



Lower Division Student-Parent Handbook 2018-2019

PROGRAM OF STUDIES

Academics

The Lower Division Program of Studies has been designed to begin a strong emphasis on initiating and improving skills needed not only to move successfully to the Middle Division and Upper Division of the school, but ultimately to become a productive, successful, life-long learner. The curriculum is designed to be the foundation of practices to be successful both now and in the future. These practices are established to move students through the entire 13 year program. The material taught in each grade is designed as building blocks, so students not only learn what the answer to a question is, but how the steps to the answer are reached. The material is introduced and reinforced at appropriate levels so when built upon complete knowledge of the material is achieved. The curriculum is reviewed, both horizontally and vertically, by the faculty each year to ensure material is not missed or redundant. Tests and homework assignments are extremely important in the educational growth of a student, as it provides the opportunity for the student to become responsible for their own work and actions. The principal, after consultation with the student's parents and appropriate staff, has the authority to approve accommodations to the lower division program of studies for an individual student, based on the student's individual needs.

Religion

As a Catholic school, religion is the heart of Notre Dame's curriculum. Each student takes religion class every day and participates in prayer, weekly liturgy, and charitable activities. Students are also expected to participate in service learning opportunities offered throughout the school year.

Religious Studies

The program of religious education at Notre Dame 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.

Notre Dame Marist Academy-Lower Division is an authorized International Baccalaureate School

The IB aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The IB Programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The PYP focuses on the development of the whole child as an inquirer, both in the classroom and in

the world outside.

The most significant and distinctive feature of the PYP is the six transdisciplinary themes. These themes are about the issues that have meaning for, and are important to, all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to “step-up” beyond the confines of learning within the subject areas.

- *Who we are
- *Where we are in place and time
- *How we express ourselves
- *How the world works
- *How we organize ourselves
- *Sharing the planet

Teachers are guided by these six transdisciplinary themes as they design units of inquiry that both transcend and articulate conventional subject boundaries. The six transdisciplinary themes help teachers to develop a programme of inquiries-in-depth investigations into important ideas, identified by the teachers, and requiring high level of involvement on the part of the students. These inquiries are substantial, in-depth and usually last for several weeks.

Five Essential Elements

The five essential elements-**concepts, knowledge, skills, attitudes, action-** are incorporated into the PYP framework so that the students are given the opportunity to:

- *gain knowledge that is relevant and of global significance
- *develop an understanding of concepts, which allows them to make connections throughout their learning
- *acquire transdisciplinary and disciplinary skills
- *develop attitudes that will lead to international-minded ness

SERVICE LEARNING PROGRAM

In addition to the academic program, the service learning program is the second piece within our Mission of being upright citizens. Each year, students partner with a non-profit organization to perform age appropriate service projects needed within the organization. Also the students pursue studies of specific societal problems throughout the year as they relate to the organization’s challenges.

This unique program offers many important benefits:

- ❖ Increased sense of citizenship and social responsibility
- ❖ Display of charity and compassion for others
- ❖ Development of stronger problem-solving skills
- ❖ Increase leadership skills
- ❖ Grater cultural awareness and tolerance

HOMEWORK POLICY

Home work is due on the due date assigned by the teacher. Late homework submitted will have a direct effect on a student’s conduct grade. The homework policy applies to students in grades 1-5, in both core classes and special classes.

GRADING SCALE

JK-K Grade	1st – 5th Grade Core and Specials Classes	JK-5th Conduct Grades
Proficient	A 93-100 B- 80-82 D+ 67-69	E-Exceeds Expectations

Developing	A- 92-90	C+ 77-79	D 63-66	A-Approaching Expectations
Emerging	B+ 87-89	C 73-76	D- 60-62	B-Below Expectation
Not Evident	B 83-86	C- 70-72		
Not Assessed				

IB ASSESSMENT/REPORTING

Assessment is an important part of each unit of inquiry as it both enhances learning and provides for students to reflect on what they know, understand, and can do. The teacher’s feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skillful and better at understanding how to learn.

GRADE REPORTING CYCLE

Progress reports will be provided on-line every 6 weeks. Semester grades (January and June) are the grades used for official school records, will also be available on-line.

HONOR ROLL

Students in grades 1-5 who earn all A grades will be place on the Principal’s List. Students who earn all A’s and B’s will be placed on the A/B Honor Roll.

ACHIEVEMENT TESTS

Students will be given the MAP (Measures in Academic Progress) through NWEA (Northwest Evaluation Association). The computerized assessments allow teachers to see their students in real time, as individuals with their own set of base knowledge. The MAP test automatically adjusts the level of difficulty depending on the student’s correct or incorrect response. The results of this test will not have any bearing on a student’s grades in the classroom. The scores are evaluated to ensure each child is performing to his/her highest potential. Material on the MAP test is not reviewed prior to the test being administered.

ACADEMIC AND DISCIPLINARY PROBATION

A student who consistently receives poor grades or has repeated disciplinary problems may be placed on academic probation.

PLACEMENT/RETENTION

Sometimes it is necessary for a student to repeat the work at a given grade level in order to understand and succeed in important lifelong skills. If retention is being considered, parents will be notified by the administration during the second semester. A conference to discuss the situation will be scheduled between the parents/guardians, administration, and in some cases the teacher. The principal has direct charge of promotions. In making these decisions, the principal shall take into consideration the recommendations of the teacher and the student’s school records. Those parents who refuse to follow placement recommendations of the school jeopardize their child’s continued enrollment. If the child is unsuccessful, the school may recommend a different school placement.

STUDENT RECORDS

All student records will be kept on file in the administrative office. Parents have the right to view their student’s file, but may not remove if from the office. If you wish to view your student’s file, please notify the administration one day in advance.

CAMPUS

During the school day (7:45 AM-3:05 PM) students are restricted to the building and recess areas. Students may not leave the campus during the school day without permission from administration.

Students may enter the building at 7:30AM (unless they are registered for Extended Care).

UNIFORM POLICY

The school dress code is designed to establish habits of neatness, good 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 written notice.

All uniforms are to be purchased through Dennis Uniform, 1532 North Opdyke Rd., #450, Auburn Hills, MI (248)340-8890. Band name labels worn by students must reflect the uniform company's stock.

NOTRE DAME LOWER DIVISION GIRLS UNIFORM POLICY

Summer Uniform May 1st –September 30th

- Uniform plaid jumper, plaid skirt, or gray skirt with white uniform blouse, and navy four color crested Notre Dame vest or sweater
- Uniform plaid skirt, gray skirt w/ four color crested Notre Dame yellow, white, navy, or green polo **
- Uniform plaid pants, khaki shorts, or khaki pants (w/ solid brown or black belt) w/uniform white blouse, or four color crested Notre Dame yellow, white, navy, or green polo**
- Solid navy, green, gray, or white knee socks, tights or anklets NO LEGGINGS
- Uniform Shoes

Winter Uniform October 1st – April 30th

- Uniform plaid jumper, plaid skirt, or gray skirt with white uniform blouse, and navy four color crested Notre Dame vest or sweater
- Uniform plaid pants or khaki pants with white uniform blouse, and navy four color crested Notre Dame vest or sweater **
- Uniform plaid pants or khaki pants with four color crested Notre Dame yellow, white, navy, or green polo **
- Solid brown or black leather belt
- Solid navy, green, gray, or white knee socks, tights or anklets NO LEGGINGS
- Uniform Shoes

****May not be worn on Mass days**

NOTRE DAME LOWER DIVISION BOYS UNIFORM POLICY

Summer Uniform May 1st –September 30th

- Uniform khaki shorts with four color crested Notre Dame yellow, white, navy, or green polo **
- Uniform khaki shorts with light blue, white, or white and blue pinstriped oxford cloth shirt, plaid uniform tie (5th Graders may wear any tie), four color crested Notre Dame navy vest or sweater
- Solid brown or black belt for boys in grades 1-5
- Solid navy, black, white, or khaki socks (NO ANKLET SOCKS)
- Uniform Shoes

Winter Uniform October 1st –April 30th

- Uniform khaki or gray pants with four color crested Notre Dame yellow, white, navy, or green polo**
- Uniform khaki or gray pants with light blue, white, or white and blue pinstriped oxford cloth shirt, plaid uniform tie, (5th Graders may wear any tie) and four color crested Notre Dame vest or sweater
- Solid brown or black belt for boys in grades 1-5
- Solid navy, black, white or khaki socks (NO ANKLET SOCKS)
- Uniform Shoes

****May not be worn on Mass days**

Hair must be above the eyebrows, ears, and the shirt collar. No highlights or dyed hair.

In all cases, the administration reserves the right to determine proper student attire. Students improperly dressed will receive a uniform/hair violation. Upon receiving three violations a student will serve a lunchtime detention.

OPTIONAL GYM UNIFORM FOR GIRLS AND BOYS

- Navy nylon pants (uniform shorts may be worn May 1-Sept. 30)**
 - White dri-fit logoed uniform shirt
 - Crested yellow, white, navy or green polo shirt
 - White socks
 - All students must wear tennis shoes to school on gym days!

Gym uniform may not be worn on Mass days

NOTRE DAME SPORTS AND CLUBS WEAR

Students who participate in Sports and Clubs wear (Student Council, Robotics, Sports teams) may be worn over the crested polo during the school year. The only time it is not permitted is on Mass days.

NOTRE DAME SPIRIT FRIDAYS

The third Friday of every month all students may wear Notre Dame Spirit wear with their uniform bottoms and uniform shoes.

ITEMS NOT PERMITTED:

- Boots or Slippers
- Caps/hats
- Excessive jewelry
- Hairstyles distracting to the learning process

ATTENDANCE

A direct relationship exists between academic achievement and regular attendance. Moreover, student attendance is a part of the student's permanent record. Being present each day and on time

for class is very important. The responsibility for work missed during absence rests with the student. In all cases, the administration of Notre Dame reserves the right to determine whether an absence is charged or uncharged.

LATE ARRIVALS/EARLY DISMISSAL

Students arriving late or leaving early must check in and out through the school office. Parents **MUST** sign in/out students in person.

ABSENCES:

Should your child not be in school on any given day, please call the school office at (248)373-2573 before 8:00 AM. The Administrative Assistant will call the home or workplace of any parent who has not called the school office by 8:30 AM. On return to the school, please send a written note with your child stating the dates and reason for the absence. The notes will be kept on file in the school office. **Any student who has or exceeds 10 charged absences will result in a meeting between parents and administration.** Since attendance and punctuality are vital to student success, communication regarding charged absences will be sent to parents when a child has 5 charged absences. Students must be in attendance for ½ the academic class schedule day to attend any extracurricular activities that day.

UNCHARGED ABSENCE

There are four reasons for uncharged absences: 1)illness accompanied by a physician's note 2)death in a 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.

If a student is absent for **more than one day due to illness**, a parent may request homework by 8:30 AM to the school office. Homework requests will be routed to the student's teachers and work may be picked up at the end of the day. It is the student's responsibility to make up all missed assignments and tests. Permission to make up tests may be rescinded if a student establishes a pattern of absences on test/quiz days. ***Please note with any family vacations and extra-curricular activities planned within the school year, teachers will give the students missed homework assignments upon the student's return. The appropriate time to make up the work is generally one day per each day missed.***

TARDINESS

School starts promptly at 7:45 AM. Students who arrive after the last bell are considered tardy and must report to the school office with a parent to be signed in, at which time they will receive a pass to class. **Students who are tardy three times during a phase will be given a lunch detention.** We realize there are times when control is out of a parent's hand to be on time, this is why there are three tardies permitted before discipline action is taken. Communication will be sent out when a child has received the second tardy. Upon the third tardy, a detention will be issued. Detention is 15 minutes of recess. Excessive tardies will result in a parent meeting with administration, punctuality is vital to student success.

GENERAL INFORMATION

VISITORS

For the protection of the students and staff and the security of the school building it is required all persons entering the building during the school day (after morning drop off and before afternoon pickup) check in with the office. **All visitors during the school day, including parents, will be asked to present a photo ID to our Oakland County Deputy in the lobby and to sign in and acquire a visitor pass in the office.**

CLASS PARTIES

Class parties are at the discretion of the classroom teacher. Please contact the classroom teacher if your child is celebrating a special occasion and you would like to send in a special snack. Holiday parties are 1-2 hours in length. This is an exciting event and can quickly become overwhelming with excessive food and decorations, please keep this in mind if you are helping with the parties.

CONFERENCES

All visits including conferences should be pre-arranged with the classroom teacher. Please schedule these appointments via phone or email. Teachers are responsible for students during drop off and pick up and are not able to hold conferences during this time. Parents are strongly encouraged to meet with the classroom teachers, as well as special teachers, during the scheduled school conference days.

DAILY GREEN FOLDERS

Please check your child's green folder daily, as there may be notes and information from the office as well as graded student work.

MORNING DROP OFF

Students who are registered for Extended Care may arrive between 7:00 AM-7:30 AM. If your child is not registered, they must wait outside until 7:30 AM. **Parents are prohibited from going to their child's classroom to drop off before 7:30 AM, unless a previous appointment has been scheduled.**

AFTERNOON PICK-UP

Students will be dismissed daily from their classrooms at 3:05 PM. Parents will wait in the corridor until the bell rings at 3:05 PM. Please do not try and have a conference with your child's teacher at this time. The teacher is still responsible for the students in their class.

ACCIDENTS/ILLNESS/ALLERGIES

Any accidents occurring on school grounds will be immediately reported to the office. Parents will be contacted if the accident is serious in nature and an accident report will be completed and filed. If a student becomes ill during the school hours, a parent will be contacted.

Students who have allergies will notify the school on the allergy awareness form. NDPMA is not a tree nut or peanut free school. When students have allergies to particular foods the following procedures are followed.

- * Students may not share or trade lunch or snacks
- * Tables/desks where students eat are wiped before and after snack and lunch with wipes provided by the school
- During the year the school provides treats to students. Students who have allergies will offered a safe alternative
- When food is provided at school events labels will be made available to parents for inspection

Parents who have specific questions regarding allergies or food please contact the administration.

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 will wear their dress (Mass) uniforms, unless otherwise specified.**

CELL PHONES

Students in the 5th grade only are permitted to bring a cell phone to school. The cell phone is to be turned off and kept in their backpack in their locker. Students will receive the following consequences if the phone is taken out or used during the school day.

1st time phone is taken out or used---verbal warning from administration

2nd time phone is taken out or used—the phone will be taken away and returned at the end of the school day to the parents. The student will not be permitted to bring the phone into school for 48 hours.

3rd time phone is taken out or used---the student will not be permitted to bring the phone into school

STUDENT ID CARDS

Student ID cards are the property of Notre Dame Marist Academy and are issued to enrolled students. In addition they allow students to attend some school sponsored functions charge or at reduced prices.

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/>.

CODE OF CONDUCT

Notre Dame Marist Academy attempts to meet the needs and safeguard the rights of all students, faculty, and staff. 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. To help all students develop an attitude of responsibility and safeguard the rights of individuals and the Notre Dame Marist Academy community, we believe that guidelines and steps in disciplinary procedures are necessary.

Students are expected to be courteous and respectful to others, including administrators, teachers, parents, volunteers and other students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating hostile, offensive or abusive atmosphere, including such activity in on-line postings on social-networks, such as Facebook, Twitter, Snapchat, Instagram, will be disciplined, up to and including expulsion.

All disciplinary situations cannot be handled in exactly the same manner. At times, circumstances will necessitate variation in procedure but stated guidelines and recommended procedural steps

promote consistency in matters of discipline. Any student whose conduct disrupts the academic atmosphere of the school, damages property or endangers students, teachers, or staff, may be immediately suspended from school by the administration. Parents of the student will be informed immediately by telephone or in person, and in writing of the suspension. If expulsion is called for, a written notification to the parents will be given and shall clearly state the reason for expulsion.

In all cases, interpretation and implementation is left to the administration of the school. Administration has the right to suspend or expel students whose conduct is considered harmful to the overall good of the school. As a private school, the president has the final word.

REGULATIONS

- ❖ Students will show respect for the Mission on which our school is centered
- ❖ Students will dress in the appropriate school uniform
- ❖ Students will observe silence when entering the church for Mass
- ❖ Students will be punctual and arrive to school on time
- ❖ Students are forbidden from bringing alcohol, tobacco, or illegal drugs to the school campus or school sponsored events

Notre Dame Marist Academy is seriously concerned for student's safety regarding drugs and alcohol on and off campus. **Each case will be handled individually.** When a family or student initiates contact to seek help for alcohol or other drug use, the school will treat the matter confidentially and will support efforts for treatment and recovery. When a student uses, possesses, or is under the influence of alcohol, illegal drugs, or unauthorized medicine on school property or at school events, the student may be suspended or expelled. Readmission to school may involve: evaluation, treatment program, and/or future random testing. When a student is involved in selling, distributing or intending to sell or distribute alcohol, illegal drugs, or unauthorized medicine on or off school property, police involvement and expulsion from school will result. When rumors or suspicion of parties involving alcohol or other drugs come to our attention, efforts will be made to contact parents or the local police department.

- ❖ Students are forbidden from bringing weapons of any kind to the school campus or school sponsored events

The following is taken from the **Archdiocesan Weapons Policy**: Students are prohibited from bringing weapons to or having weapons in school. Any student who carries, possesses, conceals, transfers to another to hold or to hide, etc., any weapon, on school premises or possesses a weapon in the vicinity of school, shall be immediately excluded from classes pending investigation. Any student suspected of carrying, possessing, concealing, or transferring a weapon on school premises shall be immediately excluded from classes pending investigation.

A weapon is any object which can be used to threaten or injure another. It includes, without limitation: guns, knives, chains, karate sticks, sharpened instruments, ammunition, etc. School premises include the school building and adjacent grounds, e.g., parking lots and playgrounds and student lockers.

Investigation may include an inspection and search of students and their book bags, lunch pails, lockers, etc. Investigation also may include questioning by principal, a teacher, other person acting in his place and/or the police.

Any student found to be in violation of the above rule or who fails to cooperate in an investigation shall be excluded permanently from the school. If investigation discloses that a student has not violated the above rule, the student will be readmitted to classes after a meeting among the principal, the student, his parents or guardian.

- ❖ Students will not extort or intimidate fellow students, parents, faculty, staff or administration
- ❖ Students will not make false accusations or attempt to destroy another's reputation
- ❖ Students will not tamper with other student's lockers or property
- ❖ Stealing (being found in possession of other people's property) damaging, destroying school, student, faculty, staff or visitors property
- ❖ Students will not turn in a false alarm or bomb threat

- ❖ Fighting on school property or in the vicinity of Notre Dame Prep/Marist Academy or at any school-related function will not be tolerated
- ❖ Possession or the use of fireworks or explosives inside the school building or in the vicinity are prohibited
- ❖ Food or beverages are not allowed in the gym or media center. Refrain from chewing gum.
- ❖ Disruptive/disorderly behavior is not appropriate in school. Students are responsible for financial restitution resulting from damage to personal or school property.
- ❖ **Electronic equipment: (Gameboy, Nintendo DS, IPODS, MP3 Players etc.)** Equipment must be left in the lockers during the school day. Recent advancements have been made in devices other than cell phones. The technology of cellular phones and PDAs equipped with digital cameras capable of storing or transmitting images have caused some national concern. **Public Act 155, effective September 1, 2004 makes it a felony punishable by five years in prison, a \$5,000 fine or both to “Photograph, or otherwise capture or record, a visual image to distribute, or transmit.**
- ❖ Cell phones are not permitted on school grounds
- ❖ “Hands-off” Policy: Respect for each individual is demonstrated by students keeping their hands to themselves.

Depending upon the severity of the action and/or repeated offenses, a student who violates any of the above regulations may face detention, suspension or expulsion.

DETENTION

Students may receive lunch and or recess detentions for inappropriate behavior, incomplete school work, uniform violations, or excessive tardies.

SUSPENSION

Suspension is a serious penalty. If suspension is necessary, the student’s parents will be notified. The student will be sent home with a parent or guardian for an initial period of up to three school days. The student will not be allowed to attend school until a conference is held with the principal, student, and the parents. Any school time lost during suspension is considered charged unless the student is exonerated. **Students may lose credit for any work missed during any suspension period. Since suspension is a temporary exclusion from the school community, a suspended student may not be involved in any school related activities, athletic or non-athletic. 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, or repeated disruptive behaviors, etc.). If a violation occurs, a parent/guardian will be contacted to pick up the child. As soon as practical, the principal will meet with the parents and the student. If it is not mutually agreeable that the student withdraw, the case may be submitted to an impartial committee, advisory to the Principal, which will recommend to the Principal, either reinstatement of the student on probationary grounds or expulsion from the school. **Due to Notre Dame Marist Academy being a private school, the president’s decision regarding disciplinary issues is final.**

The following actions may result in suspension or expulsion:

1. Acting insubordinately toward administrators, faculty, staff, or visitors.
2. Performing any action that could be dangerous or injurious to any student, faculty, staff member, or visitor (ie fighting)

3. Stealing (being found in possession of another's property), damaging defacing, destroying school, student, faculty, staff or visitor property.
4. Tampering with someone else's property
5. Extortion or intimidation of fellow students (ie, 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 effect physical health or safety of any student or other person, or that subjects each student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.
6. False accusations or attempting to destroy another's reputation
7. Plagiarism, theft, buying or selling a student's assignment, classwork, homework, or test.
8. Misuse of the internet, on or off campus that involves Notre Dame Marist Academy classes, staff, or students.
9. Turning in a false alarm or bomb threat or being an accomplice. The guilty party will be turned over to the appropriate civil authorities for resolution of financial and legal obligations resulting from such false alarms.
10. 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.
11. Being possessing or storing any type of weapon or ammunition on campus.
12. TOBACCO, ALCOHOL, DRUGS: brining 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.
13. **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.**

INVOLVEMENT

Becoming a Notre Dame Marist Academy student should be an experience that is successful, maturing, and enjoyable. Accomplishing these goals requires time, effort, and attitude that is open and positive. Notre Dame 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 and in everything we accomplish or endeavor to accomplish; **courtesy** towards 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 spirit is centered.

STUDENT COUNCIL

The Notre Dame 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 healthy and constructive social culture at Notre Dame.

CLUBS AND ORGANIZATIONS

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

JK-Grade 5

Christian Service
 Christmas and Spring Concert
 Art Club
 Field Day
 Irish Week
 Ski Club
 Field Trips
 Robotics Camp K-2

Grades K-5

Intramural Basketball
 Intramural Volleyball
 Intramural Soccer

Grades 3-5

Talent Show
 Student Council
 Drama Club
 Vex Robotics

Grades 4-5

CYO Athletics
 Band
 Safety Patrol

5th Grade Only

IB PYP Exhibition
 Oakland Press Spelling Bee
 National Geographic Geography Bee
 5th Grade Overnight Trip

NON ATHLETIC EXTRACURRICULAR ACTIVITIES REGULATIONS

Extracurricular activities are open to students in grades 3 through 5 maintaining academic standards and demonstrating proper conduct. Any student with one failure and/or two “D” grades is ineligible for at least two weeks. If a student has consistent disciplinary or academic problems, he/she may not represent Notre Dame Marist Academy in extracurricular activities for a designated period of time.

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 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 offers a complete sports program that is demanding and fair. Every 4th and 5th grader is encouraged to participate in one sports program.

NOTRE DAME MARIST ACADEMY STUDENT ATHLETE HANDBOOK

This is an abridge version of athletic rules and regulations. Please see the website, athletics link for the complete handbook.

PHILOSOPHY

Notre Dame Marist Academy is a Catholic, college prep school committed to academic excellence and the moral foundation of its students. The athletic program is intended to reinforce the aims and goals of the academic program and is an integral part of the educational system designed to promote the physical, moral, spiritual, emotional and social development of the individual student.

Catholic Youth Organization (CYO) sports are available to students in grade 5. 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.

It is expected that every student-athlete conduct himself/herself in a proper manner at all times. IT IS A PRIVILEGE TO WEAR A NOTRE DAME MARIST ACADEMY UNIFORM. In all athletic situations our student-athletes are representations of this institution, and should act in a manner fitting of this responsibility. Participation in any activity in school or community that might cause discredit to Notre Dame Marist Academy will subject the student-athlete to suspension or dismissal from the team.

Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right, which can be removed at any time for failure to meet the standards and requirements of the school teams, leagues, and statewide organizations to which Notre Dame Marist Academy belongs. To earn this privilege, a student must accept the following responsibilities as determined and defined by the school administration and athletic department in cooperation with the CYO.

*Beginning the 2009-2010 school year, the CYO has instituted a \$10.00 Fee for each child per sport. This fee does not include playing time.

*Student-athletes must be registered Notre Dame Marist Academy students, or good standing members in one of the vicariate parishes.

*Student-athletes must have a physical examination form from a doctor at school or through another physician dated after April 15th of the previous school year. All required information and signatures must be on file in the athletic office BEFORE participation in ANY tryout, practice, or competition.

*All student-athletes are expected to be present for the entire tryout period.

*Student-athletes should check with the athletic department before accepting any prizes, money, or gifts given to them for their appearance or participation in ANY athletic endeavor. Failure to do so may result in the student-athlete losing amateur status and eligibility in all sports sponsored by the CYO and MHSAA whether they compete in these sports on the high school level or not.

*To participate in an athletic event or practice a student-athlete must attend school (regularly scheduled, academic classes) for a minimum of $\frac{3}{4}$ of the school day of that event or practice. To participate in a weekend game/practice the student-athlete must be present on Friday for scheduled classes.

TRAINING RULES AND REGULATIONS FOR STUDENT-ATHLETES

The following rules are meant to promote a healthy and moral way of life. Student-athletes who violate these rules, in or out of season, may be denied the opportunity to remain as members of an athletic team.

*No smoking, chewing, or other use of tobacco on or off NDMA grounds

*No use or distribution of any illegal drug or medicine, not prescribed to the user by a physician on or off NDMA grounds.

*No use of androgenic anabolic steroids or performance enhancing drugs (as defined by the NCAA)

*No fighting, brawling, swearing, using vulgarity on the practice field, before, during or after competition, or while traveling with the team

*The possession, use, buying or selling of alcohol is illegal for adolescents and is strictly prohibited for all student-athletes participating at Notre Dame Marist Academy

*Student-athletes known to be where illegal use of alcohol or other substances is present will be deemed guilty by association

Consequences for violation of training rules

*A meeting to determine proper discipline action will be held with the administration. An additional meeting will be held with parent and or student to explain the discipline action and why. Discipline can include suspension and/or probation.

*If any training rule is violated while a student-athlete is out of season (including the summer) the penalty will be incurred during the next athletic season in which the student-athlete participates

*A second, similar violation of these rules may result in a complete suspension from all athletic participation for a period determined by the athletic department and the administration.

Conditions for reinstatement:

In addition to serving the above suspension/probation periods, the student-athlete may be subject to the following conditions:

*Participation in a school approved treatment program (at the expense of the student/parent/guardian)

*Future random testing (at the expense of the student/parent/guardian)

*Performing volunteer service at a school approved program related to the content of the training rule violated

*Determination by the administration that the student-athlete has fully cooperated

ACADEMIC REQUIREMENTS FOR STUDENT-ATHLETES

As academics are the primary reason our student-athletes are a part of our institution, parents, teachers, and coaches are urged to consistently provide guidance and encouragement to student-athletes to continually improve their academic standing. The following eligibility requirements represent a minimum standard: it must be remembered that these are established to include a wide range of both potential and achievement and are not intended to as final grades.

Academic eligibility is reviewed by the administration at the conclusion of every six week marking phase.

*Any student-athlete with two (2) F's is ineligible for three weeks

*Any student-athlete with three (3) D grades OR one (1) D grade and one (1) F grade is ineligible for at least two weeks. Students are responsible for checking grades every two weeks throughout the phase.

*Any student-athlete with two (2) D grades OR one (1) F grade will be placed on a two week probation period during which the student-athlete will be able to participate

Ineligibility/probation periods begin on Monday and end on Sunday. During the period of ineligibility, academic progress will be reviewed to determine reinstatement or continued ineligibility/probation. Ineligibility may be reduced if student has made significant positive progress as reported by all teachers. During any period of ineligibility the student-athlete may not attend team tryouts, practices, competitions, so he/she may have more time for academics.

TUITION INFORMATION FOR LOWER DIVISION

Tuition for one student to attend Notre Dame, for the 2017-2018 school year, if that student is your eldest child enrolled at any division, is \$10,435.

TUITION

The Notre Dame Preparatory School tuition is billed on a twelve-month schedule. Monthly statements will be emailed from the NDPMA Business Office. Unless paid in full at the time of registration (see payment policies), the tuition for the 2017-2018 school year will be billed as follows:*

	First Student	Second Student	Third Student	Fourth Student
Non-Refundable Registration Fee	\$965	\$965	\$965	\$0
10 monthly installments, Due on the 1 st of each Month (Mar 2016-Dec. 2017)	\$910	\$860	\$810	\$0
Final monthly installment (January 2017)	\$864	\$817	\$771	\$0
2016-2017	\$10,929	\$10,382	\$9,836	\$0

*In lieu of the 12-month schedule, families choosing to pay the total tuition, and optionally, the book fee by Friday, February 12, 2016 receive a 3% reduction in the payment.

The “first student” rate is assigned to the family member enrolled in the highest grade at NDMA. Date and order of enrollment does not affect the multiple child discounts. No tuition is charged to the fourth student (or additional) from the same family.

MATERIALS FEES

JK-5 \$200 Device Fee \$380.00 Academic Fee

ADDITIONAL FEES

In addition to the required fees, optional fees occasionally are posted to student accounts. Optional fees include, but are not limited to:

Team Packages	Team Facility Fees	Parent Club
Booster Club	Extended Care	Field Trips

PAYMENT POLICIES

1. NDPMA maintains separate accounts for each student. NDPMA does not maintain separate student accounts for parents living separately.

2. Tuition payments are due on the 1st of each month. Accounts not paid to date by the 10th of each month will be assessed a \$35 late fee.
3. Families are expected to make monthly tuition payments according to the NDPMA tuition schedule. Families also are responsible for fees included in monthly statements (see required and additional fees). Registrations submitted after the initial registration period must include up-to-date tuition and fees.
4. Tuition accounts must be up-to-date by August 1st in order for the student to attend orientations, classes, or school-sanctioned activities.
5. For delinquent accounts (two or more months behind), NDPMA reserves the right to hold students from class, as well as deny access to records, grades, transcripts, Haiku, NetClassroom, and extracurricular activities.
6. Any alternate payment schedule must be approved through the NDPMA Admissions and Business offices.

METHOD OF PAYMENT

Payments may be made by check, money order or cash. Checks should be payable to Notre Dame Preparatory School and Marist Academy (do not mail cash). Please include the payment stub with your remittance. Tuition payments should be mailed to: Notre Dame Preparatory School and Marist Academy, 1300 Giddings Road, Pontiac, MI, 48340-2108, Attention: Business Office. All returned (NSF) checks will result in a \$35 service charge, as well as a \$35 late payment fee.

REFUND POLICIES AND TUITION ASSURANCE

Families are **strongly encouraged** to purchase Tuition Assurance (form included), which guarantees a refund of any unused portion of tuition paid by a family (prorated based on days enrolled). Tuition Assurance does not protect the non-refundable registration or fees charged to a student account. Tuition Assurance must be purchased at the time of registration.

With the exception of Tuition Assurance and Financial Aid applicants, all refunds of tuition are subject to the following terms:

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With the exception of Tuition Assurance and Financial Aid applicants, all refunds of tuition are subject to the following terms:

- a. March installment credited 100% if decision is made by April 1st
- b. After April 1st: 75% credit of March and April installments
- c. After May 1st: 50% credit of March, April, May installments
- d. After June 1st: 25% credit of March, April, May, June installments
- e. NDPMA does not refund tuition after July 1

Note: Expulsion from NDPMA results in a refund prorated based on days enrolled. Note: NDPMA does hold unused tuition in escrow for one year for families who choose to withdraw from the school. If, within one year, a family returns to NDPMA, unused tuition will be credited to a student's account.