other authorized permission. The student will be issued a pass to leave, which must be presented to the Atrium Receptionist upon leaving school. In the event of a serious medical problem, the school may contact emergency medical personnel and the student's parents.

**Medical Infringement Policy:** When a student loses consciousness the following protocol shall be enacted:

- 1) The teacher or staff member shall contact the school office immediately which shall contact 911 and Parent/Guardian.
- 2) An administrator will immediately report to the room.
- 3) The administrator/staff person shall remain with the student until EMS arrives.
- 4) A student who loses consciousness shall be dismissed for the remainder of the day.

**Large Bag Storage:** Storage for large bags/items that do not fit in student lockers is available in the hallway near the auditorium. Bags/items may be accessed before or after school only. Students should respect other student's items and not remove them from the storage area. Textbooks, lunches and phy-ed. clothes should be stored in the student's locker. Locked storage is available through the Main Office. Students who fail to comply with this procedure are subject to disciplinary consequences.

**Library:** The library is open from 7:30 AM to 4:00 PM Monday – Thursday, and 7:30 AM to 3:30 PM on Friday. Specific guidelines for students using the Library during the school day will be explained to the students at the beginning of the school year. No gum, food or beverages are allowed in the library. Students are expected to be quiet in the Library and be considerate of students who are studying.

**Live Animal & Pet Policy:** In keeping with Notre Dame Academy's intent to provide a safe and healthy school environment, the Notre Dame Academy small campus is designated as a live animal and pet free school. Notre Dame Academy recognizes that certain individuals are susceptible to various allergens or other health and safety risks associated with animals. Thus, live animals and pets are prohibited throughout

the school building and on the campus. Anyone in possession of a live animal or pet in the school building or on the campus is subject to disciplinary action. Service animals are exempt from this policy. All other exemptions need Principal approval.

**Lockers:** Each student is issued a locker and is responsible for its care. To help protect students and their belongings, students are required to purchase a school issued lock and use the lock at all times. Locks are available in the school store. The locker remains the property of Notre Dame Academy. The Administration reserves the right to inspect the contents of the locker at any time. Students may not change an assigned locker without permission from the Associate Principal. Students may decorate their lockers using paper and masking tape only. The content of the decorations may be to advertise approved school events, clubs, teams or birthdays. Students may obtain masking tape in the Main Office. ***Students may not write directly on lockers or use scotch tape on them.*** Inappropriate locker decorations will be removed. All locker decorations must be completely removed at the end of each semester.

**Locker Rooms:** Students are encouraged to leave valuables in their personal school lockers or request their teacher/coach to lock the items in the Athletic Office. The school is not responsible for items lost or stolen from the locker rooms. Athletic bags may be stored in the large bag storage in the hallway near the auditorium.

**Lost and Found:** “Lost and Found” is located at the Atrium desk. Articles not claimed in a reasonable amount of time will be donated to a charitable organization.

**Lunch Periods:** Notre Dame Academy is a closed campus. All students must eat their lunch in the Commons. Hot meals are available to students. Students may use this service or bring a bag lunch from home. Families may place money into an account that is linked to their student’s ID card to purchase food from the food service. Please refer to the school website for more information. Parents may have food delivered for their student’s birthday with prior notification of the Atrium reception desk. If permission is granted for food deliveries, payment must be received at the Atrium reception desk prior to the delivery, and the lunch monitor should be presented with an approval slip. No student is permitted to leave school property during their lunch period. Students must clean their lunch area.

**Office Hours:** During the school year, the Main Office is open from 7:30 AM to 3:30 PM. Summer office hours are 7:30 AM to 3:30 PM on Monday - Thursday. Financial matters should be referred to the Business Office, which is located in Room 200.

**Parents/guardians as Primary Educators:** The Catechism of the Catholic Church states:  
*“Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. This requires an apprenticeship in self-denial, sound judgement, and self-mastery-the preconditions of all true freedom. Parents should teach their children to subordinate the ‘material and instinctual dimensions to interior and spiritual ones.’ Parents have a grave responsibility to give good example to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them.”*  
(CCC 2223)

The education of your child is a partnership between you and the school. If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require you to withdraw your child.

To that end, students who turn 18 years old during their high school years, by enrollment at Notre Dame Academy consent to the school communicating with their parent/guardian for the duration of their high school experience. This consent includes, but is not limited to: school requirements that parent/guardian



sign all permission slips and consent forms, parent/guardian communicates with the school on all attendance matters, school will communicate all matters related to student health with the parent/guardian, etc.

**Principle of Subsidiarity:** The best way for parents and students to deal with concerns is to first approach the person with whom there is a concern. Thus, if the concern is about something a teacher or coach has done, approach the teacher or coach first. Only after efforts to deal with the teacher or coach have failed should the Principal or other administrator be contacted. If the difficulty is with the Principal, the parent should contact the Principal and try to achieve a solution that is acceptable to all concerned. If a good faith resolution with the Principal cannot be reached, the President can be contacted.

**Non-Custodial Parent:** If a change of custody occurs in the family of a student(s), an official copy of the court order stating who has custody of the student is to be furnished to the school to be placed in the student's file. This information is necessary in determining when, if ever, the student can be released to the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student if requested. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

**Parking Lot Guidelines:** All students and faculty/staff parking on campus must have an authorized parking permit. Visitors parking on campus must sign in at the Atrium Desk. Failure to comply with parking lot guidelines may result in fines by the parking utility and/or vehicles towed at the owner's expense. Parking permits are issued through the Main Office. Student parking is restricted to the Mason Street parking lot and the Priory parking lot by permit only. There will be no student parking in the Faculty and Staff parking lot during school hours. Students who park in the Faculty and Staff parking lot without authorization or possess an unauthorized parking permit are subject to disciplinary action up to and including: towing at the owner's expense; loss of all parking privileges on campus while enrolled at Notre Dame Academy; other disciplinary consequences. There is no overnight parking in NDA parking lots from November 1 - April 15. Overnight parking is allowed from April 16 - October 31 with prior permission of the Main Office.

**Passes/Planners:** Students in hallways during the school day without passes/planners are subject to disciplinary action.

A. Hall Passes/Planners

Students are issued one planner for organizational purposes. The planner is also used as a hallway pass when the student leaves a classroom, study hall, etc. It should include the time, destination and teacher signature when a student enters the hallways. Students will be given one planner per school year and need the permission of the Associate Principal to purchase an additional planner. The cost of an additional planner is \$10.00.

B. Counseling Passes

Priority is given to meet with students during study halls and lunch periods. However, when necessary, students should approach a teacher before class with a pass from Student Services requesting release from that particular class.

**Personal Electronic Devices:** Cellular phones, digital cameras, iPods/mp3 players and all other personal electronic devices must be turned off and not used during the school day, unless it is for academic reasons and the classroom teacher has given permission for its use. Smart watches and fitness tracker devices are prohibited during the school day. All personal electronic devices are prohibited from use during the school day in common areas (lunch, hallways, bathrooms, assemblies, prayer services, masses, locker rooms, passing periods between classes, etc.) Personal electronic devices are prohibited from use in the locker

rooms and bathrooms at all times. Suspicious use or failing to comply with the “Guidelines for Acceptable Use of Personal Electronic Devices in Classrooms/ Library” will be considered a violation of this policy. Students who use their personal electronic devices are subject to the guidelines and consequences as listed in the “Technology Acceptable Use Policy” and other school policies (i.e. Harassment/Bullying, etc.). Students are responsible for transporting, storing and securing all devices. Students may use cell phones in the Main Office during the school day with permission. **Notre Dame Academy, its staff and employees are not liable for any device stolen or damaged on campus or at school activities.**

Guidelines for Acceptable Use of Personal Electronic Devices in Classrooms/Library

- Personal electronic devices may be used for academic reasons at the discretion of the teacher.
- Students must ask the teacher for permission before taking the device out of storage (i.e. carrying case, backpack, pocket, etc.).
- The device must be visible to the teacher at all times when in use.
- The device must not disrupt or distract the learning process (i.e. make noise, etc.).
- The use of earbuds, headphones, etc. is at the discretion of the teacher.
- Personal devices may not be used to listen to music.
- Before leaving the classroom, all devices need to be turned off and put back into storage (i.e. carrying case, backpack, pocket, etc.).

**Recycling Policy:** Notre Dame Academy promotes recycling. Separate containers for aluminum, plastic and glass materials are provided throughout the campus. Containers for paper products are provided in every classroom and office.

**Respect and Reverence:** Respect for other people, organizations and government presupposes respect for the fundamental rights that flow from the dignity intrinsic of those persons/entities. (CCC 1944) To that end, students should exhibit appropriate reverence for the chapel and all prayer spaces, stand for the national anthem/pledge of allegiance and treat others with dignity as persons and the rights that flow from it. The differences among persons belong to God’s plan, who wills that we should need one another. These differences should encourage charity. (CCC 1945-46)

**Safety Drills:** Drills for fire, tornado and other safety procedures are conducted on a regular basis. Students are expected to follow directions for all drills.

**School Building Hours:** The school building is open from 6:30 a.m. - 4:30 p.m. on regular school days Monday through Thursday and from 6:30 a.m. - 3:30 p.m. on Friday. After 4:00 p.m. students may congregate in the commons. They may not be in any classrooms, gymnasium, fitness center, auditorium, hallway, office or any other area of the school unsupervised. Students who have scheduled evening school activities that start after 4:30 p.m. may remain in the commons until the start of their activity. Otherwise, all students without a scheduled evening activity need to leave the building by 4:30 p.m. Parents/guardians assume primary responsibility for their child when they are waiting for their evening activity to begin. The school does not provide adult supervision in the commons after school.

**School Identification Cards:** Notre Dame Academy issues school photo identification cards to all students, staff and authorized individuals at the beginning of each school year. In the interest of school safety, anyone issued a school identification card must wear it during the hours that the Visitor Management System (VMS) is being used on the provided lanyard when in the school building; at school activities that are off campus during the VMS hours (i.e. field trips, retreats, NDA Serves, etc.); or at other specified times as deemed by the Administration. The photo must be visible at all times; worn on the outside of all clothing; and worn on the upper torso above the belt line. Students will be issued one free lanyard and ID card per year. Students who lose or break their ID card or lanyard are required to purchase a new one within one school day from the main office.

Students who purchase an activity pass for athletic events must present this ID card for admission to the athletic events that accept this pass. Families may place money into an account that is linked to their student's ID card to purchase food from the food service. Please refer to the school website for more information.

**School Store:** The School Store is operated by parent volunteers and supervised by the Atrium receptionist. It is open on school days during the lunch hours. Hours will be posted. Parents and students may purchase school supplies and NDA apparel at the School Store.

**School Worship:** Notre Dame Academy is dedicated to the religious formation of students and staff. The importance of religious faith is expressed in a variety of worship opportunities, including Mass at 7:30 AM in the Chapel of St. Norbert and Adoration of the Blessed Sacrament on Mondays from 8:00 AM to 12:45 PM. Students and staff of all religious faiths are required to attend all-school religious celebrations.

**Searches:** Student conduct, the NDA Honor Code, and more broadly, the Policies of NDA are central to the core mission of Notre Dame Academy. The safety of all persons associated with the school is of paramount importance. For those reasons, school officials shall have the right, at any time they deem it necessary, to search anything found anywhere on school property or at school events, including, but not limited to backpacks, automobiles, lockers and personal electronic devices. Students and their parents, by enrolling at NDA, are deemed to consent to such searches.

**Student Medication Policy:** Students are not allowed to possess or take prescription or non-prescription medicine on campus or during school activities unless the parent/guardian has informed the Main Office or coach/moderator (in the event of an extracurricular activity) in writing. Failure to comply could result in a Code of Conduct violation. All prescription and non-prescription medicine will be administered to students in accordance with NDA's policy related to Wisconsin Statute Sections 118.29 and 118.291. NDA's policy for administering medicine to students and the related forms are located at: [www.notredameacademy.com/students/codes-handbooks](http://www.notredameacademy.com/students/codes-handbooks).

**Student Photos in School Publications:** Notre Dame Academy student's names and likenesses may be used in different publications of Notre Dame Academy (*Tritonian, Emails, Alumni News, Website, On-line Family Directory, Social Media, Etc.*). Parents who wish their student not to be included in NDA Publications should notify the Notre Dame Academy Communications Office in writing.

**Study Hall:** The purpose of Study Hall is to provide a quiet place for students to learn. Students are expected to bring study materials with them each day. In order to leave the study hall to go to a destination other than their locker or the restroom, students need a pass from their destination prior to the beginning of study hall. Students who leave study hall must follow the teacher's procedures for signing out and ensuring their hallway passport is filled out accurately with date, time, destination and teacher initials.

**Technology:** Approximately 250 networked computers serve the technology needs of the NDA community. With use of this equipment comes responsibility. All students and parents are expected to read and comply with the Acceptable Use Policy for Technology.

**Telephone:** A telephone is located in the Main Office for student use (with permission) before and after school, during study halls or lunch periods. Students may not use the telephones in classrooms.

**Transportation:** Students who live more than two miles from Notre Dame Academy and reside in the Green Bay, Ashwaubenon, Howard-Suamico, West De Pere or parts of Pulaski school districts are entitled to free public busing. Notre Dame Academy pays for students from the East De Pere district. Scheduling of the bus routes is coordinated each year by the school district in which the student resides. For further information call 429-6100.

Students who ride school buses are expected to behave in a manner that respects the rights of others and the need for safety. Students are under the authority of school officials. Bus drivers are expected to report misconduct to the Main Office. The following action will follow the issuance of a misconduct report:

- First Offense: The Associate Principal will inform the parent/guardian of the offense and discuss what disciplinary measure the parent/guardian and school deem necessary to correct the situation.
- Second Offense: The Associate Principal will inform the parent/guardian of the offense and the student will be denied transportation for 3 school days.
- Third Offense: The Associate Principal will inform the parent/guardian of the offense and the student will be denied transportation for 30 school days.

Any subsequent offenses will result in denial of transportation for the balance of the school year.

**Visitors:** Parents/guardians are always welcome at Notre Dame Academy. All parents and visitors must check in with the Atrium receptionist and register with the Visitor Management System before proceeding to appointments. **Visitors who park in the staff lot need to register their vehicle with the Atrium receptionist.** Student “shadow days” are coordinated through our Admissions Office. Permission must be obtained from the Admissions Office at least one day prior to the visit.

### ***UNIFORM, DRESS AND GROOMING CODE***

**General Statement:** The purpose of the Student Uniform, Dress and Grooming Code is to foster a respectful, professional learning environment with particular emphasis on neatness, modesty, and cost effectiveness. Parents or guardians are expected to support the school’s enforcement of the Student Uniform, Dress and Grooming Code, thus reinforcing an environment best suited to learning and faith development. When in doubt, ask for clarification from the administration at least one month prior to coming to school with questionable dress or grooming.

#### **Our purpose in establishing a uniform policy is threefold:**

1. The school uniform helps distinguish our students.
2. The school uniform reflects our unity of purpose.
3. The school uniform reflects our equality before the Lord, reminding us that we work as members of the Body of Christ, rather than for our own glory.

#### **A uniform policy produces many advantages, including moral and spiritual:**

- A uniform policy encourages modesty, neatness, and humility, not drawing attention to the individual. (1 Peter 3:3-4)
- A uniform policy recognizes the distinct differences between male and female students. Students must dress according to their biological sex. (Deuteronomy 22:5)
- A uniform policy cultivates an atmosphere of order. Thus the classroom becomes peaceful, polite and focused. One’s appearance is frequently an indicator of one’s attitude toward doing well.
- A uniform policy removes temptations to judge others based on externals, to become too focused on fashion trends, or to be covetous of clothing of classmates. (Matthew 6:25)
- A uniform policy is cost-efficient. Our uniforms are of excellent quality and reasonably priced, so many parents find uniforms to be more cost-effective than maintaining wardrobes of “street clothes” for their students.

### **General Guidelines**

- Clothing must be neat, clean and free of rips/tears/fraying.
- Clothing must fit properly and not be excessively tight or excessively baggy.
- Underclothing, with the exception of short sleeve t-shirts and solid white long-sleeved t-shirts, may not be exposed or showing
- No outerwear, except an NDA fleece jacket or NDA uniform sweater, may be worn or carried during the school day.
- Hats and sunglasses are to be removed upon entering the school building.

### **Pants**

- Solid navy blue or solid tan khaki (cotton broad cloth/Chino) dress style pants. Land's End has NDA-approved pants for purchase. Pants, regardless of where they are purchased, must be of comparable style. The NDA-website has pictures of acceptable pant styles.
- Solid navy blue or solid tan khaki shorts (cotton broad cloth/Chino style) may be worn from April through October. Shorts can be no shorter than 4 inches above the knee. Cargo and jogger shorts are not allowed. Land's End has NDA-approved shorts for purchase.
- Cargo pants, jogger pants, denim pants, corduroy pants, cuffed pants, excessively tight pants, such as jeggings, leggings, skinny pants and spandex are not permitted.

### **School Skirt**

- Solid navy blue, solid tan khaki (cotton broad cloth/Chino) style skirt or plaid uniform skirt (when available). Skirts must be worn to the knee and may not be excessively tight. Land's End will have the NDA approved plaid uniform skirts available for purchase when approved during the 2020-21 school year.

### **Shoes & Socks/Hosiery**

- Shoes and socks/hosiery must be worn at all times. Shoes must have a closed toe. Flip-flops, sandals, soft-sole moccasins, slippers, clogs and Heely shoes are not permitted. Socks must cover both heels and toes.
- Solid colored nylons, tights & socks without texture or pattern are acceptable.

**All items listed below are to be purchased through *Land's End* by accessing the links on the NDA website. All items must have the official school logo on them.**

### **School Uniform Shirts**

- Solid navy blue, solid white or solid forest green polo (long or short sleeve)
- Solid light blue or solid white oxford (long or short sleeve); only the top two buttons may be unbuttoned

### **Sweaters**

- Solid navy blue zipper or button down sweater (must be worn with school uniform shirt)

### **Fleece Jacket**

- Solid navy blue (must be worn with school uniform shirt)

**Order information can be found on the school website:**

<http://www.notredameacademy.com>

Click on "For Parents", then click on "NDA Dress Code" picture. Samples are available at the NDA Atrium desk.

### **Spirit Days**

The school administration may deem certain days as Spirit Days. Students should check the online school calendar for designated Spirit Days. On Spirit Days, official NDA apparel may be worn in place of school uniform shirts. All other attire must fall within the dress and grooming code. Official NDA apparel refers to shirts purchased through the NDA Book Store or an NDA Club/Team.

### **Grooming**

- All students' hairstyles must be kept neat, clean, professional, and a natural hair color. Extreme hairstyles are prohibited. The administration has the right to determine what styles are acceptable.
- Boys must be cleanly shaven. Sideburns cannot extend below the bottom of the ear.
- A boy's hair can be no longer than collar-length in back, not below the ears on the sides and not below the eyebrow.
- Face piercing of any kind, other than ear piercing, is not permitted. Boys may wear only one earring per ear that is a simple stud. Girls' earrings may not hang below the chin.
- Visible tattoos are not permitted.

**Dress Code Violations:** Parents and students are expected to abide by this Code and be motivated by the spirit of the Code. When in doubt, ask for clarification from the administration at least one month prior to coming to school with questionable dress or grooming. The school reserves the right to interpret and take disciplinary action on violations of the Uniform, Dress and Grooming Code. In individual circumstances, the school reserves the right to declare certain clothing or grooming acceptable or unacceptable. A student is subject to disciplinary action for any dress that violates the specific requirements of the Uniform, Dress and Grooming Code or the spirit of it as well. Violations are referred to and interpreted by the administration, whose decision will be final.

### **ACADEMIC POLICIES**

**Educational Guide:** Specific information regarding course offerings, academic policies and graduation requirements can be found in the *Educational Guide*. Copies are available in the Main Office and on the school website: [www.notredameacademy.com](http://www.notredameacademy.com).

**Enrollment Requirements:** Students must make the appropriate academic progress toward graduation. The normal academic load for a student is seven classes and one study hall. (For Seniors – six classes and a study hall). Students may request to take additional classes with permission. If a student repeats a class, the new grade will replace the original grade only if the original grade was a "C-" or lower. In this case, the GPA will be recalculated to include the new grade. Repeated courses will not receive double credit. Each student must maintain primary and permanent residence with their parent/legal guardian unless special permission is granted by the Principal.

**Evening Activities:** NDA strives to fulfill its mission of educating the whole person by encouraging students to participate in extracurricular activities. It is impossible to avoid all scheduling conflicts if a student is involved in multiple activities (academics, athletic, music, spiritual, etc.) that occur after the school day ends despite every effort to coordinate schedules. Should conflicts arise, priority will be given to activities in the following order:

1. Spiritual
2. Academic Grade
3. Extracurricular

When a conflict occurs in the same category, the adult moderators/coaches should communicate with each other to work out an arrangement so that the student does not need to choose between activities nor should the student be affected in any way for each activity. In extreme cases where it is unreasonable to work out

an arrangement due to the overall commitment involved in each activity, a student and their family may be required to make a choice for their student.

**Theology Requirement:** All students are required to take a theology class each semester.

**Retreat Requirement:** Each Freshman, Sophomore and Senior is required to participate in a school-sponsored retreat. (Graduation requirement)

**Transfer Credit:** Course requests for classes outside of the NDA curriculum require prior approval of the Principal. NDA only accepts credit for classes not offered at NDA or if a student is credit deficient. High school level courses taken outside of the Notre Dame Academy curriculum are recorded on the transcript only as a "P" (Passing Grade) and do not factor into the Grade Point Average, unless approved by the Principal.

**Schedules:** Students register for class in January through our online course registration. Class schedules will not be changed after a student has made his/her course selections and alternates. The only exception will be when there is a compelling academic need determined by the teacher or Principal.

**Grades and Coursework:** Course requests for classes outside of the NDA curriculum require prior approval of the Principal. When coursework is repeated, credit will be given if credit has not already been granted. The new grade will be recorded only if the existing grade is lower than a C- (and the GPA will be recalculated). Course repeats cannot receive double credit.

**Incomplete Grades:** Grades of INC, whether for the quarter or for the semester, are given only to students who face extraordinary circumstances during a grading period and require extra time to complete the work. All INC grades require the pre-approval of the Principal.

Extraordinary circumstances include serious illness or injury, death in the family or any unforeseen situation that results in the student's inability to complete their assigned work/assessments.

Every grade of INC must be accompanied by a written plan that details the missing work/assessments and a timeline for completion of that work. Failure to carry out the plan for the completion of coursework will result in the grade of F for that grading period.

**Class Withdrawals:** After the first five days of class, students may withdraw, but will not be allowed to join another class in progress. Classes dropped within the first 20 school days of the beginning of the semester will not appear on the transcript. Classes dropped between the 21<sup>st</sup> and 40<sup>th</sup> school days will be listed on the transcript as a 'W' (Withdrawal). Classes dropped or changed after the 40<sup>th</sup> school day will be listed on the transcript with either 'WP' (Withdrawn Pass) or 'WF' (Withdrawn Fail). This policy does not apply to freshmen or transfer students in their first semester. No class may be dropped within 20 school days of the end of the semester. 'W', 'WP' and 'WF' have no effect on a student's Grade Point Average.

**Petition for PASS/FAIL:**

- Students may encounter events that are beyond their control which impact academic performance. Under these circumstances, a student may petition for course grade(s) to be changed to PASS / FAIL (P / F). Petition forms can be obtained from school counselors, teachers or learning resource specialists. This petition process should only be used in extenuating circumstances.
- Students and parents / guardians\*\* are required to work with the teacher **and** school counselor or learning resources specialist in order to complete the petition. This collaboration ensures the

student and parents or guardians are aware of the implications of the grade change which is reflected on the transcript.

- Petitions may be completed and submitted to the Principal at any time prior to the last instructional day, but must be submitted no later than 10 days after the last day of semester exams.
- Upon receipt of the petition, the Principal will convene the Academic Review Team (the team is generally composed of an administrator, a teacher, and a member of Student Services) to consider the request and inform the student and parent/ guardian of the decision.

\*\* Two attempts will be made to contact parents/guardians for signature. If the attempts are unsuccessful, the Principal in collaboration with the School Counselor, Teacher or Learning Resources Specialist, may move the request forward.

\*\* The attempts to contact the parents must be documented in order for the request to move forward without the consent of the parent/guardian.

### Academic Grading

GUIDELINES			
Letter Grade Weighted	Percentage	Grade Points	Weighted Grade Points
A+	100-99	4.00	4.33
A	98-95	4.00	4.33
A-	94-93	3.67	4.00
B+	92-91	3.33	3.67
B	90-87	3.00	3.33
B-	86-85	2.67	3.00
C+	84-83	2.33	2.67
C	82-79	2.00	2.33
C-	78-77	1.67	2.00
D+	76-75	1.33	1.33
D	74-73	1.00	1.00
D-	72-70	0.67	0.67
F	69-0	0.00	0.00

**Semester Exams:** Semester exams may not be taken by students whose financial obligations have not been completed prior to the exams. The student is given a grade of 'Incomplete' for each course. Students must fulfill their financial obligations or receive the approval of the Finance Committee of the Board of Education on a payment plan prior to taking semester exams.

**Academic Probation:** Academic probation is one of the means by which the school can help a student grow academically. If a student fails to reach a minimum of a "C" (2.0) average at the end of the semester, the student will be placed on probation for the following semester. For probation to be lifted, the student must earn a minimum of a "C" (2.0) average the next semester. Students on academic probation for two consecutive semesters must meet with the Principal to discuss the conditions for remaining enrolled at NDA. Students who are credit deficient are automatically placed on academic probation and must have an educational plan developed in collaboration with their school counselor. The plan articulates expectations to remedy any credit deficiencies. Students on Academic Probation are automatically placed on Loss of Privileges for Study Hall. Students on Academic Probation will not be allowed to leave school for extracurricular activities.



### **Academic Assistance**

A. When a student is having academic difficulty parents/guardians should talk to teachers first. The teacher has the best understanding of the student's performance. Also, parents may give the teacher information that would be helpful in meeting the student's needs. Steps taken may include:

- The use of regular progress reports
- Finding a peer tutor (through Student Services)
- Extra help provided by teacher
- Other appropriate accommodations

B. Depending on the outcome of the steps taken by the family and teacher, the counselor may also provide assistance. This assistance may include:

- A meeting with the student, teachers and parent/guardian
- Consulting with other teachers to determine whether there is a pattern
- Conferring with the Learning Resource Specialist to determine whether special accommodations might be needed
- Follow-up communication with all parties involved

The strategy for assisting a student is the result of cooperation between the teacher, student, parent/guardian, counselor and, when warranted, the Learning Resource Specialist.

### **Satisfactory Academic Progress**

Students must be in good academic standing to attend Notre Dame Academy. For incoming students, good standing requires the completion of the admissions process prior to attending class. The admissions process is an essential piece in helping Notre Dame Academy meet student needs and goals. All students are encouraged and supported in completing the admissions process, and **the expectation is the application process will be completed before the student's first day of school.** Students who have not completed the process within 48 hours of the start of the term will be withdrawn on the third day of the term.

In addition, students must have academic standing consistent with the requirements for graduation from Notre Dame Academy.

- Seven credits toward graduation earned by the start of sophomore year
- Fourteen credits toward graduation earned by the start of junior year
- Twenty-one credits toward graduation earned by the start of senior year

Satisfactory academic progress is monitored for each student at the end of the semester. If a student is not on track for the required number of credits for graduation:

1. Parents / guardians will be notified in writing with the student's report card that students are not making satisfactory academic progress.
2. Within two weeks of notifications, parents / guardians and their students will meet with the Principal and school counselor to review the Satisfactory Academic Progress policy and discuss and document a plan and timeline for academic recovery.
3. The Academic Recovery Plan must be signed by students, parents / guardians and the Principal.
4. The Academic Recovery Plan will be monitored, and parents / guardians and students will be notified in writing in the event that a student fails to meet the requirements set forth in the plan.
5. Students who have not recovered satisfactory academic progress status and / or met the conditions of the Academic Recovery Plan by the first day of the following semester will be withdrawn from Notre Dame Academy

Students who do not abide by the terms set forth in the Academic Recovery Plan will be withdrawn from Notre Dame Academy on the first day of the following semester.

In addition to completing the application process, students who wish to transfer to Notre Dame Academy who have not made satisfactory academic progress prior to attending Notre Dame Academy must meet with the parents / guardians, the Principal, and their school counselor before the first day of classes to document an academic recovery plan. Failure to do so will result in withdrawal on the first day of the term.

All students who wish to be readmitted after withdrawal must complete the application process and may be readmitted only if satisfactory academic progress has been achieved. In the event a student is given a WPCP seat after failing to maintain satisfactory academic progress, the student will be withdrawn on the first day of the term.

Students / parents / guardians who wish to appeal a withdrawal may do so in writing to the President within 72 hours of the student's withdrawal.

**Study Tables:** An important component of the intellectual tradition of Notre Dame Academy is a commitment to academic discipline and achievement. Study Tables function in support of student academic success and the development of effective habits of mind.

Study Tables are held each day in the library from 3:20 - 4:00 pm and one morning /afternoon during the weekend before semester exams. Study Tables are supervised by a teacher and /or administrator at all times, and students engage in quiet study. Tutors are available.

Teachers may recommend to the Principal students who fall behind in their coursework to attend Study Tables until all coursework is completed. Students who do not comply with the requirement are subject to "Consequences for Inappropriate Behavior."

**Athletic/Extracurricular Eligibility:** A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grade-reporting period. For the purpose of this policy, the grade-reporting period will be defined as 1st Quarter, 1st Semester, 3rd Quarter and 2nd Semester. A student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of ineligibility. The student may not return to competitions/performances until the school day following the 15-day ineligibility period. A student regains eligibility immediately if incompletes are made up within the agreed upon time between the teacher, parent and principal for making up the incomplete grade. A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses (including correspondence courses) at the same or some other school, provided the school gives credit toward graduation requirements for such courses and counts them in rank-in-class standing. Also, the student must successfully complete not less than the same number of courses which caused ineligibility.

The ineligibility status described above will be adjusted as follows for students in fall sports/extracurricular activities in which the date of earliest allowed competition/performance is before the first day students are in class. The minimum ineligibility period shall be the lesser of:

- 1) 21 consecutive calendar days, beginning with the date of earliest allowed competition in a sport, or
- 2) One-third of the maximum number of games/meets/performances allowed in a sport/extracurricular activity (rounded up if one-third results in a fraction).

\*All students participating in NDA Athletics must reside within 60 miles of school.

**Grade Point Average/Class Rank:** NDA uses a weighted 4.0 system to calculate grade point average (GPA). A student's GPA is calculated at the end of each semester. Class rank is calculated at the end of the first semester of Junior year. Class rank information is considered private information made available only upon request by the student or parent/guardian through Student Services. Colleges are not automatically informed of class rank.

**Honor Roll:** Notre Dame Academy recognizes students through two Honor Rolls. *High Honor Roll* includes those students who have at least a 3.670 GPA with no grade lower than a "B-". *Honor Roll* includes those students who have a GPA between 3.660 and 3.000 with no grade lower than a "C-". Honor Roll students are recognized each year at the Academic Honors Ceremony.

**Report Cards:** Semester grades become part of a student's permanent record. Grades issued at other times are progress grades.

## ***STUDENT CONDUCT***

**Philosophy:** Notre Dame Academy aims to build a tradition of learning excellence rooted in the Catholic faith. Each Notre Dame Academy student is asked to help contribute to that tradition. Notre Dame Academy's long history and six principles provide a guideline which will allow students to get the most from their NDA education and continue building the tradition of excellence. These six principles are:

- 1) Accept responsibility for your education, decisions, words and actions.
- 2) Act in a way that best represents your school, parents, community, church and self to promote a safe, healthy faith community in which to learn.
- 3) Be active in your school, parish and community.
- 4) Maintain a balance between academics, extra-curricular activities, parish life and community projects, continually giving your best to each effort.
- 5) Support your fellow students and their activities.
- 6) Respect cultural diversity, individuality and the choices and rights of others.

In all of your actions, allow the values of Notre Dame Academy to guide and support you. Those values are: **Faith, Respect, Responsibility, Service and Trustworthiness**. Acting in accordance with these values and principles will increase the likelihood of experiencing personal success.

**Consequences of Inappropriate Behavior:** Inappropriate behavior usually affects the relationship with others (students, staff, school community, etc.) To that end, in any behavioral situation there may be "natural" consequences related to relationships that are not articulated in the handbook, but involve restoring relationships through conversations and/or service to others or the school community. These reconciliatory practices help develop the whole person and assist each student in reaching their full potential. Notre Dame Academy believes in progressive discipline. A series of consequences, increasing in severity, provide a structure of learning experiences to encourage appropriate decision making and student growth. These consequences are:

### **A. Detention**

Students will be assigned a 30 minute detention before or after school. During detention students may perform community service. Detentions will be served Monday through Thursday on full school days. Failure to complete detentions by the assigned date will result in suspension. When conflicts arise between after school activities and detentions, detentions take precedence and are the priority to complete by the assigned date.

#### B. Loss of Privileges

1. A student may lose privileges for misconduct. Privileges include parking on campus, working in a school office, leaving study hall, locker, 8<sup>th</sup> hour senior privilege, athletics, electronic devices, library, extra-curricular activities, school sponsored trips or other privileges offered to a student (i.e. Mr. NDA, Fall Fest, Academy Ball, Senior Send-Off, etc.)
2. Students who are placed on Disciplinary Probation, found to be in violation of the Student Code of Conduct Related to Substance Use/Abuse, or who accumulate five disciplinary referrals in any one year, will automatically lose privileges for a period of time not less than one full semester. Students who have a "Loss of Privileges" are confined to study hall and may not be an office worker; may not serve in any school office/position, elected or otherwise; any student officer or representative who has a "Loss of Privileges" will be relieved of the position immediately. In addition, a student may not serve as captain of an athletic team or attend school sponsored trips.

#### C. Suspension

A student may be suspended for up to five days for misconduct and disobedience. Students who are suspended until a meeting with the Discipline Committee may be suspended for up to ten school days. **IF A STUDENT IS SUSPENDED FROM SCHOOL, THE STUDENT MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION.** The student will have the opportunity to receive full credit for missed work that is completed and turned in upon the first day of their return to school.

#### D. Disciplinary Probation

Disciplinary probation is a status and period of time in which the student's continued attendance at Notre Dame Academy is dependent upon the fulfillment of certain conditions set forth at the time the disciplinary probation is imposed. A student may be placed on disciplinary probation at the discretion of the Associate Principal. Probation is automatic when a student accumulates six disciplinary referrals in any one year. A student will remain on probation until the student has successfully completed the terms of probation, but in any case not less than one full semester. Students on disciplinary probation are subject to all of the consequences listed under Loss of Privileges.

#### E. Discipline Committee

The Discipline Committee serves as an advisory unit to the administration. The committee is composed of four volunteer teachers and the Associate Principal. The Discipline Committee reviews dress code, discipline policies and procedures on a yearly basis and recommends changes/modifications to the administration. The committee meets with students and families at the discretion of the administration or according to the policies and procedures as outlined in the Student and Parent Handbook. A meeting with the Discipline Committee may be used as an intervention to support students, with the Committee making recommendations to the administration. A student's parents/ guardians are always invited to the Discipline Committee meeting to assist in finding ways to support the student.

#### F. Police Referral and Services

Acts which are illegal under local and state statutes will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident. When a referral is made to the police, parents will be notified when the police initiate parent contact or the police direct school personnel to contact parents.

#### G. Expulsion

As noted elsewhere in the Student and Parent Handbook, the mission of Notre Dame Academy encourages everyone in the community to be guided by love and to hold one another in mutual esteem. We strive to live our Catholic values. Thus, our discipline practices are progressive in nature and guided by reconciliatory practices that help to develop the whole person. Nevertheless, in some cases, expulsion becomes necessary. Expulsion is at the discretion of the Principal and is a permanent record entry.

Students will be expelled from Notre Dame Academy immediately if they:

- had a weapon on school grounds or at a school or school-related activity,
- used a weapon to threaten or to commit a crime
- on or off school grounds, or
- sold (or tried to sell) illegal drugs on or off school grounds.

Because of the serious threat posed to the safety of others in the Notre Dame Academy community, students who have been expelled for any of the above reasons will not be readmitted. WPCP students will be withdrawn on the first day of class.

Students who have gone through the progressive discipline practices described in the *Student and Parent Handbook* and continue to engage any of the following behaviors will be recommended to the Principal for expulsion:

- The student engaged in repeated refusal to obey school rules OR
  - The student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property OR
  - The student engaged in conduct in the building or while under the supervision of a school authority which endangered\* the property, health or safety of others OR
  - The student while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority OR
  - The student endangered the property, health or safety of any Notre Dame Academy employee or school board member OR
  - The student engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of the school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority OR
  - The student has been previously expelled from Notre Dame Academy and continues to repeatedly disobey school rules
- \*"Endanger" includes making a threat to the health or safety of a person or a threat to damage property.

Students who have been expelled through the progressive discipline process may apply for readmission to Notre Dame Academy two full semesters after expulsion by going through the Admissions Process. Students who are given seats through the WPCP during this two-semester period will be withdrawn on the first day of the term.

In addition to factors that are typically weighed in admissions decisions, the following may be taken into account for readmission decisions after expulsion

- Student behavior
- Student attendance
- Student academic achievement
- Evidence of growth / maturity
- The recommendation of the Discipline Committee based on review of all details related to the expulsion

At times, students and their parents / guardians may withdraw the student in order to avoid expulsion and the permanent record entry that results. The Associate Principal will promptly document this in writing to parents / guardians, and the readmission process is the same as expulsion.

Expulsions and / or subsequent decisions not to readmit may be appealed using the process described in #12 under Appeals in the *Student and Parent Handbook*.

### **Discipline Procedures**

At the time of the violation, the staff member is to inform the student that a referral will be issued. Either the student or the staff member may request a meeting after school or at another mutually convenient time to discuss the matter. The referral slip is sent to the Main Office. One copy of the referral is sent to the student's parent/guardian.

#### **A. Procedures**

1. First through fourth referral – student serves consequence(s) as described on the referral form.
2. Fifth referral – student must meet with the Discipline Committee. Parents/guardians are expected to attend the meeting. However, in the event a parent/guardian is not able to attend, the Discipline Committee will still meet with the student. The student's school counselor will attend the meeting with the student if a parent/guardian is unable to attend. The student's counselor and the teacher(s) involved with the majority of the referrals may be requested to attend. Discussion of ways to solve the problem, including disciplinary probation, transfer and expulsion may be explored.
3. Sixth referral – student is automatically placed on Disciplinary Probation and subject to consequences as listed for Disciplinary Probation.
4. Seventh referral – a second meeting with the Discipline Committee is required. The Discipline Committee will recommend expulsion unless mitigating circumstances warrant consideration for retention. The Discipline Committee will establish strict guidelines as conditions for all retentions.

#### **B. Appeals**

A student who believes that he/she has been denied due process in the implementation of a school disciplinary policy or in the enforcement of a school disciplinary regulation may seek redress through the Student Board of Appeals. Legal representation is not permitted in the appeals meeting. The Student Board of Appeals cannot reduce consequences.

1. All appeals must originate with the student's Counselor and must be initiated, in writing, within 72 hours (three school days) of the original decision.
2. The Counselor shall immediately advise the Secretary of the Board (Student Services Department Chair) and the Associate Principal when notified of an appeal.
3. The Secretary shall convene the Board and set a date for the hearing within two school days of receiving notification of an appeal.
4. The Board will consist of 5 members, two of which will be members of the Discipline Committee, and three students who are selected from a pool of students, including elected members of Student Government and the roles of Student Representative to the School Board, Student Representative to the Administration and Student Representative to the Staff.
5. Any disciplinary action or punishment, except in cases where a student is suspended and considered to be a threat to self, others, or at risk from others, shall be suspended while the case is being appealed. However, in accordance with WIAA, students who appeal a violation of the Student Code of Conduct Related to Substance Use/Abuse are ineligible to participate in athletic contests during the appeal process.
6. Both the appealing student and the person whose decision is being appealed shall appear before the Appeals Board to represent their cases. Both parties are allowed up to two witnesses to speak

to the facts of the case. Student's parent/guardian(s) may attend the appeal and make a brief statement at the end of the appeal presentation.

7. The process for the appeal is as follows:
  - a. Appealing student makes first presentation.
  - b. Person whose decision is being appealed makes second presentation.
  - c. Appealing student may respond to the second presentation.
  - d. Witnesses may be called in to speak to the facts of the case.
  - e. Cross examination and questions by the Appeals Board is permitted at any time.
  - f. Parent/guardian(s) may make a brief statement.
8. The Appeals Board shall retire to discuss the matter in closed session.
9. The motion before the Appeals Board in every instance is: The Appeals Board recommends the violation be overturned. A 4/5 vote by secret ballot is required to pass the motion. If the motion is not passed, the original decision stands.
10. The outcome of the Student Appeals Board vote is referred to the Principal, whose decision shall be final in all cases except those involving expulsion.
11. The person whose decision was appealed shall be informed promptly, in writing, by the Principal.
12. Cases involving expulsion may be appealed to the Board of Education. Any appeal of the Principal's decision must be initiated by the student or by the parent/guardian and must be presented, in writing, to the Notre Dame Academy Board of Education within 14 calendar days of the Principal's decision. It is the policy of the Board of Education to support the decision of the Principal unless the Board finds that the Principal has acted in an unreasonable manner under the circumstances or the procedures specified in this handbook have not been observed.

**Specific Rules and Regulations:** It is not possible to list every violation that occurs. Therefore, discipline situations that arise, which are not covered by these guidelines, will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations that require an adjustment in the school's discipline policies will be decided on an individual basis at the discretion of the administration.

#### A. Alcohol and Drugs

Any student in possession of or under the influence of intoxicants or mood-altering drugs not prescribed by a physician, or in possession of related drug paraphernalia at ANY time (24 hours per day-365 days per year) shall automatically be subject to the measures outlined in the Student Code of Conduct Related to Substance Use/Abuse.

#### B. Bring Your Own Devices

Students are expected to be in compliance with the Bring Your Own Device policies and Guidelines during the school day. The teacher has the right and responsibility to dictate its use and retain order in the classroom. Examples of misuse include, but are not limited to: non-academic use; websites that are not part of the classroom lesson; using unauthorized social media; not using the school Wi-Fi.

First Incident:	2 detentions
Second Incident:	2 detentions and handwritten behavioral reflection plan for improvement.
Third Incident:	Loss of Privileges for BYOD device for 2 weeks
Fourth Incident:	Loss of Privileges for BYOD device for 4 weeks

#### C. Classroom Disruption

Behavior which interferes with instruction is considered a serious violation at Notre Dame Academy. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

First incident:	2 detentions
Second incident:	Loss of Privileges and suspension
Third incident:	Class withdrawal with no credit for semester

#### D. Conduct Around the Building/Campus

Students should act in a manner that exemplifies the Notre Dame Academy Mission and Core Values at all times. Misconduct may include, but is not limited to the following: horseplay; shoving students in the hallways; throwing food; public displays of affection; not cleaning up after oneself; not following general building procedures; or inappropriate behavior during assemblies/ masses, etc. The severity of the consequence will depend on the extent of the misconduct.

First incident:	2 detentions
Second incident:	1-3 day suspension and Loss of Privileges
Third incident:	Recommendation for expulsion

#### E. Conduct in Public

Any student who exhibits conduct without concern for the rights of others, or for the image presented as a member of the school community, is subject to disciplinary action, including suspension or expulsion. If, in the judgment of the Administration, a student demonstrates such a lack of concern, or if the relationship of the student and the school is no longer mutually beneficial, dismissal of the student is recommended and processed.

#### F. Dishonesty

NDA upholds the core values of trustworthiness and responsibility. Students should be honest in all interactions.

First Incident:	2 detentions
Second Incident:	1-3 day suspension
Third Incident:	Recommendation for expulsion

#### G. Disrespect

You are asked to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Inappropriate language is not consistent with NDA's core values.

First incident:	2 detentions and written apology
Second incident:	1-3 day suspension
Third incident:	Recommendation for expulsion

Disrespect which amounts to gross disobedience or misconduct will result in at least a three day to ten day suspension with a possible recommendation for expulsion.

#### H. Dress Code

Students are expected to be in compliance with the dress code during school hours. The administration reserves the right to send students home to change for dress code violations.

First incident:	2 detentions
Second incident:	2 detentions and Loss of Privileges
Third incident:	1-3 day suspension
Fourth incident:	Recommendation for expulsion



#### I. Food

In the interest of maintaining a neat and sanitary learning environment, food and beverages are not permitted out of the Commons. Chewing gum is not permitted. Clear (non-colored) plastic bottles with water are acceptable for classrooms.

First incident:	2 detentions
Second incident:	2 detentions and Loss of Privileges
Third incident:	1-3 day suspension
Fourth incident:	Recommendation for expulsion

#### J. Harassment & Hazing

Any student found hazing or harassing other students or staff is subject to the provisions of the various codes of conduct relating to that behavior i.e. Sexual Harassment Policy, General Harassment Policy.

First incident:	3-5 day suspension and Disciplinary Probation
Second incident:	Recommendation for expulsion

#### K. Leaving Campus

Students may not leave campus at any time during the school day unless they receive authorization through the Main Office to leave ill or receive a pass from Attendance to leave for an authorized reason and check out through Attendance.

First incident:	1-3 day suspension and Loss of Privileges
Second incident:	Recommendation for expulsion

#### L. Lock and Locker Use

To help protect students and their belongings, students are required to purchase a school issued lock and keep their locker secured at all times.

First incident:	2 detentions
Second incident:	Loss of locker use for one month
Third Incident:	Loss of locker use for remainder of school year

#### M. Personal Electronic Devices

Students are expected to be in compliance with the Personal Electronic Devices policy during the school day.

First incident:	2 detentions and device surrendered to Main Office where it may be picked up after school
Second incident:	2 detentions and device surrendered to Main Office where it must be picked up by a parent/guardian and Loss of Privileges
Third incident:	1-3 day suspension
Fourth incident:	Recommendation for expulsion

#### N. Possession of Weapons

Possession of weapons is serious and is not tolerated. Instruments that can be used as weapons (e.g. guns, knives, chains, etc.) are not allowed on the school premises. Such items will be confiscated and violators are subject to immediate expulsion. Legal violations will be referred to police authorities.

First incident:	Recommendation for expulsion
-----------------	------------------------------

#### O. School Identification Cards

Students are expected to be in compliance with the School Identification Card policy during the times the Visitor Management System is in effect. Students who lose their ID card or lanyard are required to purchase a new one within one school day from the main office.

First incident:	2 detentions
Second incident:	2 detentions and Loss of Privileges
Third incident:	1-3 day suspension
Fourth incident:	Recommendation for expulsion

#### P. Tardiness

In order to maximize instructional time, students are expected to arrive at all classes and study halls before the bell rings. If a student is late for first period class, they must report to the Main Office before going to class. If a student is tardy for any other period, two through eight, they must report directly to class.

Tardies are considered on a semester basis. That is, your number of tardies in the first semester does not carry over to the second semester. Students are permitted 2 excused tardies per semester. All subsequent tardies are unexcused. In addition to the disciplinary consequences below, teachers may apply an academic consequence for missed work/exams due to an unexcused tardy.

First Incident:	2 detentions
Second Incident:	2 detentions and Loss of Privileges
Third Incident:	1-3 day suspension
Fourth Incident:	Class withdrawal with no credit for semester

#### Q. Theft/Possession of Stolen Property

Stealing is a violation of another person's property rights. Found items should be turned into the Main Office "Lost and Found."

First incident:	3-5 day suspension and/or Loss of Privileges
Second incident:	Recommendation for expulsion

#### R. Threatening the Safety of the School Community/Fighting

Under no circumstances may a student threaten the well-being of other members of the school community. Any violence or remark that suggests bodily harm to another will be taken seriously.

The police may be called to help process any reported incidents of violence or threats.

First incident:	3-5 day suspension and possible expulsion
Second incident:	Recommendation for expulsion

#### S. Tobacco Products

Students are not allowed to use, bring on campus or have on their person while attending school functions any form of tobacco. Tobacco products include, but are not limited to: cigarettes, cigars, chewing tobacco, etc. Wisconsin Act 209, Section 2 - 120.12(20) prohibits the use of all tobacco products on school premises by all individuals. Any student in possession of or using any tobacco product on school property, at a school-sponsored event, or traveling to or from a school-sponsored event shall incur the following penalties:

First Incident:	Loss of Privileges and suspension
Second Incident:	Violation of "Student Code of Conduct Related to Substance Use/Abuse"
Third Incident:	Violation of "Student Code of Conduct Related to Substance Use/Abuse"

Note: On a first incident, in accordance with WIAA-regulations, any athlete who violates school policies regarding tobacco will incur at least a one game suspension and possibly other disciplinary measures outlined in the Student Code of Conduct Related to Substance Use/Abuse.

#### T. Unexcused Absence

Students must attend all classes and study halls unless the absence is authorized. Daily attendance is essential for the successful completion of courses. The most common cause of academic failure is absence. The severity of the consequences will depend on the extent of the unexcused absence. Teachers may apply an academic consequence for all unexcused absences. Students may receive a truancy citation from the Green Bay Police Department for five unexcused absences in a semester without receiving any prior school consequences.

First incident:	2 detentions
Second incident:	1-3 day suspension and Loss of Privileges
Third incident:	3-5 day suspension and Disciplinary Probation

#### U. Vandalism

Anyone found defacing or destroying school property will be charged with the full cost of repairing the damage and be subject to immediate expulsion. Tampering with the fire control equipment (e.g. fire alarms, fire extinguishers, hoses, etc.) is cause for suspension, parent/guardian conference, possible expulsion and referral to proper authorities for this Federal Offense.

First incident:	3-5 day suspension, Loss of Privileges and possible recommendation for expulsion
Second incident:	Recommendation for expulsion

### ***HARASSMENT/BULLYING***

#### **Policy**

It is the policy of Notre Dame Academy to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with Notre Dame Academy shall be subjected to any type of harassment.

It is a violation of this policy for any employee, volunteer or student to harass another employee, volunteer or student through conduct or communications as defined in Section “B” below.

Each administrator is responsible for promoting understanding and acceptance of and assuring compliance with local, State and Federal laws and Board policy and procedures governing harassment within his or her educational setting.

Violations of this policy or procedure are cause for disciplinary action.

#### **Definition of Harassment**

A. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her relatives, friends or associates, and that:

- 1) has the purpose or effect of creating an intimidating, hostile or offensive environment;
- 2) has the purpose or effect of unreasonable interference with an individual’s performance;
- 3) otherwise adversely affects an individual’s opportunities;

B. Harassing conduct includes, but is not limited to, the following:

- 1) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts;
- 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards or elsewhere on school premises;
- 3) use of technological resources and/or cyber bullying (i.e. text messages, digital pictures, social networking sites, e-mails, etc.)

C. The standards for determining whether verbal or physical conduct is sufficiently severe or pervasive, creating a hostile or abusive environment, is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. The “reasonable person” standard includes consideration of the perspective of persons of the alleged victim’s circumstances. It is not necessary to make a showing that the victim was psychologically harmed.

### **Procedures**

A. Any person who alleges harassment by an employee, volunteer or student of Notre Dame Academy may report it directly to his or her teacher, immediate supervisor, counselor or administrator of Notre Dame Academy. All allegations will be handled by the Associate Principal or Principal. The filing of a complaint, or otherwise reporting of harassment, will not reflect upon the individual’s status, nor will it affect future school, employment or work assignments. Retaliation against a complainant is strictly prohibited. Harassing conduct may be alleged even if the complaining person is not specifically the intended target of the conduct.

B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Sanctions**

A. A substantiated charge against an employee or volunteer will subject such employee or volunteer to disciplinary action, up to and including discharge.

B. A substantiated charge against a student in any educational setting of Notre Dame Academy will subject that student to disciplinary action which may include suspension and/or expulsion, consistent with the student discipline code.

## **SEXUAL HARASSMENT**

It is the policy of Notre Dame Academy to maintain a learning and working environment free from all forms of sexual harassment, and to insist that all staff and students be treated with dignity, respect and courtesy.

### **Definition of Sexual Harassment**

Sexual harassment is defined for purposes of this policy as:

A. Unwelcome or unwanted sexual advances. This includes, but is not limited to, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact which is considered unacceptable by another individual. Sexual contact between the staff and students, regardless of whether it is consensual and/or regardless of whether or not the student has reached the age of majority, is prohibited.

B. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status or academic success.

C. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty" jokes; or any other tasteless, sexually oriented comments, innuendoes or actions that offend others.

D. Engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work performance or academic achievement. This includes extending unwanted sexual attention to someone such that personal productivity or time available to work at assigned tasks is reduced.

E. Creating an environment that is intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented e-mails, text messages, pictures, conversations, suggestions, requests, demands or physical contacts.

#### **Discipline/Consequences**

A. Any staff or student who engages in sexual harassment with a staff member or student of Notre Dame Academy will be subject to disciplinary action up to and including dismissal.

B. Any staff or student who retaliates against an individual who has made a complaint of sexual harassment, or against an individual who has participated in an investigation of a complaint of sexual harassment, will be subject to disciplinary action up to and including dismissal.

C. Any staff who receives a written complaint of sexual harassment from another staff member or from a student, and who does not act promptly to forward that complaint to the Associate Principal or Principal shall be disciplined appropriately.

D. Any staff or student who knowingly and intentionally files a false complaint of sexual harassment against another staff member or student will be subject to immediate and severe disciplinary action.

#### **Reporting Procedure/Investigation**

A. Students should report violations of this policy to a member of the staff. Complaints must be reported to the Associate Principal or Principal within 24 hours, or within a reasonable extension of time thereafter for good cause. Staff should report all violations of this policy to the Associate Principal or Principal.

B. Upon receipt of a sexual harassment complaint, the administration shall initiate an investigation within 24 hours, or within a reasonable extension of time thereafter for good cause. If either the Principal or Associate Principal is the subject of such complaint, the Executive Committee of the Board of Education or its appointee will be on the investigative team.

C. If you know of an incident of sexual abuse of a minor or inappropriate conduct by a priest or deacon, please report it to Deacon Dan Wagnitz, Diocesan Safe Environment Coordinator, at 1-877-270-8174 or 920-272-8174.

### **STUDENT CODE OF CONDUCT RELATED TO SUBSTANCE USE/ABUSE**

#### **Objective**

Notre Dame Academy concerns itself with the development of the whole person. To this end, fostering student growth includes spiritual, moral, physical, intellectual and social maturation. Use of and/or dependency upon e-cigarette products, alcohol or drugs represents inappropriate behavior that significantly inhibits a student's healthy development on these dimensions.

This Code is intended to support students in making appropriate choices and to discourage the use of such substances and alcohol. It is also intended to support parents and guardians in their own efforts to encourage their student's healthy choices.

Notre Dame Academy understands that parents/guardians play a critical role in the effectiveness of the Code. Cooperation between the school and parents/guardians, as well as networking among parents/guardians, can reinforce healthy student choices. In line with this partnership, parents/guardians will be notified of any Code violation. Parents/ guardians are expected to cooperate in the investigation of alleged offenses.

### **Code Prohibition**

Students are strictly prohibited from using or possessing e-cigarette products, alcohol, drugs or drug paraphernalia at any time, whether school is in session or not. E-cigarette products include, but are not limited to: e-cigarettes, e-liquids, juuls, juul pods, suorins, etc. For the purposes of this Code, "drugs" refers to controlled substances, intoxicants, mood altering substances, performance enhancing drugs, a substance which is represented as a drug or intoxicant, using or mixing a chemical or other substance to create mood altering or intoxicating effects and/or drug paraphernalia. **Any student who engages in the sale and/or distribution of e-cigarette products, alcohol or drugs will be subject to immediate expulsion from Notre Dame Academy.**

### **Scope**

This Code applies to all students attending Notre Dame Academy and is in effect 24 hours per day – 365 days per year.

### **General Guidelines**

#### ***Possession***

Possession, for the purposes of this Code, is defined as:

- 1) on the student's person
- 2) in the student's vehicle
- 3) in a student's locker
- 4) on, in or attached to property belonging to the student

In addition, a student who remains in a location or vehicle where e-cigarette products, alcohol or drugs are present will be considered to be in violation of this Code.

#### ***Self-Referrals***

If students find they are having a problem with e-cigarette products, alcohol, drugs or tobacco use and would like assistance dealing with such a problem, they may refer themselves, with or without a parent, to a school Administrator or a School Counselor. A legitimate self-referral will be held in the strictest confidence, and no disciplinary action will be taken against a self-referred individual. However, a self-referred student will be required to undergo an Alcohol or Other Drug (AODA) assessment by a certified AODA professional approved by Notre Dame Academy. In addition, the student must complete an NDA approved drug education program.

Although self-referrals can be made after a student has been or is being investigated for a Code of Conduct violation, this type of self-referral cannot be made as a method to forego the disciplinary consequences of the Code.

#### ***Vehicle Use and Responsibility***

Any student who owns, operates or is a passenger in a vehicle must accept responsibility for the behavior of self and others in that vehicle. Therefore, any student who possesses e-cigarette products, alcohol or drugs

in a vehicle subjects himself or herself, as well as the owner/operator and all passengers, to the full ramifications of this Code.

Students who are asked to drive other students who are under the influence of drugs or alcohol may find themselves in an unsafe situation. At all times, students are asked to contact parents/guardians for guidance and/or transportation.

### ***Consideration for Honesty***

A student who proactively demonstrates honesty and integrity will be given consideration for reduced disciplinary action, at the discretion of the Associate Principal. For a first offense, should a student come forward, admit to and fully share his/her involvement in a violation of the Code, his/her consequences will be reduced by 50%. In the event that a school official initiates an investigation into a potential Code violation and a student admits to and fully shares his/her involvement in a violation, his/her consequences may be reduced up to 50%. Subsequent violations of the Code will be treated as any repeat violations and the normal consequences shall be imposed.

Any student who makes a false allegation, provides false information or intentionally interferes during an investigation will be considered to have violated this Code and will be subject to consequences of the Code.

### ***Random Searches***

School administrators may use drug-sniffing dogs to conduct random searches in student lockers, other common areas of the school building and on school grounds. A qualified, authorized trainer and a school administrator shall accompany the dogs. If drugs or paraphernalia are indicated by the dogs, school administrators can conduct a further search with or without law enforcement present.

### ***Violations and Consequences***

The consequences for violations of this Code are generally progressive in nature. The intention is to provide students with a clear understanding that choosing to use e-cigarette products, alcohol and/or drugs is inconsistent with and significantly inhibits their healthy development. The intention is to further have students make future choices that are consistent with healthy development. **Violations of this Code are cumulative throughout high school.** They are not erased from year to year. Any community service performed by students as a consequence of a violation of this Code must be approved, documented and submitted to the Associate Principal and will not count toward general service hour requirements.

The administration reserves the right to interpret and apply the appropriate sanctions for any violation of this Code of Conduct. Coaches, moderators and the administration will collaborate in the enforcement of this Code and its consequences.

## **PROCEDURES FOR ENFORCING THE CODE**

### ***Investigation of Alleged Offenses***

It is the responsibility of the Associate Principal to oversee the investigation of all alleged violations of the Code. When information from any source is presented to the Administration, the Associate Principal will determine whether or not the information is sufficient to suspect that a violation has occurred. The Associate Principal will interview the involved student(s) and maintain confidentiality to the extent possible. In cases when law enforcement brings information to the school, the Associate Principal will contact a parent/guardian. If the investigation shows that a violation has occurred, the matter shall proceed as follows:

A. If the violation is uncontested, the Associate Principal will meet with the student and parent/guardian to outline the consequence.

B. If the violation is contested by the student and/or the parent/guardian, the student may make an appeal to the Student Board of Appeals. (See Appeals under Discipline Procedures). In accordance with WIAA, the student is ineligible to participate in athletic contests during the appeal process.

***Violations while at School or at School Events/Activities***

Any student who is in possession of, under the influence of, or sells/distributes e-cigarette products, alcohol or drugs while:

- at school or on school property
- during school time away from school property
- at school sponsored events/activities, or
- en route to or from school sponsored events/activities will be subject to the consequences outlined in ***Consequences of Violations***.

The following additional consequences will also be imposed:

1. Suspension until a hearing with the Discipline Committee is convened.
2. Referral to legal authorities, if the situation warrants.
3. Possible recommendation of expulsion. Students who are not expelled from NDA will receive the consequences outlined in ***Consequences of Violations***.

Any students who is in possession of e-cigarette products will be suspended from school and the hearing with the Discipline Committee will not be scheduled until a drug test is completed by a professional lab and the results shared with the school. The drug test is at the student's expense.

A student found to be under the influence of alcohol or other drugs will remain on the premises until a parent/guardian can pick the student up. Should it be impossible to contact a parent/guardian, the student will be held until appropriate transportation can be arranged. If there is a reasonable suspicion that a student is under the influence of alcohol or other drugs, the Administration has the right to have the student tested for the presence of alcohol or drugs.

***Violations while not at School or School Events/Activities***

Any student who is in the presence, possession or under the influence of e-cigarette products, alcohol or drugs while NOT at school (which means not on school property or outside of school time) or NOT at school-sponsored events/activities will be subject to the following:

***Consequences of Violations***

**A. First Offense**

***Basic Consequences:***

- 1) Loss of Privileges for two quarters.
- 2) Mandatory NDA-approved AODA education program.
- 3) Possible AODA assessment by NDA-approved, certified AODA professional. If this assessment occurs, a follow-up meeting involving the student, parent/guardian, a school representative and/or the counselor will take place.

***Additional Consequences:***

Any students who is in possession of e-cigarette products will be suspended from school until a drug test is completed by a professional lab and the results shared with the school. The drug test is at the student's expense.

Those students who participate in athletics or extracurricular activities must sit out 25% of their contests/events. If the suspension involves any WIAA Tournament play, the student is ineligible for the duration of the tournament. Students in both athletics and extracurricular activities must accept both consequences. When only one contest/activity remains, the student will serve the athletic or extracurricular



penalty for that contest/activity and then serve the penalty (pro-rated) for non-affiliated students (not currently involved in athletics or extracurricular activities). Those students who move immediately into another sport or activity will serve the remainder of the penalty (pro-rated) in that sport or activity.

Definition: One quarter of the contests/events. (This definition applies if the student's penalty can be served within the same season in which the violation occurred). Due to WIAA regulations, if a percentage of contests/events results in a partial contest/event, the percentage will be rounded up to the next complete contest/event.

Students in both athletics and extracurricular activities must accept both consequences. Students may not join a team or activity in progress after a violation occurs. Students must be a full participant in a season or activity to validate the consequence. A full participant is defined as being a member of the team or activity from the first practice through the last practice.

Those students not involved in athletics or extracurricular activities must complete 12 hours of school-approved community service.

## **B. Second Offense**

### *Basic Consequences:*

- 1) Disciplinary probation for 12 months.
- 2) Mandatory NDA approved AODA education program.
- 3) Mandatory AODA assessment by NDA approved, certified AODA professional.
- 4) Mandated follow-up as recommended in assessment.

### *Additional Consequences:*

Any students who is in possession of e-cigarette products will be suspended from school until a drug test is completed by a professional lab and the results shared with the school. The drug test is at the student's expense.

Those students who participate in athletics or extracurricular activities must sit out 50% of their contests/events. If the suspension involves any WIAA Tournament play, the student is ineligible for the duration of the tournament. Students in both athletics and extracurricular activities must accept both consequences. When only one contest/activity remains, the student will serve the athletic or extracurricular penalty for that contest/activity, and then serve the penalty (pro-rated) for non-affiliated students (not currently involved in athletics or extracurricular activities). Those students who move immediately into another sport or activity will serve the remainder of the penalty (pro-rated) in that sport or activity.

Definition: One half of the contests/events. (This definition applies if the student's penalty can be served within the same season in which the violation occurred.) Due to WIAA regulations, if a percentage of contests/events results in a partial contest/event, the percentage will be rounded up to the next complete contest/event.

Students in both athletics and extracurricular activities must accept both consequences. Students may not join a team or activity in progress after a violation occurs. Students must be a full participant in a season or activity to validate the consequence. A full participant is defined as being a member of the team or activity from the first practice through the last practice.

Those students not involved in athletics or extracurricular activities must complete 24 hours of school-approved community service.

## **C. Third Offense**

*Recommendation of immediate expulsion.* The expulsion will be noted on the student's transcript.

### **Consequence for Providing a Location and/or Substances**

In addition to the above consequences, students found responsible for providing a place (i.e. property, vehicle, etc.) where e-cigarette products, alcoholic beverages or controlled substances are present and/or providing the e-cigarette products, alcoholic beverages or controlled substances will result in an automatic 12 month suspension from participation in all extracurricular activities and disciplinary probation for 12 months.

### **WIAA Regulations**

In any instance where the student's actions constitute a violation of WIAA rules related to substance use, the penalties shall not be less than those imposed under the WIAA rules.

If a Code violation occurs where the penalty covers some or all of the team's WIAA tournament contests, the student is ineligible for ALL tournament games, even if it involves more games than the original suspension called for. (WIAA rules prohibit a student from returning to competition from a suspension in the middle of a tournament series.) A complete listing of WIAA rules and regulations can be found on the WIAA website at: <http://www.wiaawi.org/>

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **Student Use of Technology**

Notre Dame Academy supports use of technology resources for the sole purpose of achieving NDA educational goals, standards and curricular objectives. In addition, technology provides efficient and effective means to teach collaboration and organizational skills necessary for the 21<sup>st</sup> century. Technology can be a valuable tool for school-related activities, events, etc. Students are expected to be ethical Digital Citizens in their use of technology and to report inappropriate and unsafe use to school officials. NDA will make every reasonable effort to utilize security software that will filter access to information that is not suitable for minors.

### **Acceptable Use Code of Conduct for Technology**

Student access is a privilege, not a right. Whether students are using their own or NDA-owned devices, students are responsible for demonstrating appropriate behavior while using technology.

Users should not expect stored files to be private. At any time, the student's parents, NDA faculty and/or staff may request access to the student's files for any reason.

### **Students are responsible for their own behaviors and are expected to comply with the following Code of Conduct for Technology:**

- 1) Whether personally or NDA owned, students are responsible for physical damage caused to devices by food, drink, accidental damage or intentional misuse.
- 2) The Internet is to be used for **curriculum objectives**.
- 3) Students should never share personal information, including phone number, address, social security number, birthday or financial information over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- 4) Network security interruptions, such as the introduction of viruses or deletion of files are not permitted.
- 5) Printers may be used for educational school-related documents only. At school, printing must be done with NDA-owned devices.
- 6) Offensive messages or pictures may not be sent, displayed or downloaded.
- 7) Users of technology resources should respect the rights and privacy of others. Each student should only use their own assigned password/ID and may not trespass into the files, folders or work of other users. A student should not allow other students to access the computers, networks or Google Drive using his/her password/ID.

- 8) NDA will provide an email address and related Google Drive for students to facilitate communication and collaboration. In addition, the NDA-issued email address provides a safe, simple and reliable way to verify other users (teachers and students). Students will be expected to use their NDA-issued email address and Google Drive for all academic and school-related use (activities, calendar, PowerSchool Learning, etc.). Students are expected to check their NDA-issued email address on a regular basis, especially on school days. Student's NDA-issued email and Google Drive are maintained for one year after graduation and then are deleted.
- 9) To ensure the safe use of the internet during the school day, students will be required to login and use the school Wi-Fi at all times. The school filter is designed to create a safe environment for our students to learn. If the filter blocks a student from a website, they may seek permission from the classroom teacher or Director of Technology for access. The school will provide sufficient bandwidth to ensure that academic learning is maintained throughout the school day.
- 10) Copyright laws should be respected. All quotations, references, graphics and sources must be cited to give credit to the originator, as stated in the NDA Honor Code.
- 11) School-issued devices are the property of Notre Dame Academy. Any misuse of these devices, including taking pictures or videos, leaving notes or non-educational documents, updating the iOS/OS, changing the background, icon setup or wallpaper may result in disciplinary action.
- 12) Taking pictures or making or transmitting any video or audio recording of other students or school staff is prohibited at all times, unless the student has obtained advance permission from a teacher or administrator.

Violations of established policies and procedures will result in a disciplinary referral with the consequences as listed in the *Handbook*. Individual users are ultimately responsible for their activity when using technology. NDA may review files and communications to ensure the safety of students, maintain system integrity and ensure that users are demonstrating acceptable use of technology. NDA will not be held liable for any information that may become lost, damaged or unavailable due to technical or other difficulties. NDA is not liable for losses, claims or demands against NDA or any user by another party based on the user's unethical or illegal use of technology.

Notre Dame Academy reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. Thus, inappropriate use of technology (for example, on a home computer or personal electronic device), may subject the student to the consequences of the Technology Acceptable Use Policy, as well as other pertinent sections of the *Handbook*. Inappropriate use includes, but is not limited to: harassment; use of school name or logo; remarks directed to or about other students, teachers, staff or administrators; offensive communications and safety threats.

Notre Dame Academy does its best to educate students about the appropriate use of technology at all times. NDA monitors student use of technology to the extent possible when students are at school or involved in school-related projects (email, Google Drive, PowerSchool Learning, internet blogs, social networking sites, chat rooms, etc.). Like other policies in the *Handbook*, students represent NDA, its mission and Core Values at all times through their conduct using technology, internet, social media, etc.

While our filtering system establishes parameters for appropriate use within our building, students and parent/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home and when devices use cellular data plans. Parents/ guardians are responsible for the filtering of devices at home or when cellular data plans are in use.

### **Technology Violations and Consequences Policy**

The following consequences will be applied to misuse of any Notre Dame Academy's Technology Equipment:

#### A. Misuse of NDA-owned Computers and Devices

NDA-owned equipment is to be used according to the guidelines set forth by the director of Technology, classroom teacher and the Technology Acceptable Use Policy. Examples of misuse include, but are not limited to: non-academic use; viewing or downloading inappropriate material; etc. The severity of the consequence will depend on the extent of the misconduct.

First Incident:	2 detentions
Second Incident:	Loss of Privileges for NDA-owned equipment for 2 weeks
Third incident:	Loss of Privileges for NDA-owned equipment for 4 weeks
Fourth incident:	Loss of Privileges for NDA-owned equipment for one semester

#### B. Misuse of School Resources

NDA-owned computers, printers and devices are shared by the entire school community. As a school community, we must steward our resources appropriately. Violations of this policy include, but are not limited to: printing of inappropriate documents/pictures; wasting of resources by printing non-educational items; excessive printing; etc.

First incident:	Loss of Privileges for NDA-owned equipment for 2 weeks
Second incident:	Loss of Privileges for NDA-owned equipment for 4 weeks
Third incident:	Loss of Privileges for NDA-owned equipment for one semester

#### C. Bypassing Internet Filter

Students must not use websites that attempt to bypass NDA's Internet Filter to access blocked websites or use other methods to bypass NDA's Internet Filter. The severity of the consequence will depend on the extent of the misconduct.

First Incident:	2 detentions
Second Incident:	1-3 day suspension and Loss of Privileges
Third Incident:	Discipline Committee Meeting and Recommendation for Expulsion

#### D. Damaging Equipment

NDA-owned technology resources and equipment should be handled with care. Damage to NDA-owned equipment, whether intentionally or unintentionally caused by food, drink or misuse, will result in the student paying for the replacement costs for the damage at current pricing levels in addition to the consequences below.

First Incident:	Loss of Privileges for NDA-owned equipment for 3 weeks
Second Incident:	Loss of Privileges for NDA-owned equipment for one semester
Third Incident:	Privileges for NDA-owned equipment revoked.

#### E. Inappropriate Communication

Technological communication will follow the Notre Dame de la Baie Academy "Guidelines for Technological Communication." Inappropriate communication includes: misuse of school email; sending inappropriate material; etc. The severity of the consequence will depend on the extent of the misconduct, including being considered Harassment/Bullying.

First Incident:	2 detentions
Second Incident:	1-3 day suspension and handwritten behavioral reflection and plan for improvement
Third Incident:	Recommendation for expulsion

#### F. Privacy of Logon Information

Users of technology resources must respect the rights and privacy of others. Each student may only use his/her assigned password/ID and may not trespass into the files, folders or work of other users. A student should not allow other students to access the computers or networks using his/her password/ID. If the student feels his/her credentials have been stolen, the student should report this to a school official immediately. The credentials will be changed as soon as possible by the Director of Technology. The severity of the consequence will depend on the extent of the misconduct.

First Incident:	2 detentions
Second Incident:	1-3 day suspension and Loss of Privileges
Third Incident:	Recommendation for expulsion

#### G. Network Security

Students should not tamper with network security. This includes introduction of viruses, attempts to hack into the network or intentional access of network servers, programs or deletion of files.

First Incident:	Discipline Committee Meeting and Loss of Privileges, and possible suspension or expulsion
-----------------	---

#### H. Copyright Laws

Copyright laws must be respected. All quotations, references, graphics and sources will be cited to give credit to the originator. Consequences will follow the NDA Honor Code.

### NOTRE DAME DE LA BAIE ACADEMY HONOR CODE

Notre Dame Academy strives to uphold our Core Values and provide each student with the best education possible. The success of this effort may be hindered by academic dishonesty. Notre Dame Academy's Honor Code is adapted from the International Baccalaureate program and designed to ensure successful learning in an environment of honesty and integrity for all students. Additional resources referenced include the St. Norbert College Honor Code.

#### A. Violations of the Honor Code

Violations may include, but are not limited to the following:

1. **Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit knowledge. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism. Examples of plagiarism may include:
  - a. Copying or paraphrasing without proper citation methods as prescribed by the teacher.
  - b. Using online translators or other translators when not specifically allowed by the teacher.
  - c. Copying of data or assignments without citing the source of the data or assignment.
2. **Collusion** is defined as supporting academic misconduct by another student. Examples of collusion may include:
  - a. Allowing one's work to be copied by another student.
  - b. Knowingly and/or intentionally assisting others in any arrangement where work is performed by someone other than the person receiving credit.
  - c. Relaying information about a test to students who have not yet taken it.
  - d. Relaying test copies from previous years to students who have not yet taken it.

- e. Collaborating with others when it is not allowed by the stated policy of the teacher, or beyond the extent specifically approved by the teacher for that assignment, assessment or course.
  - f. Showing, sharing or exchanging an exam, assignment or assessment without the teacher's knowledge or approval.
3. **Misconduct** is defined as any behavior that unfairly advances one's academic performance or compromises the academic integrity of a class, course or institution. Examples of misconduct may include:
- a. Cheating on an exam, assignment or assessment. This includes using outside resources not specifically allowed by the teacher, such as cheat sheets or technological devices.
  - b. Obtaining information about a test prior to taking it. This includes receiving information from students who have already taken the exam.
  - c. Using test copies from previous years.
  - d. Intentional absence on exam dates, presentation dates or paper deadlines.
  - e. Falsifying records, laboratory reports or other data.
  - f. Having a technological device out during testing.
4. **Duplication of work** is defined as the presentation of the same work for different assessment components or requirements for the same class or different classes. Students should seek teacher approval prior to submitting the same work for credit in more than one course.

B. Procedure

- 1. During orientation, each student is given a copy of the *Student and Parent Handbook*. The Honor Code is published in the *Handbook*. Students enrolled at Notre Dame Academy are expected to be familiar with the Honor Code.
- 2. All offenses are to be reported to the Associate Principal and are cumulative while at NDA.
- 3. Any violations reported by other students are kept strictly confidential.

C. Consequences (per subject area)

First Incident:	Failing grade on the assignment, test or paper
Second Incident:	Failing grade for the quarter and Academic Probation
Third Incident:	Failing grade for the semester, no credit for the semester and Academic Probation

In addition, students who have accumulated at least two incidents in multiple classes while enrolled at Notre Dame Academy must meet with the Discipline Committee.

Note: Students taking St. Norbert College Credit courses or International Baccalaureate courses should see those Institution's policies and procedures for additional guidelines.