



NOTRE DAME

**Notre Dame Marist Academy
Middle School**

**Student/Parent Handbook
2019-2020**

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.

ND - Marist Academy Middle School Schedule

NDMA Regular Schedule								
65 minute classes	A	B	C	D	E	F	G	H
7:45 - 8:50	1	6	3	8	5	2	7	4
8:55 - 10:00	2	7	4	1	6	3	8	5
10:00-10:10	Break							
10:10 - 11:15	3	8	5	2	7	4	1	6
11:20 -11:50	Lunch							
11:55 - 12:25	Community Time							
12:30 - 1:35	4	1	6	3	8	5	2	7
1:40 - 2:45	5	2	7	4	1	6	3	8

NDMA Activity Schedule								
50 minute classes	A	B	C	D	E	F	G	H
7:45 - 8:35	1	6	3	8	5	2	7	4
8:40 - 10:00	Activity							
10:05 - 10:55	2	7	4	1	6	3	8	5
11:00 - 11:25	Lunch							
11:30 - 12:00	Community Time							
12:05 - 12:55	3	8	5	2	7	4	1	6
1:00 - 1:50	4	1	6	3	8	5	2	7
1:55 - 2:45	5	2	7	4	1	6	3	8

NDMA Late Start Schedule								
50 minute classes	A	B	C	D	E	F	G	H
7:30 - 9:00	Late Start							
9:10 - 10:00	1	6	3	8	5	2	7	4
10:05 - 10:55	2	7	4	1	6	3	8	5
11:00 - 11:25	Lunch							
11:30 - 12:20	3	8	5	2	7	4	1	6
12:25 - 12:55	Community Time							
1:00 - 1:50	4	1	6	3	8	5	2	7
1:55 - 2:45	5	2	7	4	1	6	3	8

Part II: Program of Studies

Academics

The Notre Dame Marist Academy-Middle School 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 School, the Middle School 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 School 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 will participate 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 people 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-reflection. 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, and may be graded tasks. Summative assessment is a terminal activity usually assessed by the teacher, often graded tasks for the report card.

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%

Progress Reports & Semester Grades

Grades are always available on NetClassroom for parents and students; no formal progress reports will be distributed. Semester grades, January and June, are the grades used for official school records, and will be available electronically.

Honor Roll

Principal's List - All A's

Honors - All A's and B's

Extra Credit: Teacher discretion

Individual circumstances may be taken under consideration.

Homework Policy

NDMA Middle School 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.

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 which is necessary for effective learning.
- Purposeful, relevant, and appropriate.
- Given consideration to quality over quantity.
- Meaningful to the learning established within the classroom.
- An extended practice from the daily work in the classroom.

Student Responsibilities:

- Students are the main correspondent with teachers in regards to homework and assessment and are developing the habit of seeking clarification from teachers when unclear about assignments or when absent from school.
- Complete homework independently and submit as assigned. Assignments should be complete, on time, and a solid reflection of student knowledge.
- Record homework in the school-issued planner as assigned in class.
- Check PowerSchool Learning (PSL) and NetClassroom regularly.
- Seek assistance from teachers when needing additional help on an assignment. Some additional resources include: study hall, tutorial, advisory, media center, or counselor.
- Come to class prepared with the materials needed for that day's lesson.
- Use class time and tutorial for completing classwork and/or starting homework.
- All homework, electronic or hand-written, should be submitted neatly, following MLA guidelines.

Teacher Responsibilities:

- Post class syllabus on PowerSchool Learning (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.)
- Teach techniques that can help students develop the Approaches to Learning skills which include time management, goal setting, and proper study habits.
- Explain homework assignments during class time; allow for time to write in planner and to ask for clarification. Post assignments on the classroom whiteboard and on PowerSchool Learning (PSL).
- Review, grade, and record progress in a timely manner on NetClassroom.

- Communicate with parents and school counselor when a student has a drastic grade change, is struggling academically, or has consecutive incomplete or missing assignments.

Parent Responsibilities

- Provide a quiet space (free from distractions), ideally a dining room, kitchen, or study, and supply basic materials for homework completion.
- Teach techniques that can help children allocate their time wisely, meet their deadlines, and develop good personal study habits with regard to the unique demands of the student's schedule.
- Monitor time management, productivity, and digital citizenship.
- Regularly schedule a time to meet and discuss upcoming tests, quizzes, and projects. Review planner, PowerSchool Learning, and NetClassroom resources.
- Review school provided materials with your child(ren): Parent/Student Handbook, Technology Acceptable Use Policy, Academic Honesty Policy, and other online resources.
- Communicate with teachers if the student has made contact independently with a teacher, but remains unsuccessful.
- Follow the chain of command when questions arise regarding classroom policy. Contact the teacher first, then the counselor, and finally the administration.

Notre Dame Marist Academy Middle School teachers adhere to the Assessment & Homework Policy. A student's disregard for assignments may result in a decreased grade on the assignment, the loss of privilege to participate in activities, detention, suspension, or further disciplinary action as deemed appropriate by the Administration.

No Homework

No homework will be assigned over Christmas Break, Winter Break, or Easter Break. Homework may be given over long weekends (i.e. Thanksgiving).

Planners

Because of the new, rotating schedule, all Notre Dame Marist Academy Middle School students will be required to use the school-issued planner for the 2019-2020 school year. The specially designed planners will guide students through the eight-day rotating cycle of classes. Planners will be distributed to students at the beginning of the school year.

6th Grade Integration

Throughout two full eight day cycles (August 20 - September 12), sixth grade students will focus on understanding the routines and expectations of each classroom. Students will receive written feedback/comments with a weight of zero on NetClassroom on both formative and summative assessments. This includes homework, classwork, tests, quizzes, etc. Academic grades for sixth grade will begin Friday, September 13, 2019.

Exams

Midterm (December) Exams

Midterm exams and culmination projects will be given during the class meeting time (65 minutes).

Midterm projects and exams count as:

6th Grade - a test/summative assessment grade

7th Grade - 15% of the final semester grade

8th Grade - 25% of the final semester grade

Final (June) Exams

Final exams are given by carrier (class period); each teacher carefully proctoring their own exams. Final exams are 90 minutes each.

Final projects and exams count as:

6th Grade - a test/summative assessment grade

7th Grade - 15% of the final semester grade

8th Grade - 25% of the final semester grade

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 carrier (class period) to a semester total.

General

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

Late Arrival

Students arriving late to school, after 8:00 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 School 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 3 full academic class periods. 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.

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 in a school year, 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. A tardy may also be given for students who are not prepared for class and need to return to their locker for supplies. 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, Saturday detention, or 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. Summative assessments, long term assignments, projects, and test dates will not be altered because of missed school days.

If a student misses one day of school, it is advised that they visit PowerSchool Learning for the daily assignment and meet with the teacher upon return to school.

If a student misses multiple days of school due to illness, the student or parent may request make-up work by contacting the Middle School office or by contacting the teachers.

In the event of a planned absence, the student's parents should notify the office and student's teachers in advance. Teachers may provide work as appropriate.

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, a 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

On Casual Days students must 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. 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 7:45 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). IRISH socks, purchased from the Notre Dame bookstore are permitted.

Shoes: Please see [Acceptable Shoes for Middle School](#) for a comprehensive handout. Please be sure to reference the appropriate, grade-level 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 piercings, 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 School.

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

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 must never be rolled.

Middle School students grow an average of 2 inches a year. Therefore, it is recommended that all skirts purchased allow for growth. If hemming is necessary, please comply with the no greater than two inches above the knee policy, and it would be advantageous to leave additional fabric on the hem to allow for future growth.

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. IRISH print crew socks, available at the Irish Bookstore, may be worn. 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 School](#) for a comprehensive handout. Please be sure to reference the appropriate grade-level 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 School Office

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

School Counseling

The Middle School 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 Community Time, 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](#)

School Lockers

All student storage areas and athletic lockers are the property of NDPMA and are subject to search and inspection. Personal materials are to be stored in lockers, and the provided locks must be activated at all times. All books and notebooks should be properly identified with labels. A student should never open another student's locker or tamper with another student's lock; this includes "lock-flipping." Never share locker combinations with anyone.

Interior decorations must be in the spirit of good taste and judgment (at the discretion of the Administration) and need to be taken down by the last day of the academic year.

Lockers should be kept neat and organized. The area around the locker is the student's responsibility and should be kept clean. With the exception of bottled water, food and beverages may not be kept in lockers overnight.

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 Commitment to the Mission

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.

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.

Scheduled Conference Dates:

Thursday, October 10 5:30 - 8:00 p.m.

Friday, October 11 8:00 - 10:00 a.m.

Thursday, March 12 5:30 - 8:00 p.m.

Friday, March 13 8:00 - 10:00 a.m.

News and Notes

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

Remind

Remind is a 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 electronically submitted through PermissionClick by his/her parent or guardian. Students who do not have a permission slip on record cannot attend the field 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/>.

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 7:45 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.

Community Time, Assemblies, Liturgies, and Rallies

Community Time, 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 7:45 a.m. and 2:45 p.m.

Electronic Equipment

- **Cell phones** cannot be used between 7:45 a.m. and 2:45 p.m. Cell phones must be turned off and left in lockers between these hours.
- **IPods, AirPods, and other electronics*** must be turned off and left in the locker between 7:45 a.m. and 2:45 p.m. *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. Students may carry a small computer bag for the tablet. (size no larger than 14" x 14").
- **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 actions 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 before/after school or during lunch.

Lunch Detention: 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 a Morning/Afternoon Detention or a Saturday Detention for subsequent infractions, as determined by the Vice Principal.

Morning/Afternoon Detention: Students who receive a Morning/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 Morning/Afternoon Detentions per semester, students may receive a Saturday Detention for subsequent violations, as determined by the Vice Principal.

Saturday Detention: 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 Morning/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 a Morning/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's 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, e-cigarettes: 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 a safe environment that we have established for our school.

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:

Art Club	National Junior Honor Society
Environmental Club	Science Club
Forensics Club	Ski/Snowboard Club
Gamers Unplugged	Student Council
Girls Who Code	VEX IQ and VEX EDR Robotics
Michigan Youth in Government	Yearbook
Middle School Musical	

Activities:

Band and Choral Concerts	National Geographic Bee
Class Trips	Spelling Bee
Community Read Day	St. Peter Chanel Day of Service
Dances	Quiz Bowl
International Day	Urban Air Fun Night
Irish Week	

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.

Physical Education and Health

Recent brain research has verified the cognitive value of exercise and movement. NDPMA considers physical education and health to be invaluable parts of its program. Our program not only emphasizes physical well-being, it also teaches students critical skills such as decision-making, strategizing, and cooperating.

In the event that a student cannot participate in PE classes, a doctor's note must be on file in the school office. If a student is unable to participate in PE class, the student is also deemed unable to participate in extracurricular sports programs offered outside of school hours for the duration of the injury. For complete information, please reference the PE teacher's course syllabus.

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](#)