



NOTRE DAME

**Notre Dame Marist Academy
Middle Division**

**Student/Parent Handbook
2018-2019**

Notre Dame Marist Academy Schedules 2018 - 2019

WHITE SCHEDULE

All 45 minutes

- 1 7:30 – 8:15
- 2 8:20 – 9:05
- 3 9:10 – 9:55
- 4 10:00 – 10:45
- L 10:50 – 11:25
- 5 11:30 – 12:15
- 6 12:20 – 1:05
- 7 1:10 – 1:55
- 8 2:00 – 2:45

GOLD SCHEDULE

Odd – 85 minutes

- 1 7:30 – 8:55
- 3 9:00 - 10:25
- L 10:30 - 11:00
- SRT 11:05 - 11:45
- 5 11:50 – 1:15
- 7 1:20 – 2:45

GREEN SCHEDULE

Even – 90/95 minutes

- 2 7:30 – 8:55
- 4 9:00 - 10:25
- L 10:30 - 11:00
- SRT 11:05 - 11:45
- 6 11:50 – 1:15
- 8 1:20 – 2:45

ACTIVITY SCHEDULE

All – 35 minutes

- 1 7:30 – 8:05
- 2 8:10 – 8:45
- Activity 8:50 – 10:10
- 3 10:15 – 10:50
- L 10:55 – 11:25
- 4 11:30 – 12:05
- 5 12:10 – 12:45
- 6 12:50 – 1:25
- 7 1:30 – 2:05
- 8 2:10 – 2:45

LATE START SCHEDULE

All – 30 minutes

- 1 9:35 – 10:05
- 2 10:10 – 10:40
- 3 10:45 – 11:15
- L 11:20 – 11:50
- 4 11:55 – 12:25
- 5 12:30 – 1:00
- 6 1:05 – 1:35
- 7 1:40 – 2:10
- 8 2:15 – 2:45

Part 1: Mission

Mission Statement:

Notre Dame Preparatory School and Marist Academy provides its diverse student body a Catholic and internationally recognized college-preparatory experience of lasting value. We affirm our Marist mission to "Work with God to form Christian People, Upright Citizens and Academic Scholars."

Diversity Statement:

"Notre Dame, guided by the spirit and teachings of the Catholic Church and Society of Mary, actively seeks students, families, faculty, staff, and trustees of diverse backgrounds who are committed to the formation of a community of inclusion that respects the dignity of every individual.

"Notre Dame believes that teaching students to advocate for justice is essential to their development as Christian Persons, Upright Citizens, and Academic Scholars. We believe members of our community should work to eliminate prejudice and be a voice for those pushed to the fringes of society on the local, national, and global level. Therefore, Notre Dame challenges our community members to battle discrimination against any person or group, including, but not limited to discrimination on the basis of age, creed, gender, race, national or ethnic origin, socio-economic status, or religion."

Part II: Program of Studies

Academics

The Notre Dame Marist Academy-Middle Division Program of Studies has been prepared to help middle school students and parents plan the studies best suited to their particular needs and interests. Continuing the strong emphasis on building and improving basic skills initiated at the Lower Division, the Middle Division Program of Studies is organized developmentally from grades 6 through 8. The intent of the program is to provide a gradual transition into the high school program and enrollment process. Classroom participation, group work, tests, classwork and homework assignments are all extremely important in the educational growth of a middle school student. The principal, after consultation with the student's parents and appropriate staff, has the authority to approve accommodations to the Middle Division Program of Studies for an individual student, based on the student's individual needs.

Religious Studies

As a Catholic school, religion is the heart of Notre Dame Marist Academy curriculum. Each student is enrolled in religion class every semester and participates in prayer, liturgy, retreats and charitable activities.

The program of religious education at Notre Dame Preparatory School and Marist Academy builds upon the foundation of earlier teaching in the family, in church, and in religious education programs. Students learn more about the God of Scripture (taught from a Roman Catholic, i.e. non-fundamentalist point of view) who loves us as we are and invites us to become the best persons we can be. We are invited to respond to God's love by living moral lives. It is possible to live as Christians in today's world just as it has been throughout the history of the Church. We are challenged to raise our hearts and minds to God in prayer, to treat all other people with respect and dignity, and to love ourselves enough to live a good life. Ultimately, each of us is called to be a friend, a saint of God.

International Baccalaureate, Middle Years Programme

International Baccalaureate (IB) schools share a common philosophy – a commitment to high quality, challenging, world education. The Middle Years Programme (MYP) prepares students for a world of increasing globalization through an emphasis on communication skills, learning styles, social awareness and self-reflections. The MYP curriculum, designed by Notre Dame Marist Academy teachers working in collaboration, focuses on active learning, interdisciplinary connections and community service. The curriculum includes:

- MYP concepts in eight subject areas: Language and Literature, Mathematics, Fine Arts, Individuals and Societies, Science, Language Acquisition, Physical Education and Design
- Cross curricular themes and issues
- Methods and strategies of learning
- A program of internal and external review that allows the curriculum to evolve

*Only schools authorized by the International Baccalaureate Organization (IBO) as IB World Schools can offer any of its three academic programmes: The Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme (DP)

MYP Assessment

The purpose of all assessments is to improve student learning through comprehensive feedback, and evaluation of the programme and its delivery. All assessment is criterion related in line with the MYP subject criteria, modified as appropriate to grade level expectations.

Formative assessment means that students will be given assessed feedback on their work to help them improve it. They will also be involved in this assessment, perhaps through assessing their peers or even themselves. This may be a graded task. Summative assessment is a terminal activity usually assessed by the teacher, often a graded task for the report card.

Homework Policy

NDMA Middle Division Assessment & Homework Policy

Homework is an integral part of the educational process and extends from the school Mission to be Academic Scholars. In order to grow as academic scholars, homework supports learning in the classroom, develops self-discipline, good working habits, and time-management skills.

Essential Agreements

Homework is:

- An activity or assignment that a student can complete independently. It is carefully constructed to be completed within a reasonable time allotment, with minimal adult help.
- Connected to grade level or subject matter curriculum.
- Connected to class instruction.
- Engaging, purposeful, and relevant.
- Given consideration to quality over quantity.
- Meaningful to the learning established within the classroom.
- An extended practice from the daily work in the classroom.

Teacher Responsibilities:

- Post class syllabus on PSL and include homework expectations for the class/grade level and break down of category percentages, grading scale, and supportive materials (school supplies, MLA format, etc.)
- Review, grade, and record progress in a timely manner on Net Classroom.
- Whenever possible, communicate and coordinate assignments so that students do not receive an overload of homework.
- Explain homework assignments during class time; allow for time to write in planner and to ask for clarification. Post assignments on the whiteboard and on PowerSchool Learning (PSL).
- Teach techniques that can help students develop the Approaches to Learning skills which include time management, goal setting, and proper study habits.
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- Communicate with students on a regular basis about living the Mission of the school, especially about being strong academic scholars. When needed, teachers may assign study hall to a student who is falling behind academically.
- Communicate with parents at the earliest possible opportunity, once the student has demonstrated consistent inability to complete homework or assessments in a scholarly fashion.

Student Responsibilities:

- Come to class prepared with the materials needed for that day's lesson.
- Record homework in your planner as assigned in class.
- Complete homework independently and turn in as assigned. Assignments should be complete and on time.
- Check PSL and Net Classroom regularly.
- Use class time provided for completing classwork and/or starting homework.
- Seek assistance from teachers when demonstrating an inability to complete homework or when struggling to understand concepts.
- Use resources appropriately: go to study hall, media center, counselor, or utilize teacher's office hours to seek extra support as needed.
- Students are the main correspondent with teachers in regard to homework and assessment, and are developing the habit of seeking clarification from teachers when unclear about assignments or when absent from school.
- All homework should be in blue/black ink or pencil, neat, and in MLA format.

Parent Responsibilities

- Provide a quiet space, ideally a dining room, kitchen, or study, and basic materials for homework completion.
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits.
- Monitor time management and productivity.
- Review school provided materials (examples include: PSL page, student handbook, Acceptable Use Policy, News and Notes, and other online resources).
- Communicate with teachers once the student has demonstrated consistent inability to complete homework independently.
- Follow the chain of command when questions arise regarding classroom policy. Contact the teacher first, then the counselor, and finally the administration.

Late Work

- In the event of late homework, the following may occur:
 - ◆ One day late - student may receive no higher than an 80%
 - ◆ Two days late - student may receive no higher than a 60%
 - ◆ Greater than two days late - student may receive an M in the gradebook. M=missing and calculates as a zero (0).
- In the event of a late test, project, or summative assessment, the following may occur:
 - ◆ Student may receive 10% off every day until it is turned in.
- Excessive Late Work
 - ◆ Excessive late and missing work is not acceptable. Students will be assigned to study hall in order to complete missing and late work. The student may meet with the Vice Principal and/or Counselor in order to find academic success.

6th Grade Integration

Throughout Phase 1, sixth grade students will focus on understanding the routines and expectations of each classroom. Students will receive written feedback/comments and grades with a weight (factor) of zero on NetClassroom on both formative and summative assessments. This includes homework, classwork, tests, quizzes, etc.

Planners

Students in sixth and seventh grades are required to use a planner, while eighth grade students are encouraged to use a planner. Planners help all students to keep track of tasks, homework, assessments, projects, and deadlines.

Grading Scale

93-100	A, A+	80-82	B-	67-69	D+
90-92	A-	77-79	C+	63-66	D
87-89	B+	73-76	C	60-62	D-
83-86	B	70-72	C-	0-59	F

IB Grading

Students will receive an IB grade on summative assessments, including but not limited to tests, papers, projects, and science labs. The grading for these assessments are based on criteria listed in the IB rubrics, which will be shared by teachers. The Grading Scale for IB rubrics is based on 8 points and corresponds to our traditional scale in the following manner:

8	100%	6	88%	4	76%	2	64%
7	94%	5	82%	3	70%	1	60%

Grade Reporting Cycle

Progress reports will be provided electronically every 6 weeks, denoted on the school calendar as *Phases*. Semester grades, January and June, are the grades used for official school records, and will also be available electronically. Grades can be accessed at any time using NetClassroom.

Honor Roll

Principal's List - All A's

Honors - All A's and B's

Semester Exams

Semester exams are an important part of our academic program. Seventh and eighth grade exams count for 25% of the final semester grade. Sixth grade exams will count as a summative assessment, test/project. Final Exams are given by hour; each teacher carefully proctoring their own exams.

Extra Credit: Teacher discretion

Individual circumstances may be taken under consideration.

No Homework

The following dates are no homework days*:

Thursday, August 30	Labor Day Holiday Weekend
Friday, September 21	Spaghetti Dinner Night
Monday, October 22	Fall Sports Banquet
Friday, November 16	Day prior to the HSPT (8th grade only)
Friday, November 30	Day prior to the HSPT (8th grade only)
Friday, February 1	In celebration of Catholic Schools Week
Friday, February 8	MD Musical
Monday, March 18	In celebration of Irish Week & Winter Sports Banquet
Tuesday, April 16	Community Project Showcase
Tuesday, May 7	NJHS Induction Night (7th grade only)
Wednesday, May 22	Springs Sports Banquet
Tuesday, May 28	8th Grade Graduation Evening

No homework is assigned over Christmas Break, Winter Break, and Easter Break.

Homework may be given over long weekends (i.e. Thanksgiving).

*All dates are subject to change. Please consult the MD Calendar throughout the year for any changes.

Academic Probation

A student who consistently receives poor grades and/or is found to have repeated disciplinary problems may be put on academic or disciplinary probation or both; the length of the probationary period to be determined by the administration of Notre Dame Marist Academy. The academic and/or disciplinary record of such a student will be reviewed at the end of each probationary period.

Academic Dismissal

Any student who fails two or more academic courses a semester is subject to dismissal. Academic courses may not be repeated.

PART III: Attendance Policy

A direct relationship exists between academic achievement and regular attendance. Moreover, student attendance is a part of the student permanent record. Being present each day and on time for every class is important. Absences accumulate by period to a semester total.

General

School begins at 7:30 a.m. and ends at 2:45 p.m.

Late Arrival

Students arriving late to school, after 7:45 a.m., are considered absent and must check in at the main office.

Early Dismissal

A student who becomes ill during the school day **MUST** report to the school office. If it is necessary to leave school because of illness, an attempt will be made to contact parents. If parents cannot be reached, parties named on the Emergency Information Card may be contacted for permission.

A student who must leave during the school day for reasons other than illness must have a parent or legal guardian contact the office. An early dismissal slip will be issued by the School Office to the student. A parent must meet the student in the MD office to sign the student out of school. If the student returns to school that day, the parent must sign the student back into school in the MD office. **A student may never leave campus during the school day without permission from the school office and without being signed out in the Middle Division office.**

Absence

Reporting Procedure

When a student is absent from school, a parent must **call the school or email the administrative assistant by 10:00 a.m.** to report the student's absence. If the office does not receive a call, a parent will be contacted.

In order to participate in a school-sponsored event (i.e. dances, extracurricular activities, clubs, and/or athletics), students must attend school for a minimum of 5 full academic class periods. On block days, 3 classes must be attended. To participate in a weekend event, students must follow the attendance requirements for Friday. Allowances are made only for school-sponsored events, field trips, funerals, and some court appearances.

Uncharged/Excused Absences

There are four reasons for uncharged absences. 1) illness accompanied by a physician's note, 2) death in the family, 3) a required court appearance accompanied by a court receipt, 4) school-sponsored event, Notes must be presented in the school office within 48 hours to avoid a charged absence.

Charged Absence

Student absences for any reason other than those listed above as uncharged will be recorded as charged absences provided that a phone call and a note from the parent or legal guardian are received by the school office.

In all cases, the administration of Notre Dame Marist Academy reserves the right to determine whether an absence is *charged* or *uncharged*.

Appointments and Trips

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips, extended weekends, and appointments so as to eliminate the need to interrupt a child's learning process. Missed classwork/homework is the student's responsibility. Permission to make up tests may be rescinded if a student establishes a pattern of absences on test days. **see student responsibilities for absence*

Excessive absence

Excessive absence is defined as 15 days, or the equivalent of 15 days including tardies, and may result in a student's dismissal from Notre Dame Marist Academy.

Tardies

Notre Dame Marist Academy expects students to be on time. Any student who is not in the classroom at the bell will be recorded as tardy by the teacher. Tardies will be recorded by the semester and tracked by each individual class; not cumulative. After the third tardy in a class, a student will receive an office detention. Any student who accumulates in excess of six tardies in a class may be subject to an additional office detention or possible suspension.

Student Responsibility when Absent

It is the responsibility of the student to manage his/her homework when absent. Students should be the main correspondent with teachers regarding homework, tasks, and formative/summative assessments. During absences from school, students have as many days as they were absent to make up missed work. However, summative assessments, long term assignments, projects, and test dates will not be altered because of missed school days.

Missing One Day

If a student misses one day of school, it is his/her responsibility to get homework and assignments. *Teachers are not responsible for replying to homework requests via email for a one day absence.* Assignments can be found on PSL, by contacting another student, or by meeting with teacher upon return to school.

Missing Multiple Days

Due to sickness: Student is responsible for contacting the teacher and/or consulting PSL to get all missed homework.

Due to vacation or planned absences: Teachers are not required to give out work ahead of time for planned absences, however we encourage students to utilize their resources to stay current with classroom assignments and lessons. **see student responsibility for homework*

Excessive Absence on Summative Assessment or Project Due Dates

If a student has developed a pattern of missing assessment days or project due dates, academic discipline will be enforced. A pattern is defined as two or more missed assessments or project due dates in a class within a semester. A student who establishes a pattern of missing assessment or project due dates will meet with the counselor and/or vice principal and teacher. This will serve as a notification that a pattern has been established. After the notification meeting, disciplinary action may take place on the next missed assessment or project due date.

Part IV: Uniform Policy

Overview

The school dress code is designed to establish habits of neatness, proper grooming, and hygiene. The dress code is one way that an atmosphere conducive to learning is fostered.

The student who is not properly attired for school will be sent to the office for a reprimand or detention or sent home to change. Students may not make up lost class time or assignments. Excessive violation will be dealt with more severely.

General Principles

All uniform articles are purchased through Dennis Uniform. There is a storefront on Opdyke Rd. (1532 N Opdyke Rd #450, Auburn Hills, MI 48326) or order online at www.dennisuniform.com. Brand name labels worn by students must reflect the uniform company's stock.

Dress Uniforms

On Liturgy days and other "Dress Uniform" days, boys are required to wear uniform pants, oxford shirt, tie, and uniform sweater or vest, belt, socks, and uniform shoes. Girls are required to wear uniform skirt, oxford blouse, uniform sweater or vest, knee socks or tights, and uniform shoes. Dress Uniform should be pressed and neat. Students are to wear the dress uniform throughout the entire school day.

Regular Uniforms, October 1 - April 30

On regular school uniform days, boys are required to wear uniform pants with a belt, embroidered uniform knit short/long sleeved shirt or an oxford shirt (white or light blue) with a tie, and uniform socks and shoes. Girls are to wear uniform skirt or pants with a belt, embroidered uniform knit short/long sleeved shirt or an oxford blouse, and uniform socks and shoes. Students are to wear the school uniform throughout the entire school day.

On regular uniform days, students are permitted to wear a dark green or navy quarter zip sweatshirt or a full zip fleece jacket with the Notre Dame embroidery, which must be purchased from Dennis Uniform. Jackets and other outside clothing may not be worn or brought to class at any time.

Summer Uniforms, May 1 - September 30

In addition to the regular uniform, students are allowed to wear Dennis brand uniform khaki or navy shorts with a belt. Crew or ankle (not no show) socks are permitted with uniform shoes.

Casual Days (Jeans Days)

On casual days (jeans days), students should dress appropriately and comfortably for our Catholic school setting. Students are permitted to wear jeans or sweatpants with an appropriate and modest t-shirt style top, sweatshirt or warm up jacket. Tennis shoes are permitted. Sandals are permitted during Summer Uniform season.

No hats, headscarves, outdoor apparel, no clothing with pictures or lettering in poor taste or with lettering across the bottom area. No short shorts, short skirts, leggings or yoga pants. No bare midriffs or exposed shoulder type tops. No spandex, tight, or see-through clothing may be worn. No “ripped” clothing. Beach-style flip flops are not permissible. When in doubt, bring a change of clothing and/or a sweater, or ask administration ahead of time.

Spirit Fridays

On Fridays during the school year, students are encouraged to wear spirit wear. Spirit wear includes: uniform bottom with a NDPMA top, and uniform shoes. The NDPMA top can be a t-shirt, a jersey with a t-shirt under, a sweatshirt or warm up jacket.

Physical & Health Education

Only shorts and shirts from Dennis Uniform are permitted in PE class. Students must write their name (with a black permanent marker) in the spaces provided on the shorts and shirts. It is suggested that students keep their PE sneakers in their gym locker for accessibility.

Birthday Observances

Except when all students are required to wear dress uniforms, (liturgy, prayer service, etc.) all students in grades 6-8 may come to school in Casual Day attire on their birthday.

Student ID Cards and Lanyards

Student ID cards are the property of Notre Dame Marist Academy and are issued to enrolled students. Student ID cards are mainly for security purposes. They also will allow students to attend some school-sponsored functions without charge or at reduced prices, to access money deposited into their lunch accounts, and to borrow books from the Media Center.

Students must wear their ID card on their school issued lanyard at all times. Lost cards must be reported immediately to the school office. The school office will issue one replacement card free of charge; a second replacement card will be issued for \$10 charged to student's tuition account.

A lanyard will be distributed to the students at the beginning of the school year. Students are required to have them on from 7:30 a.m. to 2:45 p.m.. Student's school ID must also be attached to the lanyard and the ID card may not be altered or marred in any way.

In all cases, the administration reserves the right to final determination concerning proper student attire. Student out of uniform may receive detention or be sent home to change clothes or modify hair with subsequent loss of time made up in detention.

Young Men

Shirt: An oxford shirt (white or light blue) long or short sleeve, or uniform knit shirt (white, navy blue, or green) long or short sleeve, must be worn. Shirts must be completely tucked in with belt visible during the entire school day.

Undershirt: A t-shirt worn underneath uniform shirts must be solid white, short sleeved, with no color, lettering, or graphics on them.

Ties, Sweaters, and Vests: A tie must be worn with an oxford shirt. Uniform crest sweater or vest may be worn over the oxford shirt, particularly in cold weather.

Jackets: On regular uniform days, students are permitted to wear a dark green or navy quarter zip sweatshirt or a full zip fleece jacket with the Notre Dame embroidery over a uniform knit or oxford shirt. Jackets are available at Dennis Uniform.

Pants: Only uniform pants (khaki or navy) from Dennis Uniform with solid (not braided) black or brown leather belt visible at the waist may be worn. Except when students are required to wear dress uniforms, uniform khaki or navy shorts may be worn from the start of school to Oct. 1 and from May 1 to the end of the school year.

Socks: Crew length socks in solid black, khaki, navy blue, brown, or white must be worn at all times. Nike Elite socks are not permitted. No-show socks are not permitted. With uniform shorts, from the start of school to Oct. 1 and from May 1 to the end of the school year, young men are permitted to wear ankle socks (not no show). Green IRISH socks, purchased from the Notre Dame bookstore are permitted.

Shoes: Please see [Acceptable Shoes for Middle Division](#) for a comprehensive handout. For the 2018-2019 school year, shoes are grade specific. Please be sure to reference the appropriate list. Laces of the same color must be worn in the shoes at all times and shoes are to be tied. Shoes should be clean and polished regularly. A doctor's note on file in the office is necessary for a variance from the shoe code.

Hair: Hairstyle is to be clean, neat, and natural at all times. Excessive unnatural coloring, streaking, and dying of hair is prohibited. Faddish or unusual haircuts (e.g. longer than the top of the eyebrows, top of the ear, top of the collar, or abrupt changes in length on side or tops) are not permitted. The top and sides of hair must blend.

Earrings: Earrings or other facial piercing, are never permitted at school even on casual days or at school-sponsored functions.

Accessories: Sunglasses, hats, pins, belt buckles, or extreme jewelry may not be worn, even on casual days in school. Notre Dame Marist Academy accepts no responsibility for lost jewelry. Tattoos, unusual body piercings, and nail polish are not permitted.

Young Women:

Blouse: An oxford blouse (white) long or short sleeve, or uniform knit shirt (navy blue, white, or green) long or short sleeve. The blouse must be completely tucked in with waistband visible throughout the entire day. Note: the Peter Pan collar blouse is not permitted in the Middle Division.

Undershirt: A t-shirt or camisole worn underneath uniform shirts must be solid white, short sleeved, with no color, lettering, or graphics on them. It is recommended that ladies wear an undershirt with a white top.

Sweaters and Vests: A uniform crest sweater or vest may be worn over the oxford blouse, particularly in cold weather.

Jackets: On regular uniform days, students are permitted to wear a dark green or navy quarter zip sweatshirt or a full zip fleece jacket with the Notre Dame embroidery over a uniform knit or oxford shirt. Jackets are available at Dennis Uniform.

Skirts: The uniform gray or plaid (gray and green plaid - grades 6-8, or Columbia plaid - grade 8 only) skirt is available from the uniform store. The length of the skirt is to be no shorter than two inches above the knee when resting on the natural waist. Skirts should never be rolled.

Pants: Only uniform pants (khaki or navy) from Dennis Uniform with solid (not braided) black or brown leather belt visible at the waist may be worn. Except when students are required to wear dress uniforms, uniform khaki or navy shorts may be worn from the start of school to Oct. 1 and from May 1 to the end of the school year.

Socks: Knee socks, or solid color tights (white, green, gray, or navy blue) are to be worn at all times. Natural color pantyhose are permitted. Crew socks, green with IRISH print, may be worn on regular uniform days (not liturgy days); available at the Irish Bookstore. With uniform shorts, from the start of school to Oct. 1 and from May 1 to the end of the school year, young ladies are permitted to wear crew or ankle socks (not no show).

Shoes: Please see [Acceptable Shoes for Middle Division](#) for a comprehensive handout. For the 2018-2019 school year, shoes are grade specific. Please be sure to reference the appropriate list. Laces of the same color must be worn in the shoes at all times and shoes are to be tied. Shoes should be clean and polished regularly. A doctor's note on file in the office is necessary for a variance from the shoe code.

Hair and Makeup: Hairstyle and/or makeup is to be clean, neat, and natural. Excessive unnatural coloring, streaking, and dyeing of hair is prohibited. Extreme or outlandish hairstyles or colors are not permitted. Make-up should be used moderately and in good taste.

Accessories: Sunglasses, hats, pins, belt buckles, or extreme jewelry may not be worn, even on casual days. Notre Dame Marist Academy accepts no responsibility for lost jewelry. Tattoos and unusual body piercings are not permitted.

Part V: General Information

Middle Division Office

The Middle Division office is open 7:00 a.m. - 3:00 p.m. Monday - Friday.

School Counseling

The Middle Division Counseling Office is available to students for personal, pastoral, and academic counseling. The office is open daily from 8:00 a.m. to 3:00 p.m. and by appointment.

Media Center

The standard hours for the Media Center are 7 a.m. - 5 p.m. The Media Center is open during lunch, during SRT, and after school for quiet group work and study. Hours are subject to change based on the needs of the school. The Media Center staff decides how many students are allowed in the Media Center at a time. [See Media Center Guidelines](#)

Class Time is for Class

During the school day, once the tone has sounded for the beginning of class, no students are to be in the halls or at their lockers unless they have been issued a teacher's pass. Students must bring all needed materials to class and be on time for class. It is expected that students utilize the bathroom facilities between classes.

Parent Responsibility

If you see anything that is inconsistent with our School's Mission, please say something. Call the school office, notify a security guard, or tell a teacher or staff person. It is everyone's responsibility to keep our students safe and productive on and off campus.

Visitors

For the protection of the students and staff and for the security of the school building, it is required all persons entering the building during the school day (after 7:30 a.m. and before 2:45 p.m.) check in with the main office. All visitors during the school day, including parents, will be asked to sign in and acquire a visitor pass in the main office.

Students are not to open a locked door to anyone. If someone is knocking on a locked door, students must notify a teacher or staff person..

Conferences

Parents are strongly encouraged to meet with the teachers during the scheduled school conference days. Any other parent-teacher visits should be pre-arranged with the teacher.

News and Notes

Parents will receive a weekly email from the MD office detailing any calendar events or other special announcements for the Middle Division. This information can also be found on our website, <http://www.ndpma.org/notre-dame-marist-middle-division/>.

Remind

Remind is a free, safe, and simple messaging tool that helps teachers share important updates and reminders with students & parents. Subscribe by text, email, or by using the Remind app. All personal information is kept private. Schools will never see your phone number, nor will you see theirs. It is suggested that students sign up as well.

Please see sign up information on the website, <http://www.ndpma.org/remind-texts/>.

Field Trips

Each child participating in a field trip MUST have a permission slip signed by his/her parent or guardian. Students who fail to return the signed permission slip will not be permitted to attend the trip. All students must adhere to the field trip dress code (communicated to students, through Remind, and through News & Notes as applicable) and must represent the Mission of our school throughout the field trip experience.

Concussion Awareness

We are required to have on file a concussion awareness document for all students. This document can be found at <http://www.ndpma.org/athletics/forms/>.

Assemblies, Liturgies, and Rallies

Assemblies, liturgies, and rallies are considered a part of the school day and attendance is mandatory for all students. Students will take seats as they are directed and behave in a manner appropriate for the occasion.

Telephone and Telephone Messages

School office phones may be used with office staff permission. Parents may call the office with important messages to be delivered to students. **STUDENTS MAY NOT MAKE OR RECEIVE CELL PHONE CALLS OR MESSAGES BETWEEN 7:25 AM and 2:45 PM.**

Electronic Equipment

- **Cell phones** cannot be used to make or receive phone calls between 7:25 AM and 2:45 PM. Cell phones must be turned off and left in lockers between these hours.
- **IPods and other electronics*** must be turned off and left in the locker between 7:25 AM and 2:45 PM. *except for school-issued tablet
- **Surface Pro tablets (school issued)** in the classroom are to be used responsibly and with permission of the teacher. Students must follow the [Technology Responsible Use Policy](#) when operating tablets.
- **Cameras and phone cameras** are not to be used during the day without permission.
- **Recording devices** are not to be used during the day without permission.
- **Internet:** The referencing of NDPMA or posting of pictures of the NDPMA logo, campus, or NDPMA students on the internet (Facebook, Instagram, SnapChat, Twitter, etc.) is subject to disciplinary action.
- **Toys**, fidget spinners, silly putty, dolls, and any other toys are prohibited from school and should be left at home.

The Administration reserves the right to confiscate and search any electronic equipment brought to school. Disciplinary action will be given for these items used or visible during the school day.

The school is not responsible for the loss or damage of personal electronic equipment brought to school.

Lost and Found

It is the moral obligation of all students to turn in items found on school property. Students found in possession of others' property will be considered involved in theft. Found items are to be turned in immediately and lost items are to be claimed at the school office. Unclaimed items will be donated. **Please label all items with student's name.**

Announcements and Posted Signs

All announcements for the entire school community must be approved. Announcement highlights will be made each day over the school intercom. Students are to listen to announcements in silence. Any sign posted must have approval of the administration.

Fundraising

Individual groups, teams, and clubs need permission to do external fundraising. Fundraising events within school are scheduled with the Principal.

PART VI: Student Behavior

Overview

Notre Dame Marist Academy aims to teach students through our Mission. We affirm our Marist mission to “Work with God to form Christian People, Upright Citizens and Academic Scholars.”

Honor Code

All NDPMA students are expected to be people of honor and integrity who are respectful toward others and their property. It is a sign of self-respect to be honest in speech and writing, especially in difficult circumstances. Honesty, integrity, and respect are the most important values within the NDPMA community. These are the basis of relationships and activities in all aspects of school life.

The school Honor Code emphasizes the importance of personal responsibility for **honesty, integrity, and respectfulness**. A situation is treated more seriously when these are lacking.

The following are considered to be direct violations of the honor code: disrespectful speech or action toward staff or students, bullying, internet bullying or insults, cheating, lying, stealing, forgery, plagiarism, copying, vandalism, and graffiti. Students who support the behavior (participation in or laughing at misbehavior, loaning out homework to be copied, etc) are also in violation of the honor code.

Academic Honesty

Cheating on examinations, plagiarism from any source including the internet, copying another student’s work, or other forms of dishonesty employed while earning academic grades is a serious ethical offense which calls for a “0” grade on the assignment involved. In all such cases of dishonesty, the teacher will notify the Administration, and then the parents. The student may be suspended or expelled for repeated breaches of ethical standards. Our ultimate goal is to educate young women and men to become well-adjusted Christian persons who contribute to modern society while excelling in academic pursuits. Every attempt is made to be fair and consistent in enforcement, but all disciplinary situations cannot be handled in exactly the same manner. In all cases, interpretation and implementation is left to the administration of the school. As a private school, the Head of School has the final word. [See Academic Honesty policy for more information.](#)

Detentions

There are two types of detentions at NDMA:

Teacher Detentions: Teachers may assign their own detentions to students for misbehavior or for missing class assignments. Typically, teacher detentions are administered during lunch. Normally, a 24-hour notice will be given to the student. Any student who skips a teacher's detention will then incur an office detention.

Office Detentions: These detentions will be held after school or during lunch.

Lunch Detentions: Students who receive a lunch detention will report to the Vice Principal in the cafeteria at the beginning of lunch on the scheduled day. The student may be assigned a lunch room duty or may sit out and miss Intramurals. Generally, students receive a lunch detention for the following infractions: uniform violation, chewing gum, tardies, or other minor infractions as determined by the Vice Principal. After two lunch detentions in a semester, a student may receive an Afternoon Detention or a Saturday Detention for subsequent infractions, as determined by the Vice Principal.

Afternoon Detentions: Students who receive an Afternoon Detention will receive an email detailing the infraction, the date, location and supervisor of the detention. Parents will be included on the email notice and are asked to respond in acknowledgement. After two Afternoon Detentions per semester, students may receive a Saturday Detention for subsequent violations, as determined by the Vice Principal. Morning detentions may also be scheduled depending on availability.

Saturday Detentions: Saturday detentions will be held from 9 to 11 a.m., at NDPMA. Students must wear appropriate casual clothing with sneakers when serving Saturday Detentions. Generally, students receive a Saturday Detention for the following infractions:

- i. Accumulation of three or more Afternoon Detentions in a semester.
- ii. Disruptive, disrespectful behavior in or out of the classroom.
- iii. Violence, vandalism, graffiti, or any other situation as determined by our Vice Principal.

Ejection from Class

Any student ejected from class **MUST** go **directly** to the school office and inform the Vice Principal or Administrative Assistant of the problem. The student must speak with an administrator before returning to class. Students may be assigned an Afternoon Detention, Saturday Detention, or other disciplinary action for his or her removal from class.

Suspension

Should suspension be necessary, parents will be notified and the student will be sent home for an initial period of up to five school days. The student will not be allowed to attend school until a conference is held between an administrator, the student, and a parent. Any school time lost during suspension is considered charged unless the student is exonerated. School work missed during suspension cannot be made up.

Since suspension is a temporary exclusion from the school community, a suspended student may not be involved in any school-related activity either as a spectator or as a participant. During the suspension, a student may not be on the school grounds for any reason without proper administrative authorization.

Expulsion

This final and drastic action will be considered only on the basis of gross ethical violation (e.g., theft, tampering with school records, drug trafficking, gross insubordination, felonious actions on or off campus, immoral sexual indiscretion, etc.) or repeated disruptive behaviors. Should this situation arise, the parents will be notified and the student will be sent home immediately. As soon as practical, an administrator will meet with the parents and the student. NOTRE DAME MARIST ACADEMY IS A PRIVATE SCHOOL – THE HEAD OF SCHOOL’S DECISION IS FINAL.

The following actions may result in suspension or expulsion:

1. Misuse of Social Media: refer to the [Technology Responsible Use Policy](#).
2. Repeated insubordination toward administrators, faculty, staff, or visitors.
3. Performing any action that could be dangerous or injurious to any student, faculty, staff member, or visitor (i.e. fighting, harassment, verbal or written threats).
4. Stealing (being found in possession of other people's property), damaging, defacing, destroying school, student, faculty, staff, or visitor property.
5. Tampering with someone else's lock, locker, car, or property.
6. Extortion, or intimidation of fellow students (e.g., so-called initiations or hazing). Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct includes whipping; beating; branding; forced calisthenics; forced consumption of any food, liquor, beverage, drug, or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or that subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.
7. False accusations or attempts to destroy another's reputation.
8. Plagiarism, theft, buying or selling a student's assignment, classwork, homework, or test.
9. Misuse of the internet, on or off campus that involves Notre Dame Marist Academy classes, staff, or students.
10. Turning in a false alarm or bomb threat or being an accomplice. The guilty party will be turned over to appropriate civil authorities for resolution of financial and legal obligations resulting from such false alarms.
11. Performing any actions on or off campus that brings the good name and reputation of the school, its students, parents, or staff into question, suspicion or ridicule.
12. Bringing, possessing, or storing any type of weapon or ammunition on campus.

13. **TOBACCO, ALCOHOL, DRUGS:** Bringing, possessing, or using intoxicants or illicit drugs or being under the influence of such in the **vicinity of Notre Dame** or at **school sponsored events**.
14. **NDPMA is a smoke-free environment, as are all schools in Michigan. The use of tobacco products and electronic nicotine delivery systems (ENDS) are not permitted by students or adults at any time. Alcohol, other drugs and medicine prescribed for someone else should never be brought onto the property, including athletic activities and tailgate parties. Weapons of any type and ammunition should never be brought onto the property. Our goal is to maintain the safe environment that we have established for our school.**

Academic and Disciplinary Probation

A student who consistently receives poor grades and/or is found to have repeated disciplinary problems may be put on academic or disciplinary probation or both; the length of the probationary period to be determined by the administration of Notre Dame Marist Academy. The academic and/or disciplinary record of such a student will be reviewed at the end of each probationary period.

Harassment-Free Environment *(from NDPMA handbook)*

The school intends to provide a teaching and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with school performance. Harassment, bullying of any sort – verbal, physical, visual – will not be tolerated.

Responsibility: All members of the NDPMA community, students, teachers, administrators and employees, have a responsibility to keep our learning environment free of harassment. Anyone who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to a teacher, supervisor or any administrator with whom they feel comfortable. When an administrator or teacher becomes aware that harassment might exist, they are to take prompt and appropriate action, whether or not the victim wants the school to do so.

Reporting: Any incidents of harassment must be immediately reported to a teacher or an administrator. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any student or teacher found to have harassed a fellow student, coworker or subordinate will be subject to severe disciplinary action or possible expulsion or discharge. NDPMA will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student or employee making a good faith report of alleged harassment.

Harassment may take many forms and may involve students, staff, or visitors. The following actions may result in suspension or expulsion: words, signs, jokes, pranks, intimidation, gestures, physical contact, or violence. Harassment is not necessarily sexual in nature and may involve a person's race, ethnic background, religion, disabilities, or other protected classifications.

Sexual Harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either in conduct or communication. Accordingly, sexually inappropriate behavior means inappropriate touching, gestures, and language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education or creating an intimidating, hostile or offensive educational environment.

Examples of Sexual Harassment: sexual innuendos; foul and obscene language, jokes or gestures; jokes of a sexual nature; unwanted and unnecessary physical contact; sexual propositions; unwelcome comments about appearance; sexually suggestive pictures, cartoons or notes

Part VII: Involvement

Becoming a Notre Dame Marist Academy student should be an experience that is successful, nurturing, and enjoyable. Accomplishing these goals requires time, effort, and an attitude that is open and positive.

Notre Dame Marist Academy expects students to be an active part of the spiritual, academic, athletic, and social life of the school. School spirit involves pride in Notre Dame Marist Academy and in everything we accomplish or endeavor to accomplish; courtesy toward teachers, coaches, fellow students, opponents, officials, and visitors; sportsmanship during and after the game; and proper care for the building and facilities in which the Notre Dame Marist Academy spirit is centered.

Student Council

The Notre Dame Marist Academy Student Council provides students with the opportunity to develop life's essential leadership skills. The Student Council is expected to represent the entire student body in creating a healthy and constructive social culture at Notre Dame Marist Academy. The Student Council meetings take priority over student participation in athletic practices and other student clubs.

Clubs and Activities

It is important for students to be well-rounded in their development as Christian persons, upright citizens, and academic scholars. Students are encouraged to become involved in various clubs and organizations listed below. Additional information about each club can be obtained from club officers and moderators.

Clubs:

Environmental Club	Middle School Musical
National Junior Honor Society	Science Club
Ski Club	Speech and Debate
Student Council	VEX IQ and VEX EDR Robotics
Yearbook	

Activities:

Community Read Day	International Day
Irish Week	National Geographic Bee
Spelling Bee	Quiz Bowl
Band and Choral Concerts	Class Trips
Dances	

Part VIII: Athletics

The purpose of athletics is to develop sportsmanship, leadership, responsibility, accomplishment, and satisfaction, not personal popularity, school notoriety, or winning at all costs. Representing Notre Dame Marist Academy should be a matter of pride. The rewards are many: lifetime good friends, positive self-image, sense of belonging, spirit of cooperation, dignified acceptance of victory and defeat, formation of courage and sense of competition.

Notre Dame Marist Academy offers a complete sports program that is demanding and fair. Every Notre Dame Marist Academy student is encouraged to participate in one or more of these programs.

Notre Dame Marist Academy Student-Athlete Handbook

Please see the website, [athletics link](#) for the complete handbook.

Part IV: Links and Resources

1. [NDPMA Handbook](#)
2. [Technology Responsible Use Policy.](#)
3. [Academic Honesty Policy](#)
4. [Athletics Handbook](#)
5. [St. Peter Chanel Media Center Guidelines](#)
6. [Remind Texts](#)
7. [News and Notes](#)