



ACADEMY *of*
NOTRE DAME
de NAMUR

INSPIRING YOUNG WOMEN
SINCE 1856

2019-2020 Student Handbook

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

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Statement of Mission

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

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

Belief Statements

We believe that

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

The History of the School

The Academy of Notre Dame de Namur was founded in 1856 on West Rittenhouse Square in Philadelphia. The student body gradually increased until it was necessary to find another location in addition to the campus already established. As a result, the high school department moved to its present site in Villanova in December, 1943. The Academy's Villanova campus welcomed its first freshman class the following September. During the next year, the school was re-evaluated and accredited by the Commission on Colleges and Secondary Schools of the Middle States Association. The school constantly evaluates, revises, and updates its college-preparatory program. Notre Dame graduates have attended a variety of colleges and universities, and have entered numerous fields of religious, civic, and social service.

Significance of the School Seal

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

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

Alma Mater

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

Your labors blessed by the Almighty Hand
Of the loving Architect
Are as a symbol of noble life
Where love and sanctity gleam bright.
O Seat of Wisdom, Mother mild,
We place our hope in you.
Undying loyalty we pledge,
O beloved Notre Dame.

Honor Code

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

The Honor Code fosters the development of each student's personal integrity, character and respect for self, others and school policies. The obligation to follow the guidelines will afford students the opportunity to achieve personal maturity as well as provide the proper academic atmosphere in the school. The specific goals of the Honor Code, supported by students, faculty, staff and parents, stand as follows:

- The Honor Code should serve as a system of behavior through which the student is primarily responsible for her actions. If it becomes evident that this responsibility is not being met, it will be necessary for individual teachers to take appropriate action.
- The Honor Code should establish a level of self-discipline through which the student is encouraged to exercise her maturity by making good decisions.
- The Honor Code should create individual awareness of self in relation to the group.
- The Honor Code should be instrumental in instilling the positive values necessary for adult life.
- The Honor Code will not be effective unless each student makes its success her personal goal. It is each student's responsibility to remind those who violate the code of its importance to our philosophy. Each member of the student body is expected to conduct herself according to the norms of the Honor Code which include the following:
 - Each person deserves respect. Students are expected to show respect for the reputation and physical safety of each member of the Notre Dame community.
 - The first purpose of a school is to educate. It is the student's primary responsibility to avail herself of every opportunity that Notre Dame provides. Students must attend every class for which they are rostered unless specific permission for an absence has been granted by the teacher involved. This rule applies also to studies, free periods, assemblies, clubs and other school functions.
 - During the school day, Notre Dame is responsible for each student and, therefore, we must know where to locate her at all times. At no time may the students leave the campus or go to any unauthorized area (e.g. parking lot) without permission.

- Notre Dame is a drug-free environment. As such, the possession, sale, distribution or use of alcohol, tobacco, or other drugs are not permitted on campus, on school buses, or at any school-sponsored functions. Any student who violates this policy will be subject to discipline, which may include suspension or dismissal from school
- Notre Dame values the safety of each member of the school community. Therefore, actions which cause risk to the safety or well-being of another person or the possession of any item which has the potential to inflict harm or injury to self or others is strictly prohibited. Any student who violates this policy will be subject to discipline, which may include suspension or dismissal from school.
- Notre Dame has a relatively free, open atmosphere which places responsibility on all members of the community. Stealing of any materials, however minor, is a direct violation of the law and of the honor code. The violation of any guideline, especially cheating, stealing or other deceitful actions, constitutes a direct misuse of this freedom.
- Students are expected to adhere to all requirements contained in the Technology Acceptable Use Policy, cell phone policy, and social media policy.
- Students must maintain the proper uniform during school hours.
- Classes begin at 8:15 AM. Students are allowed five minutes between classes. Lateness without good reason is disruptive to the academic environment.
- Students are expected to conduct themselves in an orderly fashion both inside and outside the classrooms.
- In the school building, eating is permitted in the cafeteria only. Each student must be responsible for cleaning up after herself in the cafeteria and all areas of the school environment. Students should use the recycling bins that are located throughout the campus.
- Good health habits, neatness and cleanliness are expected of each individual.

At the discretion of the Administration, a student found to be in violation of the Honor Code may be subject to discipline, including but not limited to suspension or dismissal from school, or prohibition from attending and participating in events and activities, including extra-curricular and co-curricular activities, leadership roles and senior and other class privileges.

Academic Integrity

The Academy of Notre Dame de Namur upholds a policy of Academic Integrity that flows from its roots in the Catholic tradition and the philosophy of Saint Julie Billiart. Through education and personal guidance, the school's policy is intended to foster in each student a responsibility to

act honorably in regard to work that is her own and in respecting the work of others as separate from hers.

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

Academic Dishonesty

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

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

Academic Dishonesty may include:

- **Cheating**, which includes inappropriately assisting or collaborating with other students or using material, including submission of the student's own work that has already been used for another assignment, without explicit permission from the teacher;
- **Plagiarism**, which presents the words, ideas or research of others as the student's without citing the source or improperly citing the source **and/or copies or paraphrases words from a source (with or without citing the source)**;
- **Lying**, which misrepresents the truth with the intention of falsifying, inventing, or deceiving.

Student Responsibilities

Each student is responsible for:

- acknowledging that as a member of the Notre Dame community, she must uphold the Honor Code, which includes maintaining academic integrity;
- seeking help in learning the proper procedures for citing sources of information and/or

working on group projects, assignments or study;

- showing respect for the efforts of the entire Notre Dame community to uphold the Honor Code;
- recognizing that by violating her personal integrity, she is compromising the integrity of the Academy;
- encouraging her classmates to live up to the Honor Code through personal example, discouraging acts of academic dishonesty and reporting violations of the Honor Code to the teacher of the course in which the violation has occurred;
- accepting that the Academy of Notre Dame reserves the right to remove any members from the community whose actions consistently demonstrate that they do not embrace the Honor Code and who disrespect academic integrity.

Faculty Responsibilities

Members of the faculty are responsible for:

- communicating, in numerous ways, what constitutes academic dishonesty, how to avoid cheating, plagiarizing, falsifying work, and inappropriately aiding other students;
- providing guidance and resources on the proper use of citations and sources, instruction on how students are to approach group projects and other forms of collaboration when such assignments are made, and avoiding ambiguous assignments or assessments;
- following appropriate procedures for addressing an incident of academic dishonesty as outlined below;
- respecting and upholding the confidentiality of students when dealing with an incident of academic dishonesty.

Procedures When Academic Dishonesty Occurs

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

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

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

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

Academic Warning

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

Procedure for an Academic Warning

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

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

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

Academic Offense

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

Procedure for an Academic Offense

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

- In all cases of an academic offense, the Administration. will immediately meet with the student and the teacher and decide a course of action.
- In the case of a high school student, the Director of High School will have the student phone

her parent(s) or guardian(s) to arrange a meeting with the parent/guardian, teacher and student within the next two (2) days. At that meeting the violation will be outlined and the course of action will be explained.

- In the case of a Middle School student, the Director of Middle School will call the parent(s) or guardian(s) to arrange a meeting with the parent or guardian within two (2) days. At that meeting, the violation will be outlined and the course of action will be explained.
- The student and parent/guardian will be informed of a course of action, which may include any or all of the following:
 - the student may receive a zero (0) on the assignment (first offense) or F for the marking period (second offense);
 - the student will write a letter of apology to the teacher of her course within two (2) days;
 - the student may be removed from a currently held leadership position within the school for a specified period of time;
 - the student will revise the assignment or re-take the test or quiz; the teacher will determine the length of time she will have to re-submit the assignment or re-take the test or quiz and what partial credit she will receive;
 - should a student be found guilty of committing a third Academic Offense, she may be asked to withdraw from the Academy or face expulsion, depending on the severity of the offense.

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

Educational Program

Requirements for Admission

The Academy of Notre Dame welcomes qualified students, regardless of race, color, creed, national origin, ethnicity or disability. Admission may be sought at the sixth or the ninth-grade entry levels or as transfers to other grades; in the latter case, applicants must be graduates of recognized elementary schools or a comparable program. Transfer applications are considered in light of space availability. All incoming students must present the proper academic credentials and must perform creditably on the school entrance examination or a comparable battery of tests.

Requirements for High School Graduation

High School Curriculum

Each student must earn a minimum of 24 credits (units) in major subjects at Notre Dame in order to graduate, as well as meet all the additional credit or course requirements outlined below. Six major subjects must be taken each year. In addition to academic requirements, a minimum of forty-five (45) hours of social service during high school is required for graduation. These hours should be completed by September of junior year.

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

Policy for Courses Taken Online or from Other Educational Institutions

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

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

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

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

Middle School Academic Program

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

Learning Support

Learning Services

- Two full time **Learning Support Specialists** are employed by The Academy of Notre Dame to facilitate the effective, independent learning of students in alignment with the school mission.
- **The Learning Services Program**
 - Is in place to complement the academic support provided by the faculty with the intention of creating an academic environment that is challenging, enriching and optimal for learning and success to all students.
 - Establishes supports and strategies within the framework of the curriculum without fundamentally altering the program. This is done in order to support the overall needs of the student as a learner in all areas of her scholastic life.
 - Strives to facilitate procedures that encourage students to become motivated and independent learners who take responsibility for their own education and become strong self advocates.

Program composed of:

- Services for Students with Disabilities
 - Direct support from a learning specialist is available to those students whom have been identified as having a specific learning difference, or other disability that interferes with their academics

- In order for a student to receive accommodations there must be a current (within 3 years) Psycho-Educational Assessment on file identifying a specific diagnosis using DSM-IV criteria
- **Educational Learning Plans** are implemented for students containing: Testing and classroom accommodations to be utilized by classroom staff, strategies and suggestions based on strengths and weaknesses, specific plan for academic coaching by the learning specialist and consultation recommendations
- Support for Students
 - Students needing additional assistance in organizational and study skills
 - After a referral is completed, the Learning Specialist works with the student support team (teachers, parents, and counselors and Administration.) to establish a support plan
- Study Skills Curriculum
 - Introductory course taught to all incoming 6th grade students

Counseling Services

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

Report Cards

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

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

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

GPA Chart

	College Prep	Honors	AP
A+ 100-97	4.33	4.48	4.63
A 96-93	4.00	4.15	4.30
A- 92-90	3.67	3.82	3.97
B+ 89-87	3.33	3.48	3.63
B 86-83	3.00	3.15	3.30
B- 82-80	2.67	2.82	2.97
C+ 79-77	2.33	2.48	2.63
C 76-73	2.00	2.15	2.30
C- 72-70	1.67	1.82	1.97
D+ 69-67	1.33	1.48	1.63
D 66-65	1.00	1.15	1.30
F 64 and below			

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

F – Failure. Failure in a subject at the end of the year must be made up in either an approved summer program. Remediation must be approved by the Administration prior to its start and completed and passed before the beginning of the new school year. After remediation, the student must achieve a passing grade on a departmental exam in the subject to advance to the next grade. The passing grade will be submitted with the transcript. If a student fails more than two subjects for the year, advancement to the next class will be questionable. If the final failure occurs in eighth grade or senior year, the student will be permitted to participate in graduation exercises, but will not receive a diploma until the failure has been made up in an approved program and the student has passed the departmental exam.

Transcripts

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

To request an official transcript, please e-mail the following information to Mrs. Kim Eife (keife@ndapa.org).

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

By e-mailing the above information, you are granting permission for the Academy of Notre Dame to release your official transcript to the above-stated institution. Please allow five business days for processing.

Honors

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

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

National Honor Society

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

Academic Progress Reports

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

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

Final Grades

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

In calculating the first semester grade for middle school and high school students, the first quarter average counts for 50% and the second quarter average counts for 50%.

In calculating the second semester grade for middle school and high school students, the third quarter average counts for 50% and the fourth quarter average counts for 50%.

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

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

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

Notre Dame Community Policies

Attendance

Students are expected to be active and responsible learners in the school community. Instruction, daily practice, reinforcement, review, and discussion within the classroom framework all play a critical role in the learning process. The importance of regular attendance in class cannot be overemphasized. Yearly attendance, including excused and unexcused daily attendance ~~absences~~, is printed on the transcript sent to colleges.

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

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

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

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

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

Academic Priority

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

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

Extended Absence

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

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

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

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

If a student's extended absence is for strictly medical reasons, a doctor's note must be submitted to the nurse and Administration. An email will be sent to inform the teachers. If a student's extended absence is due to mental health reasons, a note from a physician, psychologist or therapist must be submitted to the counselor.

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

The Administration will notify the student's teachers that the student is on cognitive rest for forty-eight hours to allow her time to see a physician, if applicable (referrals available on the website under "Athletic Training Services"). If the student is diagnosed with a concussion, the original physician's orders should be forwarded to the Learning Support Specialist, who will notify teachers regarding the physician's recommendations for educational supports that can be provided to the student. For safety reasons, if a student is on a partial day schedule as per physician's orders, the Administration must be notified on a daily basis if a student arrives late or leaves early. The Parent(s) must provide the Administration with an update from the student's treating physician on the student's condition and progress every two weeks. If documentation from the treating physician is not provided in a four-week time period, the academic supports may be removed. When the student no longer requires academic supports, a clearance note from the treating physician shall be provided by the Parent(s) to the Administration.

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

Academics

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

Physical Education

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

Academic Supports that may be available to the Student Include:

- Take rest breaks as needed
- Spend fewer hours at school (have a shortened school day)
- Be given more time to take tests or complete assignments. (All course should be considered)
- Receive help with schoolwork (e.g. pre-teaching, outlines, note taker).
- Reduce time spent on the computer, reading, and writing.
- Be granted early dismissal from each class to avoid crowded hallways.
- No standardized testing (e.g. PSSA, SAT) during the initial recovery window of 2-4 weeks.

Extracurricular Activities

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

Concussion Management Team

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

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

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

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

Early Dismissal

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

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

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

Lateness

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

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

Missing from Class

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

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

Make-Up Tests

Students are responsible for making up all missed tests and quizzes. Students will make arrangements with their teachers regarding date and time of make-up tests and quizzes.

Study Procedures

For the safety of the student, it is imperative that her whereabouts be known at all times. The following procedures must be followed:

- A student assigned to a study must report to the assigned room as quickly as possible. **She may not go anywhere else in the building.**
- Students in study may sign out to the library (with a note from a teacher indicating the assignment); or for a conference or make-up work with a teacher.
- Students must wait for the proctor's approval before leaving the study.
- Each study moderator will keep a record where student sign-outs are recorded. This book is necessary in case of a fire drill or other emergency.
- Juniors and seniors have the privilege of being permitted to sign out with the Administration. A student may not sign out for another student. Failure to properly sign out may result in a loss of this privilege.

Driving Privileges

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

Drop-off/Pick-up of Students

Parents are asked to pick up and drop off students by the main Harron entrance to the school. Students who arrive at school prior to 7:30 AM must stay where adult supervision is present. Pick-up time at the Harron entrance is from 3:00 - 5:30 PM. All students must be picked up by 5:30 PM.-Students are not permitted to remain at school until an evening activity begins (for

example, a dance or performance). Chronic failure to pick up a student up at 5:30 PM may result in the student being restricted from after school activities. Students may remain after 5:30 PM if they are involved in a school-sponsored, supervised activity in which an adult has agreed to monitor them.

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

Educational Field Trips

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

Lockers

Each student is assigned a locker which is the property of the school and under its control. Students who wish to purchase locks must purchase them from the school store. Each lock combination must be recorded with the homeroom moderator and Director of Middle School or Director of High School, **Hall areas around and in front of lockers are to be kept clean and free from debris at all times. Students are not to write on or otherwise temporarily or permanently deface or otherwise damage lockers.** Students and their backpacks should not block access to other lockers.

The Notre Dame Honor Code calls for respect for the property of others; therefore, no student is permitted to go into another student's locker without her permission. Students must recognize that other students have neighboring lockers and respect reasonable boundaries in locker use throughout the school day.

Students are expected to bring their school issued MacBook to class each day. MacBooks should not be placed in lockers. The school is not responsible for items which are lost or stolen.

Lost Items/Theft or Property Destruction

Lost items should be reported to the Administration, who will have the student complete a Lost Items Form. The form can be found at the end of this handbook. Conclusive proof that a student has taken or destroyed another's property will require restitution of the property in question. Additional action may be taken at the discretion of the administration including discipline and notification of law enforcement authorities.

Food and Drink

In the absence of a medical waiver, food and drink, with the exception of water, may only be consumed in the cafeteria and, for seniors and juniors, in the junior/senior lounge.

Cell Phones

Each student is provided a MacBook for educational purposes. To build community and demonstrate respect for self and others, cell phone use is prohibited during Community Time. In order to maintain a productive learning environment, cell phone use is not permitted during class or study periods. At all times, cell phones must be silenced and placed in a backpack or classroom holder, at the discretion of the teacher. Cell phone use is otherwise permitted in common areas. Violation of this policy may result in confiscation of the phone and/or disciplinary action. **As stated in the Acceptable Use Policy, photographs and videos are only to be taken and/or shared with the explicit permission of those being photographed and filmed.**

Uniform and Appearance

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

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

- Kilts
 - Kilts are purchased from Flynn & O’Hara (www.flynnohara.com or 1-800-441-4122).
 - Kilts are to be no shorter than five inches above the knee. Many students grow throughout adolescence and may require a new skirt to meet the appropriate length requirement. In individual cases, final determination regarding appropriate length is made by the administration.
 - Shorts may be worn under the kilt, but they are not to be visible below the length of the skirt.
- Golf shirts
 - Golf shirts must be the traditional white or navy style (short or long sleeves) and have either no logo or the official ND logo.
 - Golf shirts may be purchased through Lands End or the school store.
 - Tee-shirts may be worn under the golf shirt, but must be either white or navy blue with no trim or design and may not be visible.
- Sweatshirt

- In cold weather, students may wear any of the official approved uniform sweatshirts available in the Shamrock Shop.
- Tights
 - ⊖ Students must wear light or heavyweight navy tights with the winter uniform, although students may also wear tights on any cold day-
- Footwear
 - Students are to wear visible plain white or navy socks.
 - Shoes must have a back to their heel. Students may wear traditional school shoes or sneakers.
 - The following shoes are not permitted: flip-flops, boots, moccasins, slippers, and clogs.
 - In cold, snowy, icy and/or rainy weather, students are permitted to wear weather-appropriate boots.
- Outerwear
 - Students are permitted to wear coats, scarves, hats, and jackets when moving from building to building in cold weather, but they must be removed inside the buildings.
- Gym uniform
 - Navy shorts
 - Golf shirt
 - Sweatshirt (winter)
 - Sneakers
- Sports uniforms
 - On game days, athletes are permitted to wear the approved team uniform shirt for their sport with their kilt. More specific guidelines for each sport are available from the athletic department.
 - Spirit wear sweatshirts purchased from the Shamrock Shop may be worn as the school uniform sweatshirt

Dress Down Day Guidelines apply as follows:

Jeans without holes, leggings, or blue sweatpants

Shirts which cover the shoulders, chest, backs and stomach

Sweatshirts and sweaters

Closed shoes, boots, sneakers

*Please note that shorts are not permitted on dress down days.

Non-compliance Regarding School Uniforms

All faculty, staff and administration will request that a student be in proper uniform. If the student continues to choose to be out of uniform, administration will determine an appropriate

action. This may include having the student change clothes, notifying the student's parents, or requesting a conference with the student's parents.

Health

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

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

Guidelines for Students Using the Health Room

Students are not to initiate phone calls or texts to parents, requesting permission to leave school early.

A student who feels ill during the school day must follow this procedure:

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

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

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

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

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

Medication

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

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

Mental Health

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

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

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

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

In other situations which are cause for concern:

- The recommendation of the school Principal or his/her designee must be followed.
- If the principal or his/her designee requires an evaluation for the student by a mental health professional, the parents will be required to sign a release of information form allowing the principal or his/her designee to communicate with the mental health professional and must also sign a release allowing the mental health professional to communicate with and release his/her recommendations to the Administration and Director of Counseling.
- The school must be provided with a written recommendation for treatment by the mental health professional before the student may return to the Academy.
- Parents and students are expected to follow the recommendations of the mental health professional in as a condition of the student's continued enrollment at the Academy. The principal or his/her designee must be allowed to receive updates from the mental health professional regarding compliance with treatment recommendations.

Alcohol, Tobacco and Drugs

The Academy of Notre Dame's philosophy commits the school to providing an "atmosphere of caring, openness and responsible freedom." The school community recognizes that general use of alcohol, tobacco and other drugs threatens that atmosphere and the personal development of students. Pennsylvania law prohibits the consumption of alcohol by persons under the age of 21, the use of tobacco by persons under the age of 18, and the illegal use of drugs by all persons. The Notre Dame community actively and vigorously supports the laws of the Commonwealth of Pennsylvania and the strict compliance with these laws at all school functions. The Academy may notify law enforcement authorities of circumstances which are a violation of law. It has, therefore, developed a policy to prevent and to intervene in the use and abuse of alcohol, tobacco and other drugs.

Situation 1- When a student volunteers' information about personal alcohol, tobacco or other drug use, she will be referred to the Director of Counseling at the Academy of Notre Dame who will determine and recommend an appropriate course of action. Parents will be notified.

Situation 2- When a student is referred to a member of the Notre Dame community because of suspected alcohol, tobacco or other drug use, the counselor may seek input from faculty and staff concerning that student's attendance, grades and behavior. The student will be required to meet with a Notre Dame counselor. Parents will be notified by the Director of Counseling or the principal if such input suggests a need for intervention. If a recommendation is made for

professional intervention, the student and her parents will be required to comply with this recommendation and sign a release of information form allowing a member of the counseling department to communicate with the treatment professional. Parents must also sign a written release allowing the professional treatment provider to communicate with the Academy. Failure to comply may result in the student's dismissal from Notre Dame. The Academy of Notre Dame reserves the right to require compliance with the treatment professional's recommendations for the student as a condition for remaining enrolled at the Academy.

Situation 3- When a student has a medical emergency related to alcohol, tobacco or other drugs, the nurse and the student's parents will be summoned immediately. Appropriate health and first aid procedures will be followed. The principal or his/her designee will investigate the incident. This investigation may include a search of the student, her locker, desk, car and other possessions, and an analysis of unknown substances by police may be requested. Medical clearance and a parent conference are required for reentry to school, and a meeting with a school counselor will be mandatory. If a recommendation is made for professional intervention, the student and her parents will be required to comply with this recommendation and sign a release of information form allowing a member of the counseling department to communicate with the treatment professional. Parents must also sign a written release allowing the professional treatment provider to communicate with the Academy. Failure to comply may result in the student's dismissal from Notre Dame. The Academy of Notre Dame reserves the right to require compliance with the treatment professional's recommendations for the student as a condition for remaining enrolled at the Academy.

Situation 4- When a student possesses or uses alcohol, tobacco or other drugs or drug related paraphernalia on school grounds or at school sponsored events, the principal will be notified. Parents will be contacted immediately. The principal or his/her designee will investigate the incident. This investigation may include a search of the student and her locker, desk, car and other possessions. Paraphernalia and suspicious substances will be confiscated and an analysis by the police may be requested. Consequences for this behavior may result in immediate suspension or dismissal from the Academy. If the student is not immediately dismissed, she will be required to meet with a school counselor. If a recommendation is made by the school counselor for professional intervention, the student and her parents will be required to comply with this recommendation within three days and sign a release of information form allowing a member of the counseling department to communicate with the treatment professional. Parents must also sign a written release allowing the professional treatment provider to communicate with the Academy. Failure to comply may result in the student's dismissal from Notre Dame. The Academy of Notre Dame reserves the right to require compliance with the treatment professional's recommendations for the student as a condition for remaining enrolled at the Academy.

Situation 5- If a student is distributing alcohol, tobacco or other drugs, the principal or his/her designee will investigate the incident. This investigation may include a search of the student, her locker, desk, car and other possessions, and an analysis of unknown substances by police may be requested. Parents will be notified.

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

Off-Campus Conduct

The Academy of Notre Dame is not and cannot be responsible for the off-campus behavior of its students. However, the Academy may take strong and effective action when the misconduct of its students, on or off campus, is so serious as to threaten the safety and order of the school community or damage the reputation and standing of the school. Therefore, students found to have committed serious acts of misconduct will be subject to disciplinary up to and including suspension or dismissal from school. For information regarding student use of social media, see the policies in this handbook related to acceptable use of technology and use of social media.

Safety

- School opens at 7:30 am. Any student who arrives earlier must stay where adult supervision is present, e.g., the cafeteria. After school, students who are not engaged in a school-sponsored activity must stay where adult supervision is present. The library is open until 5:00 pm daily, except Friday when it closes at 3:30 pm.
- A School Crisis Response Handbook for Educators and the Notre Dame Safety Handbook are displayed in every classroom on campus. These handbooks are designed to give school personnel step-by-step procedures on how to react to crises such as a fire, an intruder, a bomb threat etc.
- Crisis situations may be followed with assistance from approved county crisis personnel who would be available to meet with individual students.
- Emergency kits with radios, flashlights, first aid supplies etc., are located throughout the campus. Emergency information is accessible by the nurse, Main Office, and emergency box.
- The school has 5 defibrillators on campus. They are located in Cuvilly, North Campus, the Aimee Willard Gymnasium Lobby, the Connelly Center, and the Mansion. The Physical Education staff, as well as several faculty and staff members, is trained in the use of a defibrillator.
- The school has a nurse available Monday through Friday.
- Fire drills are conducted on a regular basis. The school will periodically practice a lockdown. Every classroom can be locked from the inside if necessary.
- All visitors must sign in at the receptionist's desk and all visitors must wear a visitor's badge at all times.

- Exterior doors in the building are locked and accessible with proximity cards. All doors are available for exit. All buildings are alarmed at night.
- Student drivers must purchase and display parking tags for their cars. Faculty and staff are required to display tags as well. **Students who do not purchase a parking tag will lose their driving privileges.**
- Parents who come to field athletic events are asked to park in the back-school parking lot in order to keep the entrance drive clear for emergency vehicles.
- Notre Dame employs an emergency alert system, a rapid communication service which allows the school to quickly relay a message to every school family. Emergency calls will be distinguished with a 411 label.

SAFE2SAY SOMETHING

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

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

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

HOW IT WORKS: SEE IT. REPORT IT!

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

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

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

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

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

Use the Website: www.safe2saypa.org

Use the Mobile App on Apple or Android Devices
(search for Safe2Say Something)

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

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

STEP 3: School Officials/Law Enforcement Intervene to Help

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

Social Relations Policies

Harassment

A. Unlawful Harassment

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

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

B. Sexual Harassment

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status.

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

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

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

PROCEDURES

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

A. Reporting

1. A student who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to report the incident immediately to the Principal or an Academy employee.
2. A school employee or other person who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Principal.
3. If the Principal is the subject of a complaint, the reporting of the incident shall be made to the President.

4. The complainant or reporting employee is strongly encouraged to use the Unlawful Harassment Report Form available from the Principal and attached to this Handbook, but oral complaints shall be acceptable.

B. Investigation

1. Upon receiving a complaint of unlawful harassment, the Principal shall immediately notify the President. The President shall authorize the Principal or another designated investigator to investigate the complaint.

2. The investigation may consist of individual interviews with the complainant, the respondent, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relative to the investigation.

3. The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident may be pending or has been concluded.

C. Investigative Report

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

2. The findings of the investigation shall be provided to the complainant, the respondent, and the President.

D. Action by The Academy

1. If the investigation results in a finding that the complaint is sufficiently factually supported and constitutes a violation of this policy, the Academy shall take prompt, remedial action to ensure that such conduct ceases and will not recur.

2. If it is concluded that a student has knowingly made a false complaint under this policy, the student shall be subject to disciplinary action.

3. Disciplinary action resulting from this process shall be consistent with the Student Code of Conduct and Academy procedures and state and federal laws.

E. Appeal Procedure

1. If the complainant is not satisfied with a finding that no violation of the policy occurred or with the corrective action recommended in the investigative report, he/she may submit a written appeal to the President within fifteen calendar days.

2. The President shall review the investigation and the investigative report and may also conduct a further investigation, if warranted.

3. The President shall prepare a written response to the appeal within fifteen calendar days. Copies of the response shall be provided to the complainant, the respondent, and the Principal or investigator who conducted the initial investigation.

RECORDS

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

BULLYING/CYBER BULLYING

Purpose

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

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

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

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

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

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

Student means any student enrolled at the Academy.

The Academy prohibits all forms of bullying by Academy students. The Academy encourages students who have been bullied to promptly report such incidents to the building principal or any responsible adult who shall then report the incident to the building principal. The Academy directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the Academy's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

ANTI-HAZING

Purpose

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

Definition

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

The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would

subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

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

Responsibility for Compliance

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

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

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

Guidelines for Reporting Possible Violations

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

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

Discipline and Penalties for Violations

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

of which they were a member if that organization authorized the hazing in blatant disregard of this policy.

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

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

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

CHILD ABUSE – MANDATORY REPORTING

INTRODUCTION

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

WHO ARE MANDATED REPORTERS?

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

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

Persons who are mandatory reporters include but are not limited to: teachers, teaching assistants, personal care assistants, support staff, guidance counselors, school psychologists, social workers, administrators, all club and activities advisors, before- and after-school program employees, behavioral health providers, coaches, substitutes, bus contractors, independent contractors and consultants.

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

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

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

WHAT CONSTITUTES CHILD ABUSE?

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

- Causing bodily injury (any impairment of physical condition or substantial pain) or creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act
- Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act
- Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act
- Causing or creating a likelihood of sexual abuse or exploitation of a child through any act or failure to act
- Causing serious physical neglect of a child, including failure to provide essential medical care
- Engaging in any of the following acts within two years from the date of the report:
 - Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child
 - Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement
 - Forcefully shaking a child under one (1) year of age
 - Forcefully slapping or otherwise striking a child under one (1) year of age
 - Interfering with the breathing of a child
 - Causing a child to be present at a location while a violation of 18 Pa.C.S. §7508.2 (relating to operation of methamphetamine laboratory) is occurring, provided that the violation is being investigated by law enforcement)
 - Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known:
 - Is required to register as a Tier I or Tier II sexual offender under 42 Pa.C.S. Ch. 97 Subch. H (relating to registration of sexual offenders, where the victim of the sexual offense was under 18 years of age when the crime was committed); or
 - Has been determined to be a sexually violent predator under 42 Pa.C.S. § 9799.24 (relating to assessments) or any of its predecessors; or
 - Has been determined to be a sexually violent delinquent child as defined in 42 Pa.C.S. § 9799.12 (relating to definitions)
 - Causing the death of the child through any act or failure to act

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

- Physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities.
- The use of reasonable force by a person responsible for the welfare of the child for the purposes of supervision, control or safety, provided that the use of force:
 - Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;
 - Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;
 - Is necessary to prevent the child from self-inflicted physical harm; or
 - Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.

WHEN IS A REPORT REQUIRED TO BE MADE?

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

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

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

STEP-BY-STEP REPORTING PROCEDURES FOR MAKING A REPORT

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

Emergency Situations

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

Non-Emergency Situations

- **Step 1: Immediate Report:** An immediate report in a non-emergency situation must be made to the Pennsylvania Department of Human Services (“DHS”) (formerly “DPW”) **within 24 hours** of receipt of information related to the suspected child abuse. The report must be made by either:
 - **Electronic report** – Complete a written report of the suspected abuse on the Pennsylvania Child Welfare Portal using the secure web link:
<https://www.compass.state.pa.us/CWIS/public/home>.
 - You will have to create your own username and password on first login
 - Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing you with a written record of the report. Keep a copy of this report confirmation to provide to the school principal; or
 - **Oral telephone report** - Make an oral report to the **Child Abuse Hotline** which is known as “**ChildLine**” at **(800) 932-0313**. This is a statewide toll-free number that is staffed 24 hours a day, 7 days a week.
 - If the immediate report is made orally (not electronically), a written report must be submitted within 48 hours to DHS or the Delaware County Office of Children & Youth (“OCY”) assigned to the case either:
 - Using DHS’ written report form (CY-47) or
 - Via the electronic Child Welfare Portal.
- **Step 2: Notify the School Principal:** The school employee or independent contractor who makes the report of suspected child abuse shall immediately, after making the initial report, notify the Principal. If the initial report was made electronically, the reporter must also provide the Principal with a copy of the report confirmation. The Principal shall also immediately notify the local police department and the Delaware County Detective Bureau of the reported child abuse.
- **Step 3: Notify the President:** The Principal shall then immediately notify the President that a child abuse report has been made. If the initial report was made electronically, the school principal shall provide the President with a copy of the report confirmation.
- **Step 4: Notify Local Law Enforcement:** If the President reasonably suspects that conduct being reported involved an incident required to be reported under the Safe Schools Act or as otherwise required by law, the President shall confirm with the School Principal that the conduct has already been reported to local law enforcement and if it has not, shall report the conduct to local law enforcement and the Delaware County Detective Bureau, in accordance with applicable law.
- **Step 5: Follow-Up Written Report Within 48 Hours:** If the immediate report was made by the school employee or independent contractor orally (not electronically), a written report must be submitted by the school employee or independent contractor who made

the initial report within 48 hours to DHS or the OCY assigned to the case on DHS' written report form or via electronic Child Welfare Portal.

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

Photographs: When necessary to preserve potential evidence of suspected child abuse, the Principal or his/her designee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within 48 hours after a report is made by electronic technologies or as soon thereafter as possible.

OBLIGATION TO COOPERATE IN INVESTIGATION

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

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

PROTECTIONS FOR REPORTING

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

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

PENALTIES FOR FAILING TO REPORT

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

FALSE REPORTS

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

MANDATED REPORTER TRAINING

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

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

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

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

ANNUAL NOTICES

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

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

Technology Policies

Student Laptop Policy

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

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

Agreement for Laptop Use

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

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

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

Downloading games, applications or software is expressly prohibited.

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

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

Do not loan your laptop to anyone, and do not share your “user name” or “password”.

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

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

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

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

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

Safe E-mailing

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

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

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

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

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

Web Usage

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

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

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

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

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

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

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

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

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

Saving Information

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

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

Other

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

Remember, your laptop is your responsibility

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

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

The Academy does not routinely monitor the network for violations of Academy policies or rules and is limited in its ability to monitor laptops for cyber bullying and other violations. Therefore,

if you have reason to believe that another student is using either the network or their Academy-issued laptop in a manner that violates school rules or Academy policies, you are encouraged to report this to the Administration.

Acceptable and Responsible Use of Information Technology Resources

General Statement

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

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

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

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

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

Ownership and Accountability

The Academy owns and maintains the resources which its students, faculty, and staff use to create and record information related to the educational program and to administrative operations. The Academy is committed to educating the community in responsible use of

information technology resources and will respond as appropriate when notified of violations of this policy.

The Technology Department manages the Academy's information technology resources and strives to provide a reliable and secure technology environment. Members of the Technology Department are expected to adhere to the highest ethical standards regarding confidentiality of data and individual privacy. Contents of data and voice systems may not be disclosed to unauthorized persons. However, system administrators may access and disclose such contents when they determine such access and disclosure are necessary to protect the integrity of information technology resources. In addition, the Academy has the right to access and disclose the contents of data and voice systems when it reasonably determines that such access and disclosure are necessary to respond to health and safety emergencies or to disciplinary processes related to violations of Academy policies.

Using the Information Technology Network

The Academy's electronic information system (network) is a system of servers, computers, printers, and other network devices that allow community members to communicate across campus and access the Internet. The network is maintained and managed by the Technology department to ensure an effective and reliable system in support of the academic curriculum and administrative operations of the Academy. Connecting any electronic device to the network is strictly prohibited without the consent of the Technology Department. Such devices include laptop computers, personal digital assistants (PDAs), switches, hubs, routers, and other devices.

Network Protection and Content Filtering System

The Academy of Notre Dame uses Websense, a web filtering and desktop security application, which provides significant protection against accessing inappropriate websites from any computer on our campus network. Utilizing Websense also allows us to guide our users to educational websites and online databases that provide a wealth of information for academic scholarship and research.

Subscription Web Services Provided by ND

The Academy of Notre Dame subscribes to several Web-based services for the purposes of student research. See the librarian or a member of the Technology Department for the user id and password for each. Requests for applications or web-based services should be directed to the student's teacher or a member of the Technology department.

Individual Responsibilities

Security

The Academy employs various measures to protect the security of its information technology resources and of users' accounts. However, the Academy cannot guarantee such security.

Individuals should engage in safe computing practices by establishing appropriate access restrictions for their accounts.

Passwords (e.g., ND network, e-mail, Citrix) should not be shared with others. For their own protection and for the security of computing resources, students should always remember to exit from any networked applications that require a password and logout before leaving a networked computer.

Compromised machines present a risk to the community and the Technology Department has the right to disable access to the network immediately if a machine is found to be infected with a virus or operating in such a way that network security is at risk. Users are expected to assist in the performance of remediation steps in the event of a detected vulnerability and must do so before network access will be restored.

Identity

Anonymous messages and forged identities are not allowed through the Academy's network and/or the Academy's e-mail system. Any electronic message a student transmits must include her actual username or, in appropriate cases, her organization. If the message is sent only with an organization, individual contact information must be included. Hiding the sender's identity or using someone else's identity in electronic communications jeopardizes the integrity of the system and is prohibited. All campus computer and electronic devices are registered with the Technology Department using an IP address. Misrepresenting the sender's identity in the registration system is prohibited and will result in appropriate disciplinary action.

Privacy

E-mail is not necessarily a secure and confidential medium for communications. Intruders can obtain the contents and other information about an e-mail at various points of access during the course of transmission. Privacy is also the responsibility of the recipient of an e-mail or other electronic communication. A message sent to a student is usually intended by the sender to be read only by the student. While the Academy has no blanket policy that would prohibit forwarding messages or postings, respect for individual privacy and consideration for the rights of others should be considered before forwarding e-mail to others. When in doubt, asking the author for consent before forwarding her/his message is the best way to protect the privacy of the sender. When students follow a link to a website outside the ND domain, any assurance of privacy will be beyond the Academy's control.

Student Use of Social Media

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

Students who participate in online interactions, including through social media apps and websites, must remember that their posts reflect on the entire Academy of Notre Dame de Namur community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct and Honor Code. Social media and online activities are often not private communications and should be generally viewed as public and permanent communications. No form of harassment, bullying, cyberbullying, or hateful acts will be tolerated.

Students are expected to abide by the following:

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

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

Harassment, Bullying and Hateful Acts

No form of harassment, bullying, cyber-bullying or hateful acts will be tolerated. Cyber Bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, social networking sites, defamatory personal web sites,

and/or any other current social networking sites to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

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

Creating and Maintaining Official Academy Social Networking Sites

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

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

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

Resource Consumption

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

Intellectual Property

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

Responsible Use

Users are prohibited from engaging in the following practices:

Use of the network to disrupt the work of others

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

Information Services Email and Network Account Deletion Policy

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

"No longer affiliated" is defined as:

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

Account Deletion Dates

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

Notification

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

Athletics, Clubs, and Activities

Athletic/Activity Association

The primary function of the AA is to promote athletics and activities at all levels.

Athletics

The Athletic Department of the Academy of Notre Dame de Namur requires all athletes to follow the Honor Code as well as all general and specific policies outlined in the Student Handbook. Being an athlete on a sports team at Notre Dame is an honor and privilege. Anyone abusing this privilege in any way is subject to suspension and/or expulsion from the team. In order to try out or participate in the Notre Dame Athletics Program, students must adhere to the Sports Physical Policy. Athletes must have a current (within one year) physical on file using the Notre Dame physical form. All documentation submitted from medical professionals must be original documents. If a copy or fax is submitted, then the original must be submitted within a week.

Athletes should be proud to represent Notre Dame and the InterAc League both on and off the competition site. Off-campus behavior is expected to be exemplary including the use of social media. Student athletes should be responsible and accountable for their actions.

Athletes are responsible for maintaining a "C" average and making up schoolwork missed because of off-campus contests. Team lists will be made available to all teachers. Athletes must adhere to the Notre Dame policy on attendance and lateness, as well as additional team policies. Athletes must be present by 9:00 AM in order to participate in athletic competition. Exceptions may be made upon good cause at the discretion of the Dean of Students.

Team members are permitted to wear the approved Notre Dame athletic attire to school on game day. Infractions will be reported to the Athletic Department and may result in the student and/or team losing this "dress" privilege as well as other sanctions.

High School Sports

Fall

Cross Country
Field Hockey (V/JV/3rd)
Soccer (V/JV)
Tennis (V/JV)
Volleyball (V/JV)
Sailing (Club)

Winter

Basketball (V/JV)
Swimming
Indoor Track
Paddle Tennis (Club)

Spring

Golf
Lacrosse (V/JV)
Track
Softball (V/JV)
Sailing (Club)
Crew (Club)
Fencing (Club)

Middle School Sports

Fall

Field Hockey (V/JV)
Soccer (V/JV)
Tennis (V/JV)
Volleyball (V/JV)

Winter

Basketball (V/JV)
Swimming

Spring

Lacrosse (V/JV)
Softball (V/JV)
Golf (Club)
Track (Club)
Fencing (Club)

Campus Ministry

Campus Ministry is open to all students who desire to use their leadership to nurture the faith-life of the Notre Dame community. Committees led by an executive team and adult moderators meet regularly to plan service projects, prayer experiences and community-building activities.

Clubs

Clubs are formed according to student interest. A student may work with the Dean of Students to form a new club. Proposed clubs must be approved by the Administration. Currently clubs and activities typically include the following offerings:

- o Astronomy Club
- o Book Club
- o Chess Club
- o Chinese Club
- o Coding Club
- o Diversity Club
- o French Club
- o Hi-Q
- o Honor Corps
- o Living Poets Society

- o Mathletes
- o Meals for Many
- o Mock Trial
- o Reading Olympics
- o Respect Life
- o Robotics
- o Science Club
- o Ski Club
- o Spanish Club
- o World Affairs/UN

Music

Membership in the Women's Chorale, Middle School Women's Chorale, and Instrumental Ensemble is open to students. These groups participate in the Christmas Concert, Spring Concert and other events through the year.

Publications

· **The Gates**

The school newspaper provides opportunities for creative writing as well as news writing. Membership is open to high school students.

· **Launfal**

Notre Dame's yearbook is a yearly collection of memories of activities, studies and school personnel. Seniors hold editorial positions.

· **Literary Magazine**

The literary magazine publishes the works of Notre Dame writers and artists in a yearly publication.

Student Council

Student Council's primary function is one of service to the school. The Council, consisting of five main officers in the high school, three main officers in the middle school, plus homeroom officers, meets weekly to plan activities of interest to the student body. All members of the student body are welcome to attend.

Student Council also serves as a liaison between the faculty and the students, providing open and honest lines of communication. Student Council recognizes the needs of the individual as well as those of the group, and endeavors to fulfill those needs. The Student Council plays a valuable role in the service of the student body and of the faculty. Major activities sponsored by the Student Council include the following: National Denim Day for Breast Cancer, Spirit Days, Fall Fling, Christmas Charity, and others as determined appropriate.

Students self-nominate and are then elected by their peers at the end of the preceding year. **Juniors who plan to self-nominate must have completed and documented 45 hours of social service prior to submitting the self-nomination. In order to self-nominate for one of the Five Main positions on Student Council, a student must also have previously served on Student Council at least once.** A copy of the Constitution of the Student Council is available for review in the main office and on the school website.

Theater

The High School presents two full-scale dramatic or musical productions each year. Cast and stage crew members include students from grades nine through twelve. The Middle School presents one dramatic or musical production during the school year.

Sponsored and Non-Sponsored Events

Consistent with its mission and values, the Academy of Notre Dame sponsors a variety of co-curricular activities which include field trips, performances, recitals, retreats, athletic and social events. To the extent that our students share responsibility for planning, implementing and participating in activities, leadership training, moral decision-making and the development of mature social skills are intended outcomes. Activities sponsored by the Academy are age appropriate and are adequately supervised by Academy personnel. All applicable policies and procedures of the Academy, as well as expectations for student conduct, will apply.

On occasion, students and their parents or guardians plan private events, sometimes in conjunction with activities sponsored by the Academy. The Academy neither sanctions nor prohibits private events. It assumes no legal responsibility for such events. Any liability for such events is the responsibility of the host, not the Academy. Hosts of non-sponsored events must make a clear and affirmative statement to invited guests, their parents or guardians and any conductor engaged by the hosts that their event is not sponsored by or connected to the Academy of Notre Dame.

Academy personnel who attend private events do so as guests of the host, and not as agents of the Academy.

Dances/Proms

The Student Council typically sponsors a dance in the fall and/or winter. The Junior/Senior Prom, held each spring, is formal. The Middle School sponsors mixers throughout the year. To ensure their safety and/or compliance with Pennsylvania law, students attending Notre Dame dances may be given a breathalyzer test on both arrival and departure from the school dance. Breathalyzer tests may also occur during dances and school events based on reasonable suspicion that a student has engaged in alcohol use.

Ring Mass

Juniors receive school rings, a time of special significance indicating their bond with their class and Notre Dame.

Career Exploration

While some seniors are on KAIROS Retreat, the remaining seniors participate in a Career Exploration program. They spend two days on campus for orientation and sharing and one day off campus observing a specific career. Career Exploration typically occurs on days which coincide with the KAIROS Retreat.

Service Learning

The service learning program of the Academy of Notre Dame flows directly from the mission of the school. The service should be non-philanthropic. High School students are expected to have completed a minimum of 45 hours. Typical service opportunities include working with religious institutions (including churches and activities like CCD/Religious Education classes or Sunday babysitting, schools, soup kitchens, shelters, and food pantries or other non-liturgical parish service activities) and a wide variety of civic agencies (hospitals, nursing homes and recreation programs). For clarification on appropriate service activities, students should consult the Campus Ministry Office. **Service learning is a graduation requirement. Students must complete 45 hours by the beginning of senior year.** Completion of all service hours by the end of junior year, as described in the student contract, is a requirement for those who seek to run for Five Main positions on Student Council or leadership positions in Campus Ministry.

Spirit Days

The Student Council sponsors varied activities to help foster spirit throughout the school.

Religious Services

Liturgies

As a school community, we celebrate the Holy Days of the Roman Catholic Church during the school year: All Saints (November 1), Immaculate Conception (December 8), and Ascension Thursday (40 days after Easter). Other liturgies, including the celebration of the opening of school, Feast Day of St. Julie, the beginning of Lent (Ash Wednesday), Junior Ring Mass, Eighth Grade Graduation, and Baccalaureate occur throughout the school year. The expectation is that all members of the Notre Dame community will participate in liturgies.

In addition to liturgies, Sacrament of Reconciliation is available throughout the year. The members of Campus Ministry sponsor a community prayer service each Wednesday. Each class

participates in a day of retreat. KAIROS retreats are open to seniors. The school chapel, located in the Mansion, is open daily for individuals and groups.

School Services

Cafeteria

Breakfast, snacks, hot and cold lunches are sold each day in the cafeteria. Students may purchase food and drink throughout the school day. In the absence of a medical waiver, food and drink, with the exception of water, is not permitted in classrooms and the library.

Library/Media Center

Students may use print and non-print materials found in the Notre Dame Library/Media center. Classes may receive small group instruction or individual students may pursue independent study. A copy machine, and listening and viewing equipment are available for student use.

The materials in the Library/Media center support the curriculum and, as much as possible, the interests of students. **The school Library/Media center is open from 7:30 am until 5:00 pm Monday through Thursday and until 3:30 pm on Friday.**

Books: Circulating books and other materials may be borrowed for two weeks. Most are renewable. If at the end of two weeks the student is not finished, the book can be renewed provided no other student is waiting for it. Each student is responsible for all material borrowed in her name. It is also her responsibility to return materials on time and in good condition. The books in the reference collection may not leave the library at any time.

Lost Materials: Students must make financial restitution for lost material.

Overdue Material: When the library material is not returned on time, a fine of five cents per day is imposed. There is no fine for weekends or holidays. Notices are sent to students to remind them of their responsibility. If there is no response after one month, a letter is sent home.

Periodicals: The library subscribes to many subject specific periodicals that are available for students and faculty to check out or use in the library. Current issues are displayed in the library. Back issues may be obtained through the librarian.

Reserve Books: There are two types of reserve material: fixed reserve and circulating reserve. For some assignments teachers will ask that certain material remain in the media center. These materials are on a fixed reserve. Circulating reserve is for materials that must remain in the center during the day and only circulate for one night. This means that a student may not sign out a reserve book until 2:00. The material must be returned to the center by the end of the Resource Period the next morning. Only one reserve item may be signed out per student.

The Writing Center

The Writing Center is located in the library and is open to all students who want help with writing or math. Help is offered to any student, even the strongest students. The Centers ~~are~~ is open during all periods and is staffed by English teachers and well-trained students, and the Writing Fellows.

Lost and Found

Lost and found is located under in the hallway behind the classrooms in the upper floor of St. Julie. Articles not claimed within two weeks will be given to a charitable organization. We encourage labeling of all items so that they may be returned.

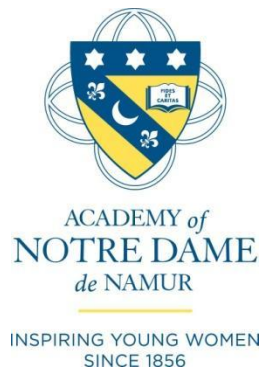
School Store

The school store offers a selection of school supplies: notebooks, loose leaf, school bags, uniform and non-uniform clothing, and other convenience and school related items. Spirit wear may also be purchased in the school store which is located in the Aimee Willard Lobby. **Note well: spirit wear is not part of the school uniform.**

The Fitness Center

High School students and members of the faculty and staff are invited to use the Fitness Center in the Harron Family Building. Prior to using the equipment, all students, faculty and staff must sign a waiver form and receive proper instruction from a member of the Athletic Department. High School students will receive training in their Physical Education classes. **No one is permitted to use the Fitness Center without another person present.** Hours are subject to change and will be posted outside the Fitness Center.

Revised July 2018



VACATION AGREEMENT

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

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

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

Parent Signature _____

Student's Name _____ Grade _____

Vacation Dates: _____

Signature of Administrator _____

Revised July 2018



PERMISSION FOR SCHOOL TRIP

In recognition of the educational purpose of _____ at the _____,

I/we request that you take our daughter _____

(student's full name)

from Notre Dame via _____ to _____ on _____.

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

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

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

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

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

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

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

Parent/Guardian Signature

Date

Emergency Contact #1 during field trip phone number

Emergency Contact #2 during field trip phone number



LATE/EARLY DISMISSAL AND/OR ABSENCE FORM

Student's Name: _____

Date: _____

Late/Time: _____

Reason: _____

Early Dismissal Time: _____

Reason: _____

Absence/Date(s): _____

Reason: _____

Parent Signature



LOST ITEMS FORM

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

Student Full Name: _____ Grade: _____

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

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

Was the location locked /item secured? ☐ Yes ☐ No

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

Approximate retail value of item(s): _____

Were there any additional witnesses of incident of loss? _____

Student Signature: _____

*** Submit this completed form to Administration

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

Revised July 2018

Academy of Notre Dame de Namur

UNLAWFUL HARASSMENT REPORT FORM

Complainant _____

Relationship to Academy of Notre Dame de Namur:

Employee _____ Student _____ Guest _____ Other _____
Specify _____

Department/School _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person whom you believe harassed you:

List any witnesses who were present: _____

Where did the incident(s) occur? _____

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

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

Complainant Signature

Date Prepared

Received by
Revised July 2018

Date Prepared



LAPTOP ACCEPTABLE USE CONTRACT

Introduction and expectations of technology/digital footprint

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

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

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

Acceptable Use

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

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

Unacceptable Use

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

- Surfing the internet for topics unrelated to school or deemed inappropriate within the Student Handbook (eg: social networking, shopping, accessing dark web sites, etc.)

- Posting negative/derogatory comments which constitute or promote cyber-bullying (which shouldn't be done on personal computers either!)
- Giving your passwords to anybody other than your parents/guardians/Tech department
- Adding or changing the username associated with the MacBook.
- Removing the school issued hard-shell computer cover or keyboard cover; *removal of these items can nullify the insurance on the computer.*
- Taping over the webcam or using other items that can damage the webcam.
- Downloading programs not provided by Notre Dame (i.e.: games or malware)
- Violations of Academy policy
- Downloading software without the express prior written consent of the Academy

Suggestions of use

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

- Make sure your laptop is fully charged when entering school.
- Save all of your documents onto the Google Drive icon located on your MacBook
- Understand your teacher's laptop policy, such as when technology use is acceptable in his/her classroom and what the consequences are for not having your laptop for a class period.
- Watch your laptop- they can be easy targets for theft and should be treated as such.
- If your laptop experiences technical difficulties or physical damages, take it to the Technology Office as soon as possible. A damaged computer that receives further damage runs the risk of nullifying the insurance.
- You do not need to update any software or Operating Systems (OS) on the MacBook unless it is impacting the performance of the computer. If an update is needed, the Technology Department will complete it.
- Should you have any technical questions, please email edutech@ndapa.org

Damage or Loss of Equipment

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

- MacBook Insurance policy
 - All laptops are covered by a manufacturer's extended warranty, as well as an additional 36-month insurance policy. The warranty covers manufacturer's defects and normal wear and tear occurrences that are unavoidable if appropriate care is taken with the MacBook.
 - The insurance policy is an additional fee that is paid for by the Academy and has a \$100 deductible for each claim. The \$100 deductible is the financial responsibility of the student's family, should a claim be filed.
 - The insurance covers *accidental* damage from liquid spills, power surges, drops, falls, collisions, theft, and vandalism as well as damage to batteries and AC adapters.
 - The insurance does **not** cover neglect and abuse. For example, throwing the laptop or leaving it in an unsecured area from which the equipment is subsequently stolen would be considered examples of abuse or neglect. If the laptop is damaged by neglect or abuse, it is the family's financial responsibility to fund the cost of replacement of the laptop at a price of approximately \$1,100.

- Any lost or damaged accessories (laptop chargers, external hard drives, outer computer cases, etc.) must be purchased *directly from the school's Technology Department*.
- The Student understands and agrees that at departure from the school or upon request from a school official, the MacBook will be returned to the school in the same condition the MacBook was originally provided except for normal wear and tear as determined by the school. Any failure to return the MacBook to the school in a timely manner may be considered unlawful possession of school property and the Academy may pursue legal remedies to obtain the MacBook or its value.
- Student transcripts will not be released to the student or transferring school unless the MacBook and accessories are returned in satisfactory condition and/or if damaged, until the deductible is paid in full or in the event the MacBook is damaged by neglect or abuse, until the replacement cost is paid in full.
- The Academy reserves the right to limit or prohibit the use of a MacBook as a result of repeated violations of the terms of use in this contract.

Please sign below and return this form to your homeroom teacher by **Friday, September 7th, 2018**. By signing, you are acknowledging you have read and understood the material presented. If you have any questions, please see our FAQ page on ndapa.org or do not hesitate to email the Director of Academic Technologies at edutech@ndapa.org. Thank you for your understanding.

Signature of Student

Date

Printed name of student

Signature of Parent/Guardian

Date

Printed name of Parent/Guardian

Revised July 2018



ACADEMIC DISHONESTY REPORT

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

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

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

3) The Administration, in consultation with the guidance counselor, shall determine whether a violation has occurred and whether the act falls into the category of Academic Warning (out of ignorance) or Academic Offense (intentional and/or repeated) and will provide a written summary of the situation and completes the Academic Dishonesty Form, which all parties involved sign for future reference.

Student Name:

Grade:

Course and level:

Teacher:

Circle one: Academic Warning

Academic Offense

Description of alleged violations (attach supporting documentation):

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

Student signature/date

Signature of Administrator

Parent signature/date