

The background of the entire page is a light blue color, decorated with intricate black line art mandala patterns. These patterns consist of various floral, leaf, and geometric designs arranged in circular, symmetrical motifs. A large white circle is positioned in the upper left quadrant, containing the title text.

# MND Student Handbook



**MOUNT NOTRE DAME**

*Empowering Young Women*

2019-2020

\_\_\_\_\_  
NAME



### SPECIAL TELEPHONE NUMBERS

Main Office .....	821-3044, ext 100
MND's FAX Number.....	821-6068
President, Mrs. Judy Gerwe .....	821-3044, ext 101
Principal, Mrs. Karen Day .....	821-3044, ext 111
Assistant Principal for Student Development, Mrs. Judy Metcalf.....	821-3044, ext 102
Assistant Principal for Academic Development, Mr. Ben Hunt.....	821-3044, ext 146
Director of Campus Ministry, Mrs. Kelly Albainy-Crosby .....	821-3044, ext 115
Director of Admissions, Mrs. Donna Groene.....	821-3044, ext 164
Admissions Coordinator, Mrs. Terri Miller .....	821-3044, ext 124
Athletic Director, Mr. Mark Schenkel .....	821-3044, press 5
Attendance Line .....	821-3044, press 1 (or ext 118)
Communications/PR Office, Mr. Chris Gramke .....	821-3044, ext 169
Advancement Office .....	821-3044, ext 105
Theatre Artistic Director, Mr. Kyle Imbronyev .....	821-3044, ext 7469

### GUIDANCE DEPARTMENT

Mrs. Kellie Siler, School Counselor (Department Chair) .....	821-3044, ext 149
Ms. Grace Bergmann, School Counselor .....	821-3044, ext 123
Ms. Jennifer Obert, School Counselor.....	821-3044, ext 148
Ms. Emmy Schwartz, School Counselor .....	821-3044, ext 109
Mrs. Eileen Schwartz, Testing Coordinator .....	821-3044, ext 151
Mrs. Molly Sicking, Health and Wellness Counselor .....	821-3044, ext 125

### WHOM TO CONSULT

Academics .....	Course Teacher
Attendance Issues/Tardiness to School .....	Mrs. Judy Metcalf or Attendance Office
Bus Transportation.....	Your Public School District
Change of Address / Information .....	Make change on Final Forms
Discipline.....	Mrs. Judy Metcalf
Extra-Curricular Activities .....	Student Activities & Spirit Coordinator, Mrs. Krista Brehm
Gymnasium Reservation .....	Mr. Keith Schenkel
Illness during School Day .....	Mrs. Darlene Santel
Lock/Locker Problems .....	Mrs. Darlene Santel
Lost and Found .....	Mrs. Darlene Santel
Parking (Fines) .....	Mrs. Nora Posge
Parking (Reservation of Spot).....	Mrs. Darlene Santel
Religious Developments .....	Mrs. Kelly Albainy-Crosby
Schedule Change.....	Counselor and Teacher of the Course
Student Wellness Concerns.....	Counselor
Theater/Conf. Room Reservations .....	Mrs. Teresa Walters
Transfer or Withdrawal .....	Mrs. Darlene Santel
Vacation Requests .....	Mrs. Judy Metcalf
Work Permits.....	Mrs. Darlene Santel

*\*NOTE: Voicemail numbers or all staff members are listed on next page.*

# Voicemail Information 2019 - 2020

Albainy-Crosby, Mrs. Kelly	115	Koutnik, Ms. Jennifer	367
Anderson, Ms. Liz	129	Lehrter, Mrs. Cheri	106
Auseré, Mrs. Alicia	307	Mattei, Mrs. Connie	187
Bare, Ms. Catherine	313	Mencer, Ms. Christine	144
Barney, Mrs. Diane	104	Metcalfe, Mrs. Judy	102
Bedinghaus, Sister Ruth	303	Meyer, Mrs. Patricia	326
Beiting, Mr. Joseph	381	Meyer, Ms. Stephanie	364
Bergmann, Ms. Grace	123	Miller, Mrs. Ann	110
Blum, Ms. Kelli	308	Miller, Mrs. Terri	124
Bode, Mr. Keith	128	Monnin, Ms. Anne	131
Bohlen, Mrs. Sharon	333	Obert, Mrs. Jennifer	148
Bonino, Mrs. Amy	306	Pachuk, Mrs. Michelle	150
Bowblis, Mrs. Melissa	317	Posge, Mrs. Nora	118
Brehm, Mrs. Krista	382	Pucci, Mrs. Angela	361
Brinkmann, Mrs. Melanie	331	Rieth, Mrs. Mary Beth	315
Cerone, Mr. Chris	314	Rouster, Mrs. Emily	358
Day, Mrs. Karen	111	Rutschilling, Mrs. Georgia	399
Detmer, Mrs. Ann	103	Sampson, Mrs. Missy	158
DiegmueLLer, Mrs. Vanessa	138	Santel, Mrs. Darlene	100
Dodds, Mrs. Jennifer	380	Scharf, Mrs. Denise	328
Doepker, Mrs. Sarah	309	Schenkel, Mr. Keith	132
Drefcinski, Mrs. Kim	359	Schenkel, Mr. Mark	107
Eckhoff, Mrs. Rose	105	Schildknecht, Mrs. Catherine	325
Enochs, Mrs. Kelly	386	Schute, Ms. Paula	334
Felczan, Mrs. Joann	335	Schwartz, Mrs. Eileen	151
Fletcher, Dr. Matt	392	Schwartz, Ms. Emmy	109
Forman, Mr. Todd	145	Sicking, Mrs. Molly	125
Gallo, Mrs. Jennifer	142	Sidler, Mrs. Erika	305
Gerwe, Mrs. Judy	126	Siler, Mrs. Kellie	149
Glass, Mrs. Jennifer	310	Sizemore, Ms. Karen	108
Godbey, Mrs. Janice	394	Smock, Mrs. Shannon	323
Goss, Mrs. Jenny	332	Stacey, Ms. Cheri	112
Gramke, Mr. Chris	169	Stachowski, Mr. Kevin	122
Grimm, Mrs. Kate	156	Stahl, Mr. Mark	116
Grinsted, Dr. Maureen	368	Stamer, Miss Lindsey	320
Groene, Mrs. Donna	164	Statzer, Mrs. Cathy	165
Hagerty, Mrs. Julie	357	Thamann, Mrs. Jen	120
Harris, Mrs. Clare	324	Thiemann, Mrs. Marlena	395
Higgins, Mrs. Andrea	330	VanOudenallen, Mr. Benn	322
Hoendorf, Ms. Katie	344	Venia, Mrs. Elizabeth	327
Holthaus, Mrs. Colleen	133	Vera, Mrs. Diana	302
Hosmer, Mr. Nick	318	Vonderbrink, Ms. Jen	159
Houser, Ms. Lisa	141	Walters, Mrs. Teresa	101
Hunt, Mr. Ben	146	Ward, Mrs. Sue	301
Imbronyev, Mr. Kyle	7469	Wiesenhahn, Ms. Katherine	312
Johnson, Dr. Jeff	311	Wurzelbacher, Mrs. Beth	329
Keller, Mrs. Chrissy	319	Yorn, Mrs. Julie	338
Knoll, Mrs. Sally	137	Zentmeyer, Mrs. Bridget	140
Knollman, Mr. Robert	316	Zoz, Mrs. Annie	127

# PART 1 INTRODUCTION

## HISTORY OF MOUNT NOTRE DAME

### 1860 ~ 1935

Mount Notre Dame Academy opened its doors to 30 boarders on September 17, 1860. These young scholars were the nucleus of a boarding school which soon became well-known for its excellence in education, attracting pupils from many states. Included among these early students were Minnie and Rachel Sherman, daughters of General William T. Sherman of Civil War fame. In 1897, the first day-scholars were accepted, and, in 1929, boys were admitted into the primary grades.

### 1935 ~ 1956

After the boarding school closed in 1935, Mount Notre Dame flourished and expanded as an academy to include all grades from kindergarten through high school. In September 1956, upon the request of the Archdiocese of Cincinnati, Mount Notre Dame became affiliated with the Archdiocese. At that time, its name was changed from Mount Notre Dame Academy to Mount Notre Dame High School.

### 1956 ~ 1987

These years represent the rapid growth of the student body. In 1965, this expansion necessitated the move to a larger building, the site of the current school. Mount Notre Dame has celebrated many anniversaries over the years - its centennial in 1960, its 125th anniversary in 1985.

In 1987 Mount Notre Dame opened a pre-school, the Early Learning Center. Also in 1987, Mount Notre Dame was one of 271 schools given national recognition for *Excellence in Education* by the U.S. Department of Education.

### 1990 ~ 2010

1990 represented another milestone in that it was the first year the school was under the direction of its first lay principal, Maureen Coleman Baldock. In 1996, due to increased enrollment in the high school, the pre-school separated from MND and was renamed Serendipity.

Beginning in the summer of 1999, major improvements were undertaken at Mount Notre Dame: the renovation of the existing Chapel and Family & Consumer Sciences Lab, construction of a new chemistry lab and a new \$2.2 million Student Activities Center/Gym. The existing gym was converted into a Library/Media Center and a Computer Technology Center and a theater. Office areas were expanded, and additional classrooms, including several computer labs, were added. In 2000, the new gym opened.

In 2003, the school created a Master Facilities Plan. In addition, the Mount Notre Dame Board of Trustees voted to adopt a President/Principal model of administration for the school and named Sister Rita Sturwold, SNDdeN the school's first President.

The 150th year of educating young women was commemorated in 2010.

### 2011

In 2011, in its continuous evolution to meet the needs of its community, the Leadership Team of the Sisters of Notre Dame de Namur and the Board of Trustees voted to implement a new and forward-thinking administrative model for the school. The new model replaces the President and Principal with a Head of School model. In June 2011, Mr. Larry E. Mock, previous MND parent, coach and Board member, was named the Head of School. In July 2014, Mrs. Karen Day was named Associate Head of School.

### 2015 ~ present

In July 2015, Mrs. Judy Back Gerwe '78, was named the Head of School. In July 2017, the Head of School title changed to President. Mrs. Karen Day's title was changed to Principal.

## SCHOOL COLORS

Columbia blue and white are the official school colors.

## SCHOOL SONG

Mount Notre Dame, today we're gathered  
your honored name to praise and cheer.  
The glory of your fame resounds now  
in each echo that we can hear.  
And may the lessons you have taught us  
guide us like a bright and glowing flame.  
We will ne'er forget you,  
O ever loved, Mount Notre Dame.  
We're proud to be pupils of our MND,  
honor and love, ever prove our loyalty.  
So let us tell in song of her fame,  
and pledge ourselves to fealty,  
Faithful and true,  
to the glory of Mount Notre Dame.

*Words by Mary Jo Lehman '35*

*Music by Sister Magdalen Marie Muth, SNDdeN*

#### SCHOOL SEAL



This is Mount Notre Dame's school seal. The three lilies, often a symbol for the Blessed Mother, patroness of Mount Notre Dame, signify the virtues of faith, hope and charity. Faith is the foundation of Mount Notre Dame's school program. Hope is the force which inspires trust in God that each young woman of Mount Notre Dame will develop her own unique gifts and talents. Charity shows itself in MND's commitment to serving and sharing Christ's overflowing love with not only the Mount Notre Dame community but also in our ever-changing global society.

#### SCHOOL LOGO



**MOUNT NOTRE DAME**

*Empowering Young Women*

This is the official school logo for Mount Notre Dame. It appears on our school website, publications, flyers and informational items as a way to identify the school for internal and external audiences.

The MND name or logo may NEVER be used without the permission of the MND Administration. MND reserves the right to confiscate any item bearing the name or logo of the school that has not had prior approval.

## PART 2 ACADEMIC POLICIES AND STRUCTURES

### OPERATING STANDARDS

Mount Notre Dame does not discriminate on the basis of race, color, national or ethnic origin relative to all the rights, privileges, programs and activities at school. While Mount Notre Dame does not discriminate against students with special needs, a full range of services might not be available to all, depending on the specific need.

If a student discontinues living with her parent(s) or legal guardian(s), the administration will determine if she may maintain her enrollment. When a student is a dependent of the parent(s), the parents have access to information regarding their daughter.

### GRADUATION REQUIREMENTS

The MND student seeks a college preparatory education in a faith-filled environment. Education at MND is a four-year experience, and, therefore, we do not honor requests for early graduation. We believe in educating the complete person in the areas of spirituality, academics, physical, emotional, and social health. In addition to attending MND for four years, the following criteria must be met in order to earn a Mount Notre Dame diploma:

- The student must earn a minimum of 23 credits (see list).
  - If the student is lacking more than one credit at the time of graduation, she may not participate in commencement exercises.
- The student must successfully complete the MAP (My Action Plan) process, including a Capstone Project.
- The student must earn the right to receive a diploma in the State of Ohio and without waiving the requirements.

CONTENT AREA	CREDITS
Religion	4.00
English	4.00
Social Studies (US History (1), World History (1), Government (.5), Economics (.5) and one additional half credit)	3.50
Mathematics (Algebra I, Geometry, Algebra II and one additional credit beyond Algebra II)	4.00
Science (1 Life/1 Physical)	3.00
Digital Literacy & Learning	0.50
Physical Education*	0.50
Health	0.50
Performing/Visual Arts	1.00
World Language	2.00
<b>Total Minimum Credits</b>	<b>23.00</b>

*\*Beginning with the Class of 2023 part of this requirement can be met with the PE waiver.*

In accordance with State of Ohio Law, credit towards graduation can be earned through a combination of several options.

**OPTION I: Traditional coursework.** The student can earn credit by completing courses taught by the faculty at Mount Notre Dame.

**OPTION II: College Credit Plus (CCP).** Ohio's College Credit Plus (CCP) Program is another way for some students to earn college and high school credits at the same time by

taking college courses from community colleges or universities. The program is designed for students who are ready for the rigor of collegiate studies and therefore is not necessarily the right path for all students. Any student who is interested in taking college courses for credit at MND should speak with her counselor who will help navigate the proper path. The State of Ohio does set aside limited money for courses taken through public universities.

**OPTION III: Credit Flexibility.** The Credit Flexibility option allows a student to seek non-traditional methods for earning credit. Non-traditional coursework includes credit-by-tutor, online coursework, proof of curriculum mastery, educational travel, dual credit, independent study, internships, community service, music and the arts, or any other individualized project work. There are three Credit Flexibility options at MND. Teacher Directed Credit Flexibility, Proof of Curriculum Mastery and Specialized Credit Study. Further information about these options can be obtained in the Program of Studies booklet, by speaking with your counselor, or by speaking with the Assistant Principal for Academic Development.

## DIPLOMA WITH HONORS

Mount Notre Dame, in accordance with criteria set by the State of Ohio, will award a **High School Academic Diploma with Honors**. See the worksheet in the back of the Program of Studies Booklet for planning purposes and speak with your counselor about your intent. The student needs to fulfill seven out of the following eight criteria:

- 4 units in mathematics, including Algebra II and a year beyond;
- 4 units in science, including two units of advanced science
- 4 units in social studies;
- 3 units of one world language or two units each of two world languages;
- 1 unit of visual or performing arts;
- 3.5 grade point average;
- 27 on the ACT or 1280 on the SAT.

## ACADEMIC COMMUNICATION

MND uses **PowerSchool** as our Learning Management System (LMS). PowerSchool is more than a way to access student grades. PowerSchool provides access to the school calendar, course guidelines, course agendas, homework, related course documents, resources and grade updates. Course guidelines will outline course expectations and grading procedures.

In PowerSchool, grade updates will occur live as teachers enter grades in the gradebook. Therefore, grades will be current\* throughout the course.

**\*NOTE:** Faculty have established guidelines for the timeliness of grade entries into the gradebook. Students and parents can expect that grades for smaller assessments will be available quicker than

grades for larger assessments. Questions about the timeliness of graded items should begin with the course teacher.

Teachers will communicate regularly with students who are struggling or who have a noticeable change in performance. PowerSchool is the primary way to provide insight for parents. Additional contact – teacher to parent or vice versa – will/should be made as individual situations warrant. Additionally...

- Guidance Counselors and interventionists (as appropriate) will be monitoring student progress.
- At the end of a semester, if a student has failed a course, her guidance counselor will make a phone call to the parent to plan for credit recovery.

Parents and students are encouraged to reach out to MND Faculty as questions arise. MND Faculty are asked to respond to email and voicemail within two work days of receipt.

## Student/Parent Reminders for a successful academic year

- Students are encouraged to ask for help from their teachers when they are struggling with the curriculum.
- Students are expected to check PowerSchool, on a daily basis and initiate communication with teachers regarding absences, whether planned or unplanned.
- Students are expected to check and respond to MND email in a timely manner. It is the primary communication tool for communication outside of the classroom environment.
- Students and parents are encouraged to contact the counselor to discuss the overall MND experience or to discuss wellness, scheduling, or relational concerns that are impacting the student.

**REPORT CARDS** can be printed/viewed digitally from PowerSchool. Families will receive a communication when the semester grades are finalized. This process takes approximately ten work days from the date that final grades are due to the main office.

**COMMUNICATION AND FEEDBACK.** Mount Notre Dame values input from both parents and students. In order to continue to foster a strong academic environment, we encourage both positive and constructive feedback regarding our program and our faculty and staff.

Students and parents who wish to communicate about a particular course should first directly contact the teacher of the course. Email and voicemail information can be found in the beginning of this handbook. When appropriate, after speaking with the teacher, compliments and concerns can be directed to the department chairperson if the issue is relative to the course content (see list below) and then, when appropriate or necessary, the school's Assistant Principal for Academic Development, Mr. Ben Hunt ([bhunt@mndhs.org](mailto:bhunt@mndhs.org) or 821- 3044 x 146). Non-content concerns should be

directed to the school's Principal, Mrs. Karen Day ([kday@mndhs.org](mailto:kday@mndhs.org) or 821-3044 x 111) after first speaking with the teacher.

Students and parents who wish to communicate about a staff member should first contact the staff member directly. Email and voicemail information can be found in the beginning of this handbook. When appropriate, after speaking with the staff member, compliments and concerns can be directed to the immediate supervisor and then, when appropriate or necessary, the Principal, Mrs. Karen Day ([kday@mndhs.org](mailto:kday@mndhs.org) or 821-3044 x 111) or the President, Mrs. Judy Gerwe ([jgerwe@mndhs.org](mailto:jgerwe@mndhs.org) or 821-3044 x 126).

Parents who would like to meet with administrators, counselors, or teachers should please call or email in advance to schedule an appointment. **NO WALK-IN VISITS, please.**

The listing of **DEPARTMENT CHAIRPERSONS** follows. Email contact is encouraged, or you may dial the school number (821-3044) followed by the voicemail extension.

DEPARTMENT	NAME	EXTENSION
English:	Mrs. Amy Bonino	306
Guidance:	Mrs. Kellie Siler	149
Information Technology & Business:	Mrs. Krista Brehm	382
Fine Arts:		
*Performing Arts:	Mr. Ben Hunt	146
*Visual Arts:	Mrs. Denise Scharf	328
Intervention:	Mrs. Michelle Pachuk	150
Mathematics:	Ms. Paula Schute	334
Ministry & Religious Studies:	Mrs. Jennifer Dodds	380
Physical Education & Health:	Ms. Karen Sizemore	108
Science:	Mrs. Georgia Rutschilling	399
Social Studies:	Ms. Jennifer Koutnik	367
World Languages:	Mrs. Julie Yorn	338

## INTERPRETATION OF GRADES

At MND, grades are based on classroom participation, tests, quizzes, homework assignments, projects, attendance and relevant projects. Numerical grades are used on report cards, and comment codes give supplementary information. Information about specific grading policies by course will be shared by each teacher on the course guideline document. The graphic on the next page characterizes the work at the various marking levels. The bolded descriptors provide a general overview of the grade scale category. The bulleted points are some examples of descriptors that may apply to specific assessments.



## MOUNT NOTRE DAME: GRADE SCALE INTERPRETATION

At MND, grades are based on classroom participation, tests, quizzes, homework assignments, projects, attendance and relevant projects. Numerical grades are used on report cards, and comment codes give supplementary information. Information about specific grading policies by course will be shared by each teacher on the course guideline document. The following descriptions characterize work at the various marking levels. The bolded descriptors provide a general overview of the grade scale category. The bulleted points are some examples of descriptors that may apply to specific assessments.

	DESCRIPTORS	NUMERICAL GRADE	LETTER GRADE
SUPERIOR WORK PLUS	EXCEEDS ↓	100 – 97	A+
SUPERIOR WORK	<b>Indicates a thorough master of course content and outstanding performance in completion of the course requirements.</b> <ul style="list-style-type: none"> <li>• Assignments are well-organized and demonstrate insight, accuracy, originality, and creativity.</li> <li>• Contributions to classroom discussions are frequent and well thought out. There is lively interest in discussion.</li> <li>• Progress is noticeable and continuous.</li> <li>• Seeking out extensions of the content to apply the learning is routine.</li> <li>• Minimal to no errors in work.</li> </ul>	96 – 93	A
SUPERIOR WORK MINUS	JUST SHY OF ↑	92 – 90	A-
ABOVE AVERAGE WORK PLUS	EXCEEDS ↓	89 – 87	B+
ABOVE AVERAGE WORK	<b>Indicates a high level of acquired knowledge and performance in completion of course requirements.</b> <ul style="list-style-type: none"> <li>• Assignments are organized, accurate and show signs of effort.</li> <li>• Contributions to classroom discussions occur on a regular basis and demonstrate a thoughtful response.</li> <li>• Progress is noticeable.</li> <li>• Seeking out extensions of the content to apply the learning is routine.</li> <li>• Few errors in work.</li> </ul>	86 – 84	B
ABOVE AVERAGE WORK MINUS	JUST SHY OF ↑	83 – 82	B-
AVERAGE WORK PLUS	EXCEEDS ↓	81 – 80	C+
AVERAGE WORK	<b>Indicates a satisfactory level of acquired knowledge and performance in completion of course requirements.</b> <ul style="list-style-type: none"> <li>• Assignments are adequately done and completed on time.</li> <li>• Contributions to classroom discussions occur voluntarily and indicate interest.</li> <li>• Progress is satisfactory.</li> <li>• Seeking out extensions of the content to apply the learning is occasionally occurs.</li> <li>• Multiple errors in work.</li> </ul>	79 – 78	C
AVERAGE WORK MINUS	JUST SHY OF ↑	77 – 76	C-
BELOW AVERAGE WORK PLUS	EXCEEDS ↓	75 – 74	D+
BELOW AVERAGE WORK	<b>Indicates a minimal level of acquired knowledge and minimal performance in completion of course requirements.</b> <ul style="list-style-type: none"> <li>• Assignments are late, missing, or poor in quality.</li> <li>• Contributions to classroom discussion are rare or given only when called upon. Response indicates low level of interest or little thought.</li> <li>• Minimal progress is seen.</li> <li>• Seeking out extensions of the content to apply the learning rarely occurs.</li> <li>• Significant errors in work.</li> </ul>	73 – 72	D
BELOW AVERAGE WORK MINUS	JUST SHY OF ↑	71 – 70	D-
FAILURE (no credit given)	<b>Indicates failure to meet a minimal level of understanding of course content and/or performance in completion of course requirements.</b> <ul style="list-style-type: none"> <li>• Assignments are routinely late, missing, or poor in quality.</li> <li>• Contributions to classroom discussion are rare or given only when called upon. Limited participation occurs.</li> <li>• Minimal progress is seen.</li> <li>• Seeking out extensions of the content to apply the learning rarely occurs.</li> <li>• Significant errors in work.</li> </ul>	69 and below	F

**HONOR ROLL.** Each semester Mount Notre Dame recognizes academic excellence amongst our students in two different levels of the Honor Roll.

**FIRST HONORS.** Semester scholastic average of 90% and above (with no grade below 76%).

**SECOND HONORS.** Semester scholastic average of 82% and above, but less than 90% (with no grade below 76%).

For the purposes of calculating Honor Roll GPA Mount Notre Dame uses a simple average of the GPA points as seen in this chart.

	LETTER GRADE	GPA POINTS
100 – 97	A+	4.34
96 – 93	A	4
92 – 90	A-	3.66
89 – 87	B+	3.34
86 – 84	B	3
83 – 82	B-	2.66
81 – 80	C+	2.34
79 – 78	C	2
77 – 76	C-	1.66
75 – 74	D+	1.34
73 – 72	D	1
71 – 70	D-	0.66
69 and below	F	0

**COURSE NAMING AND WEIGHTING.** All courses listed in the *Program of Studies Booklet* are college preparatory courses. Courses are named by broad course descriptions so that faculty, parents and students can make reference to the particular course in discussions. The following structure indicates the naming notation and the weighting, if appropriate.

Course Description	Course Name Notation	Weighted GPA Impact
College Credit Plus	CCP	+1
Advanced Placement	AP	+1
Honors	H	+.5
College Preparatory Extra	CPX	None
College Preparatory	CP	None

College Credit Plus, Advanced Placement and Honors courses are collegiate level or are more rigorous in nature. As such, these courses have a weighted GPA impact as

noted. College Preparatory Extra (CPX) and College Preparatory (CP) courses, while weighted equally and have similar curricular goals, will differ in depth of coverage, extensions of the content and time expectations for mastery. In general, a CPX course will cover the college preparatory curriculum at a faster pace. In order to best meet the needs of students, MND faculty seek to differentiate their teaching approach, regardless of the course name. Additionally, courses that are not factored into the GPA or Honor Roll will have a NHR (Non-Honor Roll) course name notation.

**GPA.** All students have both an unweighted and weighted Grade Point Average (GPA). The GPA is calculated by dividing the total amount of grade points earned by the total credits attempted using the values in the chart (see below). Remember, NHR courses are not included in either of the GPA calculations. Unweighted GPA is calculated without the weighted GPA values. Weighted GPA is calculated using the weighted GPA values. GPA is updated at the end of each semester and will be posted in Naviance. The unweighted and weighted GPA is recorded on the student's transcript.

\*Students in the Class of 2020 have a special GPA calculation.

	LETTER GRADE	CPX & CP	Used only for Weighted GPA	
			HONORS (.5 pt. bonus)	CCP/AP (1 pt. bonus)
100 – 97	A+	4.34	4.84	5.34
96 – 93	A	4	4.5	5
92 – 90	A-	3.66	4.16	4.66
89 – 87	B+	3.34	3.84	4.34
86 – 84	B	3	3.5	4
83 – 82	B-	2.66	3.16	3.66
81 – 80	C+	2.34	2.84	3.34
79 – 78	C	2	2.5	3
77 – 76	C-	1.66	2.16	2.66
75 – 74	D+	1.34	1.84	2.34
73 – 72	D	1	1.5	2
71 – 70	D-	0.66	1.16	1.66
69 and below	F	0	0	0

**MND OFFICIAL TRANSCRIPT.** The Mount Notre Dame Transcript is the official, standardized student record provided to other academic institutions, scholarship services and/or other agencies upon written request of a student and her guardian. Requests to change the official

MND Transcript will be declined. Transcripts are updated at the completion of each semester.

Beginning in August 2019, the components of the MND Transcript include:

- Student's address, phone number, enrollment date, parents' names, and birth date.
- Courses taken prior to entering MND and the earned credit. (These grades do not count in the MND GPA.)
- Courses taken at MND, the earned final grades and the earned credit. (These grades count in the MND GPA.)
- Courses taken outside of MND but after the first day of school at MND, the earned final grades and the earned credit. (These grades count in the MND GPA.)
- Recovery credit is listed on the MND transcript, but the grade is not calculated in the MND GPA.
- Cumulative unweighted and weighted GPA and total credits earned.

Information relating to probation, demerits, detentions, suspensions, and other standardized testing is **not** included. Any student or parent wishing to see the permanent record may make this request through the student's counselor.

A student's records will not be released in the event of unfulfilled financial or disciplinary obligations.

**FAILED COURSES.** Generally, a student who fails a course will be required to make up the credit at summer school or via online course. Pending the situation, some courses may not be repeated at Mount Notre Dame. Make-up credit is coordinated through the school counselor and the Assistant Principal for Academic Development.

**ACADEMIC PROBATION.** Mount Notre Dame will evaluate a student's academic progress at the end of each semester using the semester average. The semester average includes Semester Grade and the Exam grade. In order to support the student who is struggling with her academic achievement, the student will be placed on Academic Probation if she meets any of the following:

1. Has failed two (2) or more courses for the year or during the preceding grading period during the prior school year, or
2. Has failed two (2) or more courses in the preceding grading period in the current school year,
3. A combination of a failed semester and a failed course.

In order to support the student who is struggling and to help with her future success, MND may provide:

- A proctored study hall;
- A faculty Academic Mentor;
- Continued counselor guidance for related issues as appropriate;
- Support through the Intervention Program as appropriate;
- Loss of eligibility in selected activities;
- After School Academic Program (ASAP).
  - After School Academic Program (ASAP) is an after-school program designed to academically support students. Participation is mandatory. This program may only be taken for a single semester. Details will be provided in the official notification letter from the Assistant Principal for Academic Development.

If a student should require a second semester of **ACADEMIC PROBATION**, a meeting with the Assistant Principal for Academic Development will be required. If students fail to show adequate progress after two semesters of **ACADEMIC PROBATION** a meeting with the Principal and Assistant Principal for Academic Development will be required to assess the future of the student at MND.

**ACADEMIC ELIGIBILITY FOR PARTICIPATION IN SELECTED ACTIVITIES.** In order to foster academic success and effective time management, there are eligibility guidelines regarding involvement in athletics, theater, retreat leadership and dance teams. To be eligible to participate in one or more of these valuable, yet time-consuming activities, a student must have passing grades in *at least five (5) courses* in the preceding grading period. Additionally, a student who *fails two (2) courses* in the preceding grading period or school year is not eligible to participate\* regardless of the number of courses passed. Furthermore, Academic Probation may impact a student's right to hold a class or organization office

\* *Participation* includes practices, meetings, and/or competitions. Students MAY attend a try-out/audition for a sport, a theater production, and/or the dance team during the suspension period if the event will continue into the next grading period. Students and moderators will be notified of eligibility status at the end of each grading period.

**ATHLETIC COMPLIANCE.** MND is committed to helping our student athletes meet OHSA and NCAA requirements. As such, the MND athletic department has instituted additional guidelines relative to grades. Information will be shared via communications at Meet the Teams Night.

## ACADEMIC STANDARDS AND PRACTICES

**QUALITY OF WORK.** In all classes, the fundamentals of correct written expression are to be observed in all assignments. Specifications regarding assignments/projects will be conveyed by the individual teacher.

**HOMEWORK.** All students are expected to study beyond the required school hours. An average of two - three hours of study each day may be required for students to derive full benefit from their high school education.

Because students who work 10 or more hours a week usually suffer academically, we strongly discourage this type of job commitment.

**MAKE-UP WORK.** For any type of absence (field trip, excused, unexcused, etc.), it is the student's responsibility to check PowerSchool and contact her teacher(s) immediately to obtain make-up work and schedule completion dates. Generally, make-up work should be completed within one week of the absence; however, each teacher's course guidelines will state a make-up work policy specific to the course. Failure to follow a make-up policy may result in a lowered grade or loss of credit on the assignment or assessment. If extenuating circumstances are present, an extension may be requested through the teacher or the Assistant Principal for Academic Development.

Please note that when a pattern of absence on test days or turn-in days for major assignments becomes apparent, the teacher will work with the administration to formulate a plan of action.

**For a short-term absence a student should:**

- Check PowerSchool for assignments.
- Ask a classmate what work was missed.
- Email her teacher(s) for an assignment.

**For an absence of more than a few days a student or parents should:**

- Notify teachers and counselor via email as to extent of the absence and to request communication help.
- Check PowerSchool for assignments.

**Extended absence . . .**

Families of students who experience an extended medical absence or hospitalization should contact the student's Guidance counselor.

**SCHEDULE CHANGES.** Careful consideration and guidance is given to students when planning a schedule. The administration uses selected courses to plan for teaching assignments and resources which ultimately impacts the school budget. Because of these factors and to encourage students to put their best efforts into their school work, the following Schedule Change Policy is in place for the school year.

**Schedule Change Steps**

Student/family initiated schedule changes are accepted (with conditions – see below) per the following timeline.

<b>Semester Courses:</b>	Until September 13, 2019 for first semester courses Until January 24, 2020 for second semester courses
<b>Year Courses:</b>	Until September 13, 2019

**Schedule Change Conditions**

- Schedule changes that are not initiated by a teacher for an academic need or are not for a verified medical need are assessed a \$100 change fee. Additionally, if the student has already started the course, the family will be assessed the costs of any "consumable" resources that cannot be reused. (EX: Online resource that can only be issued to one person.)
- Students who drop a class during the school year and pick up a free block will be placed in study hall for the remainder of the course if the new free time takes the student over the allowable free time – which must be approved by the Assistant Principal for Academic Development.
- Students who request a new class (different course or level change) are subject to class size limitations.

**Schedule Change Steps**

Students should follow the process below unless the change is taking place over the summer. For summer schedule changes, please contact the guidance department who will help you on the appropriate steps when school is not in session.

- The student should get a Schedule Change Form from their counselor.
- The student should take the form to her counselor where the schedule impact will be reviewed.
- The student should speak with the teacher of the course who may provide comments.
- The student should obtain the necessary faculty initials and parent and student signatures.
- The change fee and consumable fees should be submitted as required.
- A modified schedule will be issued to the student soon after the form and fees have been submitted.

**SEMESTER EXAMS** are an important part of the academic program. In the determination of the student's final average, exams count as 20% of the final course grade. In a semester course, the exam is 20% and the semester grade is 80%. In a yearlong course, each exam is 10% and each semester is 40%.

MND believes that the exam environment and integrity of these culminating academic experiences must be respected;



and, therefore, **no student will be permitted to take examinations at a time other than that scheduled for her class.** Exceptions may be made, but only for serious reasons, such as student illness or a death in the family. Appropriate documentation must be provided. Students who are ill for exams must submit medical verification if the absence is longer than one day. Midterm and final exams are rescheduled through the Assistant Principal for Academic Development. Students who request an alternative exam time due to a non-emergency situation or who do not have medical verification for their missed exam will have their exam grade lowered by seven points. All requests for emergency and non-emergency situations are to be brought to the attention of the Assistant Principal for Academic Development. Students are NOT to arrange alternative exam times through the teacher unless instructed to do so by the Assistant Principal for Academic Development.

All fines must be paid and financial obligations met before examinations may be taken. Overdue library books must also be returned. Students may take their exams but their exam grade(s) may be lowered. Note that there is a fee assessed for any book which is lost or misplaced (**\$20 for soft-bound books; \$20 for a Perma-bound book; \$100 for a textbook;**). A student who has lost/misplaced a textbook may take her exam as scheduled; however, her grade(s) will not be released until the lost text fine has been paid.

**EXEMPTIONS.** Exam exemptions may be granted to the student who has shown ongoing dedication to her studies in a particular course. Exemptions should be considered a privilege rather than automatic. Factors considered when deciding exemptions include course average, class participation, attendance rate, and attitude. If all other criteria are met, teachers may choose to exempt a student from the final examination in a course if the student has earned at least a 90% cumulative average. Seniors may accept exemptions in all courses while freshmen, sophomores, and juniors may select ONE exemption. Teachers have the right to rescind an exam exemption (even after exemption notification) if the student does not continue to meet the described criteria, including a pattern of absences for course assessments and major projects.

Teachers of **Advanced Placement** courses may issue an exemption to students who take the College Board Advanced Placement Test for the course. Preparation for the **AP Examination** will serve as the student's cumulative review. Freshmen, sophomores, and juniors may accept this exemption as well as another exemption as described above. While the AP Examination is not a mandatory experience, AP teachers do have the right to require a culminating exam – either the AP Examination or the Course Final Exam.

Teachers of **College Credit Plus (CCP)** courses may REQUIRE the final examination, regardless of final course average per college requirements.

**EDUCATIONAL FIELD TRIPS AND SCHOOL-SANCTIONED ACTIVITIES.** Field trips are privileges afforded to students, not absolute rights. Students must submit the permission form containing parental consent to the teacher sponsor (or to the Attendance Office for other than a classroom field trip) by at least the day before the intended trip. Students involved in such activities are responsible for making up missed assignments, quizzes, and/or tests. If the proper procedures are not followed, the student will not be permitted to attend.\* Those in attendance are to abide by regulations regarding dress code and gum chewing. Inappropriate dress will also prevent a student from participating in the field trip.

*Please note that once a student reaches the level of 30 demerits (Tier 4), she may not participate in field trip activities.*

Please refer to the back of this handbook for samples of our **Field Trip Permission Form**. Should the student forget to bring the form home, a parent may copy one of these forms, fill in the appropriate details, and send/FAX it to us by the deadline. **MND's FAX number is 821-6068.**

*\* NOTE that a teacher could refuse permission for a student to participate in such an activity if she fails to meet academic, attendance, or behavioral requirements. Reasons could include: not working to ability, failing one or more subjects, having a high absentee/demerit rate, a pattern of absence on testing dates, etc.*

**PHYSICAL EDUCATION CLASSES.** Before a student is permitted to participate in physical education classes, she must have her health history on file in the school office. The record of this must be on the appropriate form, with the parent's/guardian's signature.

The physical education dress requirements are as follows: MND physical education **Columbia blue t-shirt**, MND navy blue physical education shorts, **socks**, and athletic shoes. Sweatpants and sweatshirts with the **physical education logo** are also available; however, these are optional. Please keep in mind that the classes occur in colder weather and the sweatshirts and sweatpants with the **physical education logo** are the *only* ones that are allowed to be worn during the colder months.

**Special Dress Regulations:** Any student **not dressing more than six times** during a PE course (or semester for weightlifting) because of inappropriate attire will receive a failing grade. Written medical authorization is the only exception.

**Special Absence/Participation Regulations:** Any student absent, not participating, inappropriately participating, or missing physical education classes because of a physical condition/injury more than 10 times during a PE course (or semester for weightlifting) will be required to withdraw from the class and will not receive credit - *with or without medical verification*.

**REQUESTS FOR SCHOOL INPUT.** Parents should submit any requests for school input from doctors, psychologists or other professionals to the student's guidance counselor or interventionist with written consent to release information to the designated professional.

## **RECOGNITIONS**

**ATHLETIC AWARDS EVENINGS / SPORTS BANQUETS** are held: each season. These events are planned to give recognition to students involved in fall, winter, and spring sports.

**The YEAR-END AWARDS ASSEMBLY** is held in May to award special recognitions.

### **RECOGNITION GIVEN TO SENIORS ONLY**

MND recognizes seniors who receive scholarships for college. Depending on the nature of the award, students are recognized during morning announcements, at an awards assembly, and/or at graduation. Seniors should bring a copy of their award letters to their counselor as soon as they receive them.

Awards must be based on **merit** (e.g., grades, test scores, athletic or artistic talent, or community service). Grants, which are generally based on the family's financial need, are not announced. Awards made by colleges to which a student has not applied will not be announced; generally these awards represent a recruiting effort on the part of the college rather than the merit of the student. Awards must be confirmed in writing.

**SAINT JULIE BILLIART CHRISTIAN LEADERSHIP AWARD.** Seniors are nominated by their classmates, and finalists are evaluated by the faculty. Criteria include the following: participation in school religious activities (including class retreats and community service), participation in the life of her catholic parish congregation and religious-oriented organizations, and a willingness to reflect her personal commitment to Christian values in her relationships with others. This award includes a non-renewable scholarship.

**MEDALS FOR ACADEMIC ACHIEVEMENT:** English, French, Information Technology & Business, Latin, Mathematics, Ministry & Religious Studies, Performing Arts, Science, Social Studies, Spanish, Visual Arts, and Academic Excellence (for the highest overall academic average).

The **PRESIDENT'S EDUCATION AWARD FOR ACADEMIC EXCELLENCE** goes to those seniors who have maintained a 90% average (or a 3.5 GPA) and who have performed at or above the 85<sup>th</sup> percentile on the SAT or the ACT. The **PRESIDENT'S EDUCATION AWARD FOR OUTSTANDING ACADEMIC IMPROVEMENT** is bestowed upon a student who has worked diligently in the face of special obstacles to learning.

**VALEDICTORIAN.** MND will award the title of Valedictorian to the top ranked senior by weighted GPA, provided that she agrees to speak at graduation. If the top senior declines the speaking opportunity, the senior will still be recognized as the top-ranked senior. Students who have attended MND for two or more years, have a good behavior record and will graduate from MND are eligible for this recognition.

**GRADUATION ADDRESS.** Shortly after the end of the first semester of senior year, the administration will invite the top senior to speak at graduation. In the case where the Valedictorian declines the invitation to speak, an invitation will then be extended to the Salutatorian. Should both invitations be declined, a student speaker will be selected from the class based upon criteria to be published if and when this situation arises.

## PART 3 STUDENT ACTIVITIES

### PROCEDURE TO ESTABLISH A CLUB/ACTIVITY.

Mount Notre Dame very carefully considers proposals for new clubs and activities with an eye to whether or not a similar effort already exists, if the new effort can be accommodated with adequate time and personnel and if there is a significant number of interested students who are committed to participating (at least 20).

Students interested in establishing a new club or activity must do the following:

- meet with Mrs. Brehm, to discuss the rationale for forming the new club or activity;
- complete a **Club Proposal form** which includes the purpose of the proposed club/activity, its scope of activities, and the ways in which the proposed activity supports the school's mission and lives out the Hallmarks of a Notre Dame Learning Community.

The proposal must be presented to Spirit and Student Activities Coordinator, Mrs. Krista Brehm ([kbrehm@mndhs.org](mailto:kbrehm@mndhs.org)) for approval by the administration of the school, by February 1. If approved, the activity will ordinarily begin on a limited basis during the following school year. For that first year, student leaders will be known as "contact persons" rather than officers. Most often those proposing a new club or activity will be directed to **explore** joining efforts with an already existing group with which it shares similarities.

**GUIDELINES FOR CLASS AND ORGANIZATION OFFICERS.** Because holding a class or organization office is such an important responsibility, Mount Notre Dame offers the following guidelines to students who wish to seek or hold class or organization offices:

- The student must have attended an MND leadership training or Summer Leadership Camp program prior to running for office.
- A student must have at least a 75% scholastic average and be expected to pass all subjects for the current year.
- The student must not have lost the privilege of Merit Time for disciplinary reasons.
- Holding office should take priority over other extracurricular involvement and/or outside employment.
- A student is limited to one president (or equivalent) position per year.
- A student may hold a maximum of two class/organization leadership positions in one year.
- Due to the responsibilities and time commitment involved, MND asks all class officers and the presidents of Student Government, GAA, NHS, and Worship

Commission to avoid running for any other major office or for the position of Student Government homeroom rep except with the permission of the moderators involved.

- Nominees who apply and students selected to hold office are expected to demonstrate support for school policies and cooperate with the administration and staff.
- Students with 20 accumulated demerits by March 1 or at the time of that particular election are not permitted to run for office (for the following school year.)
- Any student currently holding an office may not have an excessive number of demerits and/or detentions. Note that when an officer reaches the level of 15 demerits, she will be warned that her leadership position is in jeopardy. Should she continue to accumulate demerits to the level of 20 in a year, she may not continue to hold or run for office in a club/organization/ team nor may she serve as a retreat or community service leader, or as a member of Cougar Spirit. Additionally, any student currently holding an office may be in jeopardy of losing that office if she is on academic probation or involved in any instance of a Level 3 Integrity violation or other major school infraction (alcohol, drugs, truancy, smoking, etc.).
- Officers should represent the concerns of their group and be able to articulate them to the administration, moderators, and the student body.

**SCHEDULING OF CO-CURRICULAR ACTIVITIES.** Spirit and Student Activities Coordinator, Mrs. Brehm, approves and schedules extracurricular activities. Special requests should be made well in advance. Leaders and/or moderators must ask permission to change or cancel the date of a scheduled meeting.

**DISTRIBUTION OF MATERIALS.** Permission from Mrs. Brehm must be obtained to distribute paper or digital materials to students.

**MEETING ROOMS.** Any group desiring to use an area of the school other than a classroom needs to first schedule the desired room with Mrs. Walters (Mrs. Gerwe's and Mrs. Day's administrative assistant).

**MEMBERSHIP.** Each club ideally has written criteria for what constitutes membership and maintains an attendance record. Each class/club/activity should also have a written job description for each officer.

- Clubs must have a minimum of 20 members showing active participation in the club. Due to limited resources,

any clubs having less than 20 members may not be supported by a moderator the following year.

**EXPECTATIONS FOR MEMBERS OF HONOR SOCIETIES AND OFFICERS/LEADERSHIP POSITIONS IN STUDENT GOVERNMENT, CLASS, CLUB, ORGANIZATIONS, ATHLETIC AND DANCE TEAMS, COMMUNITY SERVICE AND RETREAT TEAMS.** It is a privilege to be accepted into an honor society based upon exemplary personal characteristics and academic achievements. It is likewise a privilege to be chosen for a class, organization, or Campus Ministry leadership position. Honor society members as well as these other leaders serve as role models for the entire student body. Therefore, in addition to academic stipulations, continued membership for students who have been accepted in National Honor Society, National Spanish Honor Society, National French Honor Society, National Latin Honor Society, Rho Kappa, Mu Alpha Theta, as well as students serving in officer/leadership positions in Student Government, class, club, organizations, athletic or dance teams, community service and retreat teams is contingent upon the following premises:

1. Within the past 2 years (24 months), a student has not been involved in any major infraction of school policy (including, *but not limited to*, issues such as alcohol, drugs, smoking, truancy, Level 3 integrity violations or violations which would merit suspension);
2. A student does not accumulate excessive demerits and/or detentions.
  - a. If an honor society member accumulates 15 or more demerits within a year, the student and honor society moderator will be notified and the student will be placed on honor society membership probation.
  - b. If an organization officer/leader accumulates 15 or more demerits the student and organization moderator(s) will be notified and the student will be placed on probation in her officer/leadership role in Student Government, class, club, organization, athletic or dance teams, community service and retreat teams.
  - c. Additionally, a student with **20** demerits is not eligible to apply for a leadership position in her class or any club/organization for the following year.

#### **NATIONAL HONOR SOCIETY**

Taken from the National Honor Society Official Constitution:

**Article VIII: Membership, Section 1.** Membership in the local [honor society] chapter is an honor bestowed upon a student. Selection for membership is by Faculty Council and it based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

**Article VIII Membership, Section 7.** Members who resign or are dismissed are never again eligible for membership and its benefits.

**Article X: Discipline and Dismissal, Section 1.** The Faculty Council, in compliance with the rules and regulations of the National Honor Society, shall determine the procedure for dismissal. A written description of the dismissal procedure shall be available to interested parties.

**Section 2.** Members who fall below the standards that were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or the law, a member does not have to be warned.

**Section 3.** The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.

**Section 4.** In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. (Note: This hearing is required and is considered "due process" for all members. Students may also waive their right to a hearing before Faculty Council.)

**Section 5.** For purposes of dismissal, a majority vote of the Faculty Council is required.

**Section 6:** A member who has been dismissed may appeal the decision of the Faculty Council to the principal and thereafter under the same rules for disciplinary appeals to the school district.

**Section 7.** NASSP shall hear no appeals in dismissal cases.

**STUDENT FUNDRAISING.** MND Student Government will provide funds for clubs, as requested by moderators at the end of each prior school year. Approved Request for Funds forms will be returned to moderators, and they can bring receipts of purchases to Mrs. Brehm throughout the year for reimbursement.

Other fundraising activities for this year have already received prior approval. Any additional fundraising activities **MUST** be approved by Mrs. Brehm and, upon approval, scheduled with the Advancement Office. All funds raised by student organizations and classes must be deposited with the school through the faculty moderator. Students who have approval for fundraising not directly sponsored by a class or club must have their funds deposited with and dispersed through the bookkeeping office.

**SPECIAL RESOURCES FOR STUDENT LEADERS.** A phone, Cricut machine, and decoration supplies are located in the Student Activities Workroom, 320A. These resources may **not** be used for personal reasons or an individual's school work. Failure to comply may result in demerits.

**POSTERS/LOCKER SIGNS.** In order to display posters or locker signs, permission is needed from Mrs. Brehm. Posters may remain on display for one week only and are to be



tacked on the cork strips in the corridor. No tape may be used. The student or organization posting the information is expected to remove the posted information from the cork strips at the conclusion of the activity. A student campaigning for an office may post a reasonable number of posters. Locker signs must be vertical half-sheets. Posters save available space if the poster board is vertical. If a club leader needs copies to be made, she may ask the moderator to make the copies or come to Mrs. Brehm's office, room 320A.

**BULLETIN BOARDS.** Available bulletin board space is assigned to student groups at the beginning of the school year, upon request. Displays must be attractive, neat, and informative, and up-to-date. It is our hope that they will change throughout the year and invite those who walk by to stop and look at the space.

### **MND T-SHIRTS/SPORTSWEAR.**

- MND club t-shirts must be approved by Mrs. Brehm in order to be worn in school.
- All non-uniform athletic team apparel must have approval from both Athletic Director Mr. Schenkel and Mrs. Brehm. See Mrs. Brehm for a t-shirt checklist.
- Senior sportswear designs must be approved by both Mrs. Brehm and Mrs. Metcalf.
- This approval process takes about a week.
- The Mount Notre Dame name (and all of its derivatives) is a registered service mark, which means that our school has exclusive rights to the use of the name in print. Director of Marketing, Mr. Chris Gramke, oversees the use of the school name. Therefore, Mrs. Brehm will pass along spirit wear designs to Mr. Gramke for final approval before students may order any spirit wear.
- Ordinarily Mrs. Colleen Holthaus of the Athletic Office assists student leaders with placing club and team sportswear and spirit wear orders.
- All payment for sportswear and spirit wear must be made before the order is placed.

### **MND CLUBS AND ACTIVITIES.**

- Academic Team
- Adopt-a-Sister
- Ambassadors
  - Premier Ambassadors
- Art Club
- Book Club
- Community Service Program
  - Big/Little Sister
  - St. Vincent de Paul – MND Chapter
  - Youth Philanthropy Council (YPC)
  - Freshman Service Days
  - Columbus Urban Plunge Trips
  - Liberty, KY Service Trips
  - St. Vincent de Paul Urban Plunge Trips

- El Salvador Summer Service Trip
- Other Projects TBD by Community Service Leadership Team
- Cougar Spirit
- Dance Team
  - Junior Varsity Dance Team
  - Varsity Dance Team
- Drama Opportunities
- Drug Free Club—MND Chapter
- French Club
- Fun in Fitness
- Girls Athletic Association (GAA)
- Girls Who Code
- Grace Group
- Latin Club
- Leadership Council
- M;nd Strong
- Model United Nations (Model UN)
- Mu Alpha Theta (MATH Honor Society)
- Multicultural Student Union
- National French Honor Society
- National Honor Society
- National Latin Honor Society
- National Spanish Honor Society
- Parish Partners
- Respect Life club
- Rho Kappa (Social Studies Honor Society)
- Science Club
- Spanish Club
- Student Government
  - Executive Board
  - Class Office Positions
  - FST (Freshman Service Team)
  - Homeroom Representatives
- Worship Commission
- Writers' Café

\*Further information regarding club activity moderators, student leaders, club descriptions, and access codes for joining club groups in BAND can be found in the Student Activities Information Packet. This is posted digitally on BAND, and hard copies will be distributed during the Student Activities Fair. Contact Mrs. Brehm if you would like an additional hard copy.

### **OPPORTUNITIES RELATED TO THE CLASSROOM**

Band: Contact Mr. Paul Kindt, at [band@mndhs.org](mailto:band@mndhs.org)  
 Chorus or Show Choir: Mrs. Elizabeth Venia  
*Mountain Lore* Yearbook: Mrs. Krista Brehm

- **ATHLETICS.** Athletic offerings include the following: Freshman, reserve, and varsity levels of **VOLLEYBALL, SOCCER and BASKETBALL**; varsity and reserve **CROSS COUNTRY, FIELD HOCKEY, LACROSSE, TENNIS, TRACK & FIELD and BOWLING**; One level of **GOLF, DIVING, SWIMMING, and SOFTBALL.**
- **SPECIAL NOTE:** *Cheerleading is an activity available for MND students, but which is conducted through Moeller High School; contact Moeller for further information (791-1680).*
- **THEATRE PRODUCTIONS:**
  - July 26 – 28, Aug. 1 – 3      *Once on this Island*
  - Nov. 15 – 17, 21 – 23      *Matilda*
  - Feb. 7 – 9      *12 Angry Jurors*
  - Feb. 22      *An Evening of Theatre*
  - May 1 – 3, 7 – 9      *Into the Woods*
- **MUSICAL OPPORTUNITIES** include the Chorus and Show Choir (who present both Christmas and spring concerts), Music Ministry, and the fall and spring musical performances. (See **THEATRE PRODUCTIONS.**) *Note that Chorus is an academic course for which credit is issued; additional time outside of class is required.*

**ACADEMIC ELIGIBILITY FOR PARTICIPATION IN SELECTED ACTIVITIES.** In order to foster academic success and effective time management, there are eligibility guidelines regarding involvement in athletics, theater, retreat leadership and dance teams. To be eligible to participate in one or more of these valuable, yet time-consuming activities, a student must have passing grades in **at least five (5) courses** in the preceding semester. Additionally, a student who **fails two (2) courses** in the preceding semester or school year is not eligible to participate\* regardless of the number of courses passed. Furthermore, Academic Probation may impact a student's right to hold a class or organization office

\* **Participation** includes practices, meetings, and/or competitions. Students MAY attend a try-out/audition for a sport, a theater production, and/or the dance team during the suspension period if the event will continue into the next semester. Students and moderators will be notified of eligibility status at the end of each semester.

**ATHLETIC ELIGIBILITY** is determined by the Ohio High School Athletic Association's (**OHSAA**) academic standards. Guidelines for participation in the athletic program appear in the **Parent/Student Athletic Handbook**. Please note that:

- Any student who failed 2 subjects at the end of the 2<sup>nd</sup> semester for the 2018-2019 school year is ineligible to participate in any sports during the first semester of the

2019-2020 school year. Eligibility may be restored January 11, 2020.

- In the 2019-2020 school year, if an athlete is failing 2 subjects at the end of the first semester, she will be ineligible to participate in any sports during the second semester. Eligibility may be restored June 1, 2020.
- **Participation** includes practices and/or competitions. Students MAY attend a try-out/audition for a sport during the suspension period if the sport will continue into the next semester. Students and coaches will be notified of eligibility status at the end of each semester.
- An athlete may be declared ineligible for flagrant violations of school rules. Should an athlete be suspended during school for disciplinary reasons, she is also suspended from participation in sports during that same time period. **Note that an athlete who accumulates 30 Demerits (TIER 4) will automatically be suspended from all athletic participation (including conditioning) for the remainder of the year until the OHSAA fall tryout date.**

## PART 4 SCHOOL PROGRAMS AND SERVICES

### SPECIAL PROGRAMS, ACTIVITIES, AND EVENTS

**GUIDANCE PROGRAM.** The Guidance Department has four licensed school counselors, a health and wellness counselor, a testing coordinator, and an administrative assistant. Each student has the same school counselor, assigned on the basis of the first letter of her last name, during all four years of her high school experience. School counselors are available to assist students with personal and academic concerns as well as college and career planning.

At the start of the school year, the Guidance Department sponsors a freshman orientation and throughout the school year freshman groups. Counselors administer a comprehensive battery of standardized tests and interpret the results for the students. These tests help determine student progress and career interests, identify strengths and weaknesses for college entrance exams, fulfill state requirements, and earn college credit.

In January, the Guidance Department invites sophomore and junior students, along with their parents, to the **Road to College Seminar**. At the seminar, students will receive their Road to College Resource Guide. This Resource Guide contains a wealth of information regarding how to navigate the college search and admissions processes. Future meetings and assemblies will cover such topics as career exploration, SAT/ACT tests, college visits, how to pick a college, how to apply to a college, financial aid, and more.

Admission representatives from over 80 colleges will come to MND in the fall to answer questions. Juniors are allowed to attend three of these sessions, while seniors may attend as many as needed and approved by their teachers. Juniors and seniors are allowed one school day to **visit colleges**. A College Visit Form is available in this handbook or from the counselor. This form must be signed by the teachers of all classes to be missed, by the parent, by the counselor, and by the student. It should be handed into the Main Office prior to the college visit day. **College visits** may be taken only with special permission of the counselor if before or after a scheduled free day. Of course, any non-class days (for example, faculty in-service days) can be used for college visits. Additional class days used for college visits are counted as absences.

For the SAT or ACT college entrance tests as well as the Free Application for Federal Student Aid (FAFSA), Mount Notre Dame's code is 361045. Information on scholarships is posted on Naviance Family Connection and highlighted in the

Senior Guidance Newsletter that is sent via email to seniors and their parents.

In order to send a student's transcript, the student and, if she is not 18, a parent must sign the Transcript Release Form. This form is found on Final Forms. Each senior is required to pay a flat \$10 fee for all transcripts sent during this school year. The fee will be processed on FACTS. Please allow ten (10) school days for processing.

In February, the Guidance counselors meet with each non-senior student individually to help her schedule her classes for next year. Each student is encouraged to take the strongest academic courses that are within her ability.

Periodically, the Guidance Department receives information regarding part-time job opportunities and posts the information on BAND. While we are happy to provide this initial contact, we ask parents to accept the responsibility for investigating the conditions of the particular employment setting. Work permit applications may be picked up in the Main Office.

**SPIRITUAL PROGRAMS.** In addition to our regular four-year religion program, students are afforded many opportunities for spiritual growth through participation in a variety of activities and organizations.

MND's retreat program provides a day of reflection on campus for freshmen and renewal opportunities throughout the year, and it engages sophomores in off-campus retreat/service days held in the spring. Most juniors choose to be part of an overnight retreat, and seniors may choose either Kairos or a leadership model (ROPes) for their overnight retreat. The dates of the junior and senior retreats are listed on the calendar at the front of this publication.

There is a daily Scripture Service (with Communion) in the school chapel (7:30 AM). Several times a year, there are Masses and prayer services offered with the entire school or with a particular group. Reconciliation services are conducted during the Advent and Lenten seasons.

Students are encouraged to participate in the **Community Services Program** and in organizations such as **Parish Partners, Worship Commission/Music Ministry, and Respect for Life, and Caring Cougars**. By joining **Worship Commission/Music Ministry** or by becoming liturgical ministers (including the ministries of reader, usher, and Communion distributor), students are able to take on leadership roles during liturgical celebrations.

**SHADOWING PROGRAM.** Eighth grade girls are encouraged to visit Mount Notre Dame. Arrangements for such visits are made through Mrs. Terri Miller in the Admissions Office. Parents of eighth grade girls are asked to register to shadow (an MND freshman or sophomore) for a school day through our online registration on MND's website.

A student who has previously withdrawn from Mount Notre Dame should contact the Admissions Office for special permission to return for a visit.

## BUILDING USAGES AND STUDENT SERVICES

**MAIN OFFICE.** The Main Office is open from **7:15 a.m.** until **3:45 p.m.** daily. Summer hours are 8:00 a.m. until noon Monday through Friday. School business is to be transacted during these hours only.

- **MESSAGES** from parents will be relayed to students during the school day **AFTER** a block period (not during) —except in case of an emergency.
- **WORK PERMITS** are handled in the school office.
- **“LOST AND FOUND”** bins are located inside the Main Office. Students may retrieve their **OWN** lost articles. They **MAY NOT** take lost articles belonging to other students. Articles not claimed are donated to local charities after 30 days.
- **GOOD STUDENT DISCOUNT FORMS** for insurance purposes are processed in the **Guidance Office**.

**The FOYER** is the main entrance to our school and an area where members of our community gather to work, study or socialize. It is the means by which we make a first impression on our guests, and, as such, should be treated with respect. Students using the FOYER should conduct themselves in a manner that reflects well on MND. **NO FOOD IS PERMITTED IN THE FOYER DURING THE SCHOOL DAY**, except during FLEX time. Lunch is to be eaten in the Student Center and Café.

**FOOD may ONLY be consumed in the Student Center and Cafe or adjoining courtyard.** Students may carry water bottles and consume water during their Merit Time and between classes. Water in the classroom is at teacher discretion. Students may not consume water in the Learning Commons, computer labs, or assemblies.

**SPIRITWEAR SHOP.** MND's **Spiritwear Shop** is located in the foyer and can be accessed through the main entrance to the school. There, from 10:00 a.m. until 1:00 p.m. on school days, students may purchase school uniforms, spiritwear, novelty spirit items, and apparel for Physical Education class. Purchases can be made with cash, check, Visa, MasterCard, and Discover card.

**LEARNING COMMONS.** The Learning Commons is open Monday -Thursday from 7:15 a.m. until 4:00 p.m. and Friday 7:15 a.m. until 3:00 p.m.

### Student usage:

- Students in Merit Time may use the Learning Commons for quiet study.
- Students in **Study Hall** will report to the Learning Commons and remain there for the duration of the Study Hall.

**The STUDENT CENTER AND CAFÉ** serves as a place for students to enjoy a meal or a snack and to gather with their friends, clubs or other groups. The Student Center and Café houses a food service line which offers hot lunch entrees and a food station that features a soup, sandwich and salad bar. This station is also used as a pasta, taco, baked potato, or fresh fruit bar. A **continental breakfast** is available to students and staff daily from 7:15 a.m. to 7:40. Additionally, snacks and drinks are available at lunch time and during the day for students in MERIT TIME.

## PROCEDURES FOR LUNCH BLOCKS

- Backpacks are to be stored on the shelving located outside the Student Center and Café.
- Tablet PCs are not to be taken into the Student Center and Café during lunches. Students who wish to use their Tablet PCs during lunch may go to the Learning Commons, foyer or College and Career Center.
- Every student should take a tray whether she buys lunch or brings lunch from home.
- Students must clear the table of debris and return the tray.
- Students must remain seated until dismissed by the proctor.
- Students bringing lunches from home may store them in the refrigerator in the vending machine area. All lunches should be marked with student's name.

**GYMNASIUM.** Students are permitted use of the gymnasium only during physical education classes or when either a physical education instructor or coach is present.

## LOCKERS AND BACKPACKS.

There are lockers available for student use on the first, second and third floors of the academic wing. If a student would like a locker, she may choose one that is convenient to her class schedule and reserve that locker for her use throughout the school year. To do so, the student should sign the Locker Request Form in the main office on which she will indicate the locker number and floor location. At that time, she will be given a school-issued lock. These are the **ONLY** locks permissible on school property. The lock must be returned at the end of the school year or a \$5.00 fee will be charged to the student. Lockers are the property of the school, and since it is our responsibility to maintain discipline and protect all students, ***we reserve the authority to inspect or search a student's locker.***

**MONEY AND VALUABLES *should never be left in an unlocked locker or an unattended backpack.*** If a student brings a large amount of money to school, she should leave it in the Main Office for safekeeping. If it is for payment of school bills, this should be done immediately upon arrival at school. ***The school is not responsible for lost/stolen money or articles.***



**BACKPACKS** are permitted in the school but there are certain restrictions to note:

- Backpacks are permitted in the Learning Commons.
- *Unattended backpacks* are not permitted except on the shelves or backpack lockers located outside the Student Center and Café.
- Nametag identification – provided by the school – (including first and last names of students) must be visible on the outside of backpacks.
- In the classroom, backpacks must be able to fit under the desk/chair (on the floor) or on the ledge under the desk.

**TABLET PC HELP DESK.** Students may visit the Help Desk / Tech Center located in Room 229 between 7:15 a.m. to 3:30 p.m. Students are permitted to visit the Help Desk with teacher permission during class.

### **PARKING.**

Spaces are available on the MND Campus Lot and in the Reading Auxiliary Lot located on Columbia Avenue, across from the new Reading Schools Complex. In order to purchase a parking spot, the student must fill out the PARKING SPOT REQUEST FORM that requires a parent signature acknowledging that, if a parking spot is assigned to the student, the parent's FACTS ACCOUNT will be charged \$100. Once purchased, there will be no refunds. The request will NOT be processed without a parent signature.

Parking spots will be assigned by **LOTTERY** starting with seniors followed by the juniors, and then sophomores until all spots are assigned. Any additional requests will be placed on a waiting list. Requests for specific parking spaces will not be considered. *Students must be 16 years old by December 31 of the current school year.*

### **STUDENT ENTRY:**

MON., TUES., WED., FRI (6:00AM-7:45AM) AND THURS. (6:00 AM-8:55AM) students may enter the building by swiping their Student Identification Card and entering their keypad code at the following exterior doors:

- Door #1: Front door to foyer
- Door #12: Back door by kitchen/photography room
- Door #15: Back door by locker rooms
- Door # 21: Back door by rooms 133/134 (Biology)
- Door # 22: Front field door

### **STUDENT ENTRY after 7:45 AM (M,T,W,F) or 8:55 AM (Th)**

A student who arrives after the time above or who is re-entering the building for any reason must enter through the door located on the right side of the front foyer entrance. To enter the building:

- Stand in front of the camera, press the call button and release.
- When the office staff answers, state your name and the reason for your entrance

- After the staff member unlocks the door, one may enter the building by pushing in the door handle.

### **PARENT/VISITOR ENTRY**

- Parents/visitors must enter the building through the door located on the right side of the front foyer entrance.
- All visitors must sign in at the Main Office and receive a visitor's pass.
- No one may open/prop a door to allow entrance to anyone during the course of the day.
- Any item delivered to a student during the school day must be brought to the office. Lunches, treats or other non-essential items may not be delivered to students during the school day

### **LEAVING THE BUILDING DURING THE SCHOOL DAY AND AFTER SCHOOL HOURS**

- A student with an authorized early dismissal, must sign out in the attendance office before leaving.
- Students will NOT be allowed to leave the building to go to their cars during the school day.
- Students who are engaged in evening activities after dark are encouraged to park on campus lots. If her assigned space is in the Columbia Avenue lot, she can move her car to campus after school where she may use any numbered space. Parking in reserved spaces is not allowed during or after school hours or during school events.

### **AFTERNOON/EVENING BUILDING ACCESS:**

Monday – Friday (2:30 PM – 7:00 PM) students may enter the building by swiping their Student Identification Card and entering their keypad code at the following exterior doors:

- Door #1: Front door to foyer
- Door #3: Courtyard
- Door #7: Cafeteria
- Door #12: Back door by kitchen/photography room
- Door #15: Back door by locker rooms
- Door #19: Door between gym & back of building by art rooms

Access into the Academic wing will cease at 5:00 PM.

**SECURITY CAMERAS** are in place in our building for the protection of our community and property. Please note, however, that money and/or valuables should not be left unattended (see Lockers, **page 19**).

*Mount Notre Dame is not responsible for lost/stolen money or articles.*

**FIRE DRILL.** At the sound of the alarm, all are to move in **silence** and as quickly as possible to the closest exit (as designated by the notice posted in the room). The first persons out the doors are to hold the doors open until the building has been evacuated. Speed and silence are essential. All students report to their assigned homeroom

positions on sidewalks adjacent to Columbia Avenue and assigned parking lot areas, standing in silence. When the all-clear signal is given, **students remain silent until reentering the building.**

**LOCKDOWN DRILL.** When a **Lockdown** is declared over the PA system, all students are to go the area of the room where they are (classroom, gym, cafeteria, learning commons, chapel, theater) that is **away from the door and windows.** Any student in a hallway should go to the nearest classroom and report to the teacher in charge. If a student is in a restroom, she should lock the restroom door and find a position away from the door and windows. A.L.I.C.E. training techniques which call for **alert** attention to the situation, **lockdown** protocol, **informed** reactions, **counter** actions and **evacuation**, if possible.

**TORNADO DRILL.** At the sound of the alarm, all proceed quickly and **in silence** to their assigned stations on the bottom floor, **using the stairs closest to their assigned area.** Students sit facing the front of the school, knees drawn up, head down, hands protecting the head. All are to remain quiet and stationary until the all-clear signal is given. **Students return to their classrooms in silence.**

**INCLEMENT WEATHER.** Snow or icy road conditions may cause classes to be delayed or canceled for the day. In such an event, families will receive a message (BAND and/or email) via our emergency notification system. Families may also check local news stations and social media for information on school closings or delays. There may also be radio/TV announcements. Should the decision be made to have a delayed start, typically we will follow a two-hour DELAY SCHEDULE. Times can be found in the back of the planbook.

#### **STUDENT HEALTH/ HEALTH SERVICES.**

A nurse is at Mount Notre Dame on a limited basis. To contact her, please leave a message in the Main Office.

**PRESCRIPTION MEDICATION.** A *Parental Request Form for the Administration of Prescription Medication by School Personnel\** must be on file in the school office. Any prescription medication to be administered to a student must be brought to the office with a permission form completed by the parent, giving specific instructions for administering the medication. NO medication, including aspirin or aspirin substitute, will be administered unless the above procedures have been followed.

*Note: Students may bring non-prescription medication (pain relief, allergy, etc.) and may self-administer.*

**PERMISSION TO CARRY/SELF-ADMINISTER AN EpiPen®**, an inhaler or other medication will be granted if a parent submits a *Parent Request for Student to Carry/Self-administer EpiPen®, Inhaler or Other Medication* \*signed by her physician. \*These forms can be found in the back of the handbook.. They may be photocopied.

#### **TUBERCULOSIS SCREENING POLICY**

*This policy is based on requirements from the Hamilton County Public Health TB Control Unit in accordance with Ohio Revised Codes 3313.71 and 3701.13, and Ohio Administrative Code 3701-15-02.*

1. The following students must provide documented evidence of having a negative TB test within 90 days of their first day of enrollment in the school.
  - All foreign-born, newly enrolled students who have been in the USA for 5 years or less.
2. The TB test that is required must be either a Mantoux Test 5 TU PPD (skin test) or a QuantiFERON blood test. If the TB skin test or blood test is positive, the student may remain at school. The student and her family will receive further directions from the school nurse.
3. Any student with either: (1) a documented history of tuberculosis, or (2) a positive PPD or blood test and a normal chest x-ray, must provide documented proof of the absence of TB symptoms, as determined by symptom screening by a licensed physician or nurse.
4. Any currently enrolled student, who travels **at any time** to a high-risk country, in a non-tourist capacity (residing in a home with a family or performing mission work), must provide documented evidence of having a negative skin test or blood test in no less than 60 days but no more than 90 days after their return from travel.

**\*\*To review of the complete Tuberculosis policy and a list of the "High-Risk" countries as defined by the World Health Organization Global TB Control please contact the school nurse.\*\***

#### **VACCINATION POLICIES:**

Ohio's immunization law requires that all students entering 12th grade must have received two (2) doses of the MCV4 (meningococcal serogroup A, C, W and Y) vaccine (for Meningitis). Please note:

- The second dose must be given on or after the 16<sup>th</sup> birthday
- There must be at least 8 weeks between the 1<sup>st</sup> and 2<sup>nd</sup> dose
- If the first dose was given on or after the 16<sup>th</sup> birthday, a second dose is not required.

Incoming Freshmen are required to submit health history and immunization record prior to the start of school via Final Forms

**PREGNANCY.** In keeping with our Catholic values, Mount Notre Dame endorses sexual abstinence prior to marriage. Our school community supports any student who experiences emotional or physical difficulties throughout her high school years. In the case of pregnancy, a student, with the approval of her doctor, may request to remain in school. The decision will be an individual one, made by the administration after consultation with the student, her parents and her Guidance counselor.

**PARENTAL INVOLVEMENT** is integral to the development of community spirit and the formation of a support base for the school. There will be opportunities for parents to volunteer throughout the school year. Information will be made available as opportunities arise.

**COUGAR DANCE TEAM BOOSTERS.** This group assists and supports the many activities of the Cougar Dancers and finances their expenses under the auspices of the administration. For information, contact Mrs. Lauren Hawkins Crook by emailing [lhawkins@mndhs.org](mailto:lhawkins@mndhs.org)

**CAFETERIA VOLUNTEERS** (including moms, dads, grandparents, and other friends of MND) serve once a month from 10:55 a.m. until 1:20 p.m. This service allows good food to be offered at reasonable prices. Please contact Sheryl Harold at [haroldsrock@gmail.com](mailto:haroldsrock@gmail.com) for additional information.

**TEXTBOOKS.** Students are responsible for all books issued to them. Students are required to write their name in each book. Any book lost or damaged will be charged to the student's FACTS account. Below are the charge amounts:

- \$20.00 for paperback book
- \$100.00 for text book

## FINANCIAL OBLIGATIONS

All tuition and fees are processed online through FACTS Managements, a third-party tuition management processor. For 24/7 service, and online access to your MND account, please contact 1.877.606.2587 or <https://online.factsmtg.com/signin/3XDKK>

- **Past Due Accounts:** A student is unable to return to classes 2<sup>nd</sup> semester, and transcripts, diploma, school records...will not be released, if an account is past due.
- **Late Fee:** FACTS will process a \$25 late charge on accounts 10 days past due
- **Non-Sufficient Funds (NSF):** FACTS will process a \$30 overdraft fee on each NSF

Families with extenuating circumstances should discuss their situation with the President, Principal or Finance Director.

**FINANCIAL AID.** FACTS Financial Aid applications are made available online each year in the fall. Families are required to complete an application each year. Please contact Diane Barney, Director of Finance, at [dbarney@mndhs.org](mailto:dbarney@mndhs.org) or 513.821.3044x104 if you need additional information

**WITHDRAWAL – TUITION POLICY.** Parents are responsible for the required tuition amount due to be paid in full prior to the release of transcripts.

<i>Date Range</i>	<i>Tuition Amount Due</i>
First day of school – October 31, 2019	\$3,200.00
November 1, 2019 – December 31, 2019	\$6,400.00
January 1, 2020 – March 31, 2020	\$9,600.00
April 1, 2020 – Last day of school	\$12,800.00

## PART 5 ATTENDANCE POLICIES

**PUNCTUALITY AND REGULAR ATTENDANCE** are important habits to acquire and, in addition, are significant parts of a student's official permanent school record. MND places a high value on regular classroom attendance as there are some learning experiences that cannot be duplicated outside of the classroom situation. Parents are, therefore, encouraged to avoid situations which will interfere with the regular attendance of their daughter. Every effort should be made to schedule appointments outside the school day.

It is the responsibility of the student and her parent(s) to monitor her total number of absences within the semester, and the year. Information about student attendance information may be obtained on PowerSchool or by calling the Attendance office at extension 118 or emailing Mrs. Posge at [nposge@mndhs.org](mailto:nposge@mndhs.org).

**ATTENDANCE** is reported daily at the beginning of each block and homeroom. It is recorded as follows:

### Whole-day absence

- not present for any part of the day
- present for less than one block

### Half-day absence

- missing any two blocks during the school day

### Early dismissal

- any dismissal prior to the end of the school day
- leaving and returning the same day (before dismissal)

### Perfect Attendance for the year

- No absences, tardies or early dismissals.

**EXCUSED ABSENCES** are those which are due to illness, unavoidable medical appointment, a death in the family, a required court appearance, or lack of school bus transportation (inclement weather). Such absences, however, do count toward the absence total.

**SCHOOL-SPONSORED ABSENCES.** Absences due to participation in a recognized school activity (retreat, field trip, sports participation, approved college visit) do not count toward the absence total. However, work missed must be made up within the one-week time frame.

**UNEXCUSED ABSENCES** are those that do not fall into any of the above categories. No teacher is expected to give special assistance or extensions for overdue work in cases of unexcused absence.

**TRUANCY** is defined as absence from school without school and/or parental knowledge and consent.

Sanctions for truancy:

1. Notification to parents;
2. 9-18 demerits (depending on length—partial or full day);
3. Assignment to STUDY HALL for at least one semester (or the equivalent, 18 weeks);
4. A failing grade for quizzes, tests, and/or class assignments which are missed as a result of truancy.

### **ACCUMULATING ABSENCE IN A SEMESTER.**

Absence which exceeds 6 per class during the SEMESTER may result in a failing SEMESTER grade unless absence is due to:

1. medically verified illnesses\*,
2. death in the immediate family,
3. a required court appearance,
4. lack of school bus transportation (inclement weather), and/or
5. special arrangements have been made in advance with Mrs. Metcalf, Mrs. Day, or Mr. Hunt.

*\*While it is NOT required that medical verification be submitted for each and every doctor's appointment on school time, absences which exceed 6 misses of any class per semester may need medical verification on file in order to be excused.*

### **EXCESSIVE ABSENCE IN A SEMESTER / YEAR.**

Absence which exceeds 9 per class in a semester class or 18 per class in a year-long class may result in loss of credit in that class with or without medical verification.

An exception could be made in the event of a student's hospitalization or chronic and prolonged illness. In such cases, the following "appeal" process must take place:

1. The student and parent contact Mrs. Metcalf to set up a conference with Mrs. Metcalf, Mrs. Day, Mr. Hunt and her school counselor.
2. The parent must provide a narrative letter from the student's doctor indicating that the excessive absence is due to illness or a medical condition.
3. The parent and student will work with the administration to create a plan for make-up work and re-entry into regular attendance.

*In any case, MND reserves the right to lower a student's grades significantly when absence from classes is considered excessive. Class absences due to tardiness or early dismissal count toward the total.*

**TARDY TO SCHOOL.** If a student arrives after 7:45 a.m. but before the end of Block 1-2 (9:15 a.m.), her absence is considered TARDY. After 9:15 a.m., her absence is considered a Block 1-2 ABSENCE. *A phone call to a parent will be made for any student arriving after 8:30 a.m.*

**UNEXCUSED TARDY.** Arrival any time after 7:45 a.m. that is not due to illness or a necessary appointment (usually medical) is considered unexcused, even if the parent has submitted a note explaining the reason.

Please note:

- Every unexcused tardy is recorded.
- Every three (3) accumulated unexcused tardies in a semester will result in the issuance of a one-hour detention.
- When a student reaches a total of SIX unexcused tardies within one semester, she will be assigned to a faculty mentor and be required to adhere to a behavior contract designed to correct the tardiness issue.
- Continuing to accumulate three additional tardies will result in assignment to STUDY HALL for at least six (6) weeks and a phone call from the mentor to the student's parent.
- An accumulation of 12 tardies will result in a parent and student conference with the Assistant Principal for Student Development at which a plan of improvement and other interventions will be addressed.

## ABSENCE PROCEDURES

**ABSENT OR TARDY TO SCHOOL.** It is the parent's responsibility to notify the school either by phone or in writing for any absence or tardy. A parent should call the school's absence line (821-3044, press 1) or email the attendance office at [nposge@mndhs.org](mailto:nposge@mndhs.org) **before** 8:30 a.m. and state the parent's name, spell the student's last name, give the date and reason for absence. Parents should be as specific as possible when making a request/giving an explanation for a daughter's absence from school.

**PLANNED ABSENCE** requires the following:

1. A student should make sure her total absences for each class that semester (without medical verification) will not exceed six (6).
2. Prior to the absence, the student will present a note signed by a parent (or the ABSENCE NOTIFICATION FORM A3), stating the reason and the date(s) of the absence to all her teachers for their signatures.
3. The signed form or note should be turned in to the Main Office in advance of the absence.

*Please note that before a student can be admitted to class following an absence, parent acknowledgement of and reason for the absence must take place. Students whose reason for absence is unknown by the attendance office will be called to the office to contact a parent.*

**COLLEGE VISITS – JUNIORS AND SENIORS.** Prior to the college visit a student should:

1. Obtain a college visit form from the Guidance Department.
2. Have the form signed by a parent, the counselor, and the teachers of the classes a student will miss;
3. Turn the signed form into the Main Office.

*Note: the FIRST college visit will be counted as a field trip and will not be added to a student's absence total. Subsequent college visits will be counted as absences.*

**TARDY TO CLASS.** A student who is TARDY to a class during the school day must report to the Main Office and sign the tardy sheet. She will receive a **tardy slip** to be given to the teacher in order to be admitted to class. If the tardy is unexcused, she will receive a demerit.

**LATE BUS.** When a bus is late students should circulate a list of names to turn into the Main Office. They should then go directly to their Block 1-2 class and tell the teacher they were on a late bus.

**EARLY DISMISSAL – ILLNESS.** A student who feels ill should inform her classroom teacher and then report to the Main Office. Mrs. Santel will call a parent or guardian for permission for the student to leave. Students should not make the call herself. If a student needs to sit or lie down in the office, she may do so for up to half a block (45 minutes) with the permission of the classroom teacher. Then the student must return to class or be dismissed to go home. Before leaving, she must sign the early dismissal sheet.

*Please note that we are not permitted to administer aspirin or other nonprescription medications from the Main Office. (See page 21 for the policy on prescription medication.)*

**PLANNED EARLY DISMISSAL.** A student who needs to leave before the end of the day should:

1. Submit a note signed by a parent to the attendance office located in the Main Office between 7:30 a.m. and 7:43 a.m., stating the date, time and reason for dismissal.
2. Sign the early dismissal form at the attendance office (before 7:45 a.m.) or in the Main Office (after 7:45 a.m.) and receive an early dismissal slip to present to the teacher at the time of dismissal.
3. Come to the Main Office **at the appropriate time** (you will not be **called** to the office) and initial the early dismissal sheet signifying that she is leaving the building. If a student is returning to school later in the day, she should sign back into the office upon her return and wait for a re-admittance slip to class.

*Please note that we ask parents not to come in during the course of the day to remove a student for an appointment (except in the case of an emergency).*



**PARTICIPATION IN AFTER-SCHOOL ACTIVITIES.** When a student is absent from school or has an early dismissal for illness, she is not to participate in any after-school activities later that same day or evening.

**MAKE-UP WORK.** For any type of absence (field trip, excused, unexcused, etc.), it is the student's responsibility to check PowerSchool and contact her teacher(s) immediately to obtain make-up work and schedule completion dates. Generally, make-up work should be completed within one week of the absence; however, each teacher's course guidelines will state a make-up work policy specific to the course. Failure to follow a make-up policy may result in a lowered grade or loss of credit on the assignment or assessment. If extenuating circumstances are present, an extension may be requested through the teacher or Assistant Principal for Academic Development.

**PATTERN OF ABSENCES.** A pattern of missed classes on days of assessments (quizzes, tests, speeches, major projects, course activities, etc.) may result in a required parent/student conference with school counselor and/or administration to discuss the following:

- Ineligibility for course exemptions
- Loss of Merit Time
- Restrictions on attendance/participation for school-sponsored activities.

**For a short-term absence a student should:**

- Check PowerSchool for assignments.
- Ask a classmate what work was missed.
- Email her teacher(s) for an assignment.

**For an absence of more than a few days a student or parents should:**

- Notify teachers and school counselor via email as to extent of the absence and to request communication help.
- Check PowerSchool for assignments.

**Extended absence:**

Families of students who experience an extended medical absence or hospitalization should contact the student's school counselor.

## PART 6 CODE OF CONDUCT

Mount Notre Dame's **CODE OF CONDUCT** is based on respect for God, others and oneself. It was established to support an educational environment that reflects the importance of spiritual, academic, and personal development. As a part of the school community, each student has A **PERSONAL RESPONSIBILITY** to meet the expectations of the **CODE OF CONDUCT** whether on or off campus at any event sponsored by or associated with Mount Notre Dame. She is to encourage others to do so by good example. Any inappropriate behavior or conduct unbecoming of a student in a Catholic school, or in any way negatively reflecting on the good name of Mount Notre Dame, before, during or after school, whether on or off campus, may be punishable according to the disciplinary code. This may include the issuance of demerits, detentions and/or suspension, and/or expulsion.

### **DRESS CODE**

A Mount Notre Dame student is expected to adhere to MND's dress code which consists of clothing that is appropriate for an educational environment. The dress code offers variety and flexibility which allows for individuality and choice. There are **regular dress code days** (Mondays – Thursdays), **spirit wear days** (all Fridays unless otherwise designated), and **out of uniform days** (administrative approved jeans/sweats days). Additionally, MND requires that students have a **"dressy" uniform** that is appropriate for special occasions: masses and prayer services, designated assemblies, certain field trips, Capstone Presentation (seniors), interviews, press releases and other occasions when they need to present themselves in a more "professional" manner. **A pattern of neglecting to follow the dress code (every three instances) will result in the issuance of a detention.**

### **REGULAR DRESS CODE DAYS**

#### **TOPS (Monday-Thursday)**

- White, navy or light blue short-sleeved or long-sleeved polo with an MND logo.
- MND sweatshirt or fleece with an MND logo.

#### Optional:

- Seniors may wear their senior t-shirts and sweatshirts.
- White t-shirts under the polo (colored or printed t-shirts that show through the polo are not permitted).

#### **SKORTS/PANTS (Monday-Friday)**

- Navy blue skort with sewn-in shorts. It must be worn **fully zipped at all times** and fall no shorter than 3 inches above the knee. Skorts must be in good condition and hemmed properly.
- Khaki-colored pants, capris or corduroys that are straight-legged or boot-cut, in good condition, unadorned (by fringe, embroidery or metal studs) and are not too tight. Pants may have hip or back pockets. Knit pants or cargo pants with pockets on the leg are not permitted.
- From December 1 until the last day of February, students may wear designated "winter uniform sweatpants" that are sold only in the MND Spirit wear shop.

#### **FOOT/LEG WEAR: (Monday-Friday)**

- Tights: navy blue, or black tights (full-footed, ankle-length or mid-calf), solid color—no patterns.
- Socks of any color or pattern (golf style, ankle-high or knee-high) may be worn.
- Shoes must have closed toes and closed heels (strapped backed shoes are not considered closed shoes).
- Soft-soled "slippers" or slipper-like shoes are not permitted.
- Boots are acceptable.

### **SPIRIT WEAR DAYS & OUT OF DRESS CODE DAYS**

- Every Friday, unless otherwise announced, students may wear any MND spirit wear top (club shirts, school musical shirts, sport team shirts, etc.) that is in good condition. The only exception is a senior t-shirt from previous years, reserved only for that class.
- On jeans/sweats days, students may be out of uniform according to the specifications given for the day. All clothing must be in good condition, fit properly and contain only appropriate messages.

### **"DRESSY" UNIFORM DAYS (RELIGIOUS SERVICES AND OTHER DESIGNATED EVENTS)**

#### **TOPS**

- Solid white short-sleeved or long-sleeved dressy blouse. It must have a collar and may be worn untucked. The blouse may not be sheer and undergarments must be flesh toned so as to not be visible under the blouse.
- **OPTIONAL:** A solid white or solid black cardigan sweater.

### SKIRT/PANTS (options)

- Solid black skirt (knee-length, mid-calf length, or ankle-length) OR solid black pants (ankle-length or mid-calf-length).
- Pinstriped, printed, patterned and charcoal gray skirts or pants are not permitted.
- Leggings, yoga pants, athletic stretch pants or other tight, form-fitting pants or skirts are NOT acceptable for special occasions.

### FOOT/LEG WEAR

- Solid black flat “dressy” shoes with closed toes and closed heels are required.
- Shoes must be leather or faux-leather with dark soles.
- Sandals, gym shoes or other canvas shoes, moccasins, or boots are not acceptable.
- Shoes should be comfortable ones that can be worn all day.
- Only black tights or black socks are permitted.

### IDENTIFICATION BADGES/BUILDING ACCESS SWIPE CARDS/ LANYARDS

To facilitate the formation of community among staff and students and to provide a safe school environment, all members of our community are **required** to wear Identification Badges. These badges are to be housed in a plastic pouch along with a swipe card that allows individual access to the building. The pouch must be worn on an official lanyard provided by MND on all days that school is in session. **A pattern of neglecting to do so (every three instances)** will result in the issuance of a detention. If a student loses her ID, swipe card, or lanyard she must pay for a replacement immediately.

- Cost to replace all or part of the lanyard/plastic pouch/cards are as follows:
  - Full replacement: \$30
  - Lanyard only: \$10
  - Pouch only (not the inserts): \$5
  - Picture name badge or printed name badge: \$5 each
  - Swipe card for door entry: \$10

### PROHIBITED ITEMS (all days)

- Outdoor apparel worn indoors (including hats, wide bands, bandanas, scarves, heavy winter jackets, gloves, etc.).
- Any non-MND logo or insignia.
- Senior t-shirts from previous senior classes.
- Any underwear/t-shirt hanging below tops; shorts hanging below skirts.
- Any color t-shirt other than white showing at the neck (including seniors).
- Sweat pants or any long pants (including pajama bottoms) under skirts; note that pajama bottoms are NEVER permitted—even on out-of-dress code days.
- Any item of apparel which is too short, too tight or in disrepair.

- Flip flop sandals or shower/beach shoes—except on designated jeans days.
- Excesses in fashion, make up, hair color (only natural hair colors—no pink, green, blue, etc.), hairstyles, and/or jewelry. (*Special note: earrings may only be worn in the ears; jewelry is not to be worn in eyebrow, nose, or tongue piercings, etc.*). This applies to out of uniform days as well.
- White out, paint or marker, etc. may NOT be applied to any uniform item.

### UNIFORM SUPPLIERS

- MND polos and skirts are available for purchase in the MND Spirit Shop or online at Risse Brothers <https://www.rissebrothers.com>
- MND Spirit Wear may be purchased in the MND Spirit Shop

*Since it is impossible to predict which fashions gain popularity during the school year, the administration reserves the right to make the final judgment as to what is acceptable even if the student is not in direct violation of the dress code as here stated.* Questions regarding MND’s dress code should be directed to Mrs. Judy Metcalf, Assistant Principal for Student Development at 821-3044, ext. 102.

The MND name or logo may NEVER be used on ANY item of clothing without the permission of the MND Administration. MND reserves the right to confiscate any item bearing the name or logo of the school that has not had prior approval.

### BEHAVIORAL POLICIES AND REGULATIONS

MND’s policies and regulations regarding student behavior are characterized by the three categories listed below: RESPECT FOR THE SCHOOL COMMUNITY, RESPECT FOR THE ACADEMIC PROGRAM, and RESPECT FOR HEALTH, SAFETY AND LEGALITY

#### RESPECT FOR THE SCHOOL COMMUNITY

At Mount Notre Dame, we believe in the dignity and



sacredness of each person. We respect the layers of self that are part of our ongoing spiritual, academic, and personal growth. We value and respect the diverse background and

viewpoints that permeate our learning community. In light of this, we encourage a spirit of seeking to understand over assumption or uninformed response. Every member of the MND community holds the responsibility to use their solid sense of self to communicate effectively and value difference. This responsibility calls each of us to activate the **PAWS FOR RESPECT** process (*Pause, Ask, Wait and Share*) in order to clarify a situation or an understanding. By doing so, we will continue to create our holistic learning community and proclaim the Goodness of God in what we do and what we say.

#### **HARASSMENT/ INTIMIDATION/ BULLYING/ POLICY.**

Harassment, intimidation, or bullying behavior by any student/school personnel is strictly prohibited, and such conduct may result in disciplinary action, including issuance of demerits, detentions, suspension and/or expulsion from school.

**DEFINITION.** In accordance with Ohio Law, “harassment, intimidation, or bullying is defined as intentional, persistent or ongoing written, graphic, verbal, physical or electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward another student with the intent to harass, intimidate, injure, threaten, ridicule or humiliate.” It also includes actions that cause mental or physical harm and are sufficiently severe, persistent or pervasive that they create an intimidating, threatening or abusive environment for the other person. This includes, but is not limited to, verbal harassment by way of unsolicited jokes, insults, innuendoes, propositions or threats of physical harassment, which may include gestures, unwanted touching, assault or a display of pictures, videos, social media postings, or other materials meant to make another person feel uncomfortable or demeaned in any way. Such behaviors are prohibited on or off school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

**HAZING** is strictly prohibited. It is defined as performing or subjecting another student to perform embarrassing or humiliating acts that cause a substantial risk of mental or physical harm. Willing compliance by the individual subjected to hazing does not lessen the prohibition.

**REPORTING.** Incidents of harassment, intimidation, bullying, or hazing should be reported to a teacher, counselor, staff member, or administrator who will inform the principal of the incident. The principal or her designee will conduct an investigation and document the incident. If after the investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or her designee shall notify the offender’s parent/guardian of that finding and inform the parent/guardian of any disciplinary consequences imposed against that student.

Additionally, the principal or his/her designee shall notify the victim’s parent/guardian of such finding.

Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. Students who deliberately make false accusations of harassment, intimidation or bullying will face disciplinary action.

**RESPECTFUL CONDUCT.** A Mount Notre Dame student is expected to conduct herself in a manner that contributes positively to the educational environment of the school and reflects positively on the reputation of the school community by adhering to these guidelines:

- Treat all members of MND’s community with courtesy, honesty and respect – refrain from physical, verbal or electronic assault.
- Respect the money and property of others.
- Follow MND’s policy prohibiting hazing, bullying, harassment, sexual assault or endangerment of others.
- Communicate with appropriate language (verbal, written, or nonverbal). This includes messages on lockers, hall signs, emails and social media, etc.
- Be attentive and reverent during prayer, Mass, religious services and assemblies.
- Show respect for the school’s facilities and resources. This includes showing care for MND’s building, grounds, facilities, furniture and equipment.
- Food should only be consumed in the Student Center and Café or in the foyer unless otherwise directed. Trash should be disposed of properly.
- Follow the code of conduct and serve assigned detentions or other mandated consequences.

**Consequences for disrespectful behavior range from issuance of demerits, detentions, alternative accountability plans, suspension, depending on the severity of the behavior.**

#### **RESPECT FOR THE ACADEMIC PROGRAM**

An MND student is expected to be a positive contributor to the classroom environment by arriving to class on time, prepared to engage in learning. This includes having the necessary learning tools. Students are expected to complete assignments by the dates assigned, to be fully attentive to instruction and classroom activities and to adhere to MND’s INTEGRITY POLICY.

**INTEGRITY POLICY.** Mount Notre Dame adheres to high standards of honesty and integrity in the way students conduct themselves, communicate verbally and electronically and in the presentation of their work. **ACADEMIC CHEATING, ENABLING OTHERS TO CHEAT** and any form of **PLAGIARISM** are violations of Mount Notre Dame’s **INTEGRITY POLICY** and will be subject to disciplinary action.

### ACADEMIC CHEATING is defined as:

- representing another's work as your own,
- manipulating information to gain an unfair advantage,
- fabricating information submitted,
- looking at another student's test, quiz, or exam;
- using, copying or submitting another student's work on a test, quiz, homework, or any other assignment, including digital sites;
- using a textbook, notebook, "cheat sheet" or digital resource (including language translators and math solutions websites) on a test when it is not authorized;
- intentionally not following test instructions;
- talking during a test or quiz.

**ENABLING** (or giving the power to others to cheat) is also cheating. This includes, but is not limited to, the following:

- allowing your work (test, quiz, exam, homework or any other assignment) to be copied and turned in by another student as her own, including digital sites;
- digitally transmitting course documents or assessment answers to another student *without permission of the teacher*;
- writing a term paper, report, essay, lab work, or preparing a project or language tape, math problems, etc., for another student;
- passing down a previous semester or year's work, notebook, homework, tests, etc.
- obtaining unauthorized information about a test or quiz and/or spreading this information. (This includes spreading information to students who have not yet taken an announced or unannounced test or quiz.);
- knowing that cheating is going on and not reporting it.

### PLAGIARISM occurs when:

- representing another's work as your own,
- turning in a term paper, report, essay, project, lab experiment, digital assignment, language tape/video, artwork, etc. or any other work submitted to meet class requirements that is written or prepared in whole or in part) by another [including professional authors]; this also includes information obtain (in whole or in part) over the internet;
- using material from a previous semester or year prepared by yourself or another student.

### LEVELS AND CONSEQUENCES FOR ACADEMIC CHEATING/PLAGIARISM\*

*\*levels adapted from MND's Student Handbook and (<http://thevisualcommunicationguy.com>)*

All violations of the INTEGRITY POLICY will be reported to the Assistant Principal for Student Development. The level of the infraction will be determined and demerits (and/or other consequences) will be assigned. A letter of notification will

be emailed to the parents. A copy is to be signed and returned to the Assistant Principal for Student Development. The following sanctions may ensue:

- Additional work assigned and the student(s) put on probation until the work is turned in; The student(s) being barred from leadership positions in clubs, activities, organization or any event in which the participant is representing Mount Notre Dame (e.g., sports events, music competition, exhibits, drama, scholastic competition, etc.);
- Exclusion from National Honor Society, National Spanish Honor Society, National French Honor Society, National Latin Honor Society, Rho Kappa, Mu Alpha Theta, liturgical/peer ministry and retreat leadership teams.
- Serious or repeated cheating offenses could result in academic probation, suspension or expulsion.

#### LEVEL 1 (possible grade reduction, 0-3 demerits)

- making mistakes in citations
- using minimal original thought in work

#### LEVEL 2 (grade reduction, 4-6 demerits)

- using fictitious citations or fabricating information from a cited source
- paraphrasing multiple sources and stitching them together to make them sound like your own
- misinterpreting or citing sources out of context
- using, copying or submitting another student's work on homework, or any other graded assignment that does not have a significant point value
- compromising the integrity of the testing environment by talking during a test or quiz, creating a disturbance or intentionally not following test instructions
- using any of your own material or project from a previous semester or year that you submitted for another purpose or publication without citing your own previous work

#### LEVEL 3 (grade reduction 7-9+ demerits)

- looking at or copying another student's answers on a quiz, test, or exam
- using a textbook, notebook, "cheat sheet" or digital resource (including, but not limited to cell phones, watches, unauthorized calculators) on a test when it is not authorized;
- using any material or project from a previous semester or year prepared by another student;
- turning in a whole or part of a term paper, report, essay, project, lab experiment, computer program, language tape, artwork, etc., or any other work submitted to meet class requirements that is written or prepared (in whole or in part) by another [including authors]; this also includes information obtained (in whole or in part) over the internet;
- stealing or otherwise obtaining copies of quizzes or tests without the permission of teacher
- circulating unauthorized copies of quizzes or tests
- altering grades in a teacher's gradebook by any means
- repeated instance of cheating/plagiarism



**A LEVEL 3 violation of the INTEGRITY POLICY may also result in the following:**

- Moderators will be notified, and students may face suspension or dismissal from leadership positions in clubs, activities, or any event in which the participant is representing Mount Notre Dame (e.g., sports events, music competition, exhibits, theatre, dance, scholastic competition, etc.);
- Exclusion, suspension or dismissal from National Honor Society, Spanish Honor Society, French Honor Society, Latin Honor Society, Rho Kappa, Worship Commission, Mu Alpha Theta, peer ministry, and retreat teams.

**RESPECT FOR HEALTH, SAFETY, AND LEGALITY**

An MND student is expected to be responsible and trustworthy and to make healthy choices about her safety and well-being. To do this she must:

- adhere to the policies prohibiting smoking, and the use of tobacco and nicotine products, juuling, vaping and e-cigarettes;
- abide by MND's policy prohibiting alcohol/drug possession, use or distribution;
- follow MND's Social Media policies concerning use of cell phones, digital cameras regarding transmitting lewd, demeaning, and/or other inappropriate messages and images.
- Abide by the State of Ohio and MND's attendance policies.
- Stay in authorized and assigned locations at school.
- Follow all safety regulations and procedures including silence and cooperation during all safety drills and door security protocols.

**Consequences for violations of policies for health, safety and legality range from issuance of demerits, detentions, suspension, depending on the severity of the behavior.**

**RESPONSIBILITY FOR TIME AND LOCATION**

**HOMEROOM/FLEX TIME.** All students are assigned by grade level to a homeroom, which takes place on specific days (TBA) following Block 1-2. This is a time for community building and education. Students are to report to homeroom **on time** and be attentive and participative in homeroom activities.

**STUDY HALL** is held in the Learning Commons or assigned classroom during all blocks. It is a time of quiet study with the supervision of a proctor. during all blocks. It is a time of quiet study with the supervision of the librarian. During the first semester, all freshmen are assigned to STUDY HALL during blocks when they are not scheduled for a class. At the end of the first semester of freshman year, students are evaluated by their teachers and the administration as to their ability to handle the privilege of MERIT TIME for the second

semester. Their academic and conduct records will be reviewed. See below for instances that would place a student in STUDY HALL.

Sophomores, juniors and seniors may be placed in STUDY HALL at the beginning of the school year based on their academic and/or conduct record from the previous year.

**GUIDELINES FOR STUDY HALL**

1. Students assigned to STUDY HALL are required to report to the assigned study hall location at the beginning of the block and must remain in the room until the block is over.
2. In order to leave STUDY HALL, students must request a PASS from the proctor, sign out when leaving and sign in on their return. All students excused with a pass must return to STUDY HALL at end of the block with an appropriate signature on pass and indication of the passage of time.
3. Permission to leave proctored study is granted **ONLY** for the following reasons:
  - to meet with a **COUNSELOR** or attend a group guidance session (approved list),
  - to meet with a **TEACHER** who has requested *in writing* to see the student to take a test, make up a quiz, etc.,
  - to use the **RESTROOM** (permission for only *one student at a time*),
  - to go to the **MAIN OFFICE** (*signature of administrator or Mrs. Santel required*).

**PLACEMENT INTO STUDY HALL FOR SENIORS, JUNIORS, SOPHOMORES, AND SECOND SEMESTER FRESHMEN**

The following situations or violations of school rules will place a student in STUDY HALL for the specified period of time:

- Two or more subject failures during a semester will place a student in STUDY HALL for the next semester.
- Third non-served detention – nine weeks.
- Smoking – twelve weeks.
- "Skipping" a class (even if unintentional) – six weeks.
- Probation – length of probationary period.
- Truancy – not less than one semester or its equivalent in time.
- Excessive number of times tardy (nine or more) in one semester – nine weeks.
- Excessive number of demerits (**15** or more) – for the remainder of the school year **and** for a portion of the following school year.
- Alcohol/drug use – remainder of the school year and a portion of the following school year.
- Dropping a class – during that class period **only** if the student has another free period.
- Pattern of missed classes on days of assessments (quizzes, tests, speeches, major projects, etc.) without medical verification – each individual case will be reviewed.

A transfer student may be placed in STUDY HALL for up to one semester based upon her previous school record. An

evaluation is then made regarding her maturity and ability to handle the privilege of MERIT TIME. *A student may also be placed in Study Hall for all or part of the following school year if she shows a pattern of demerit acquisition.*

**MERIT TIME.** Seniors, juniors, sophomores, and second semester freshmen who are not on academic probation or academic watch nor have reached Level 1 (15 demerits) of the discipline code can “merit” the privilege of Merit Time which allows them to have “free time” when they are not scheduled in a class. During this time students may choose to be in the foyer, Student Center and Café, College and Career Center or the Learning Commons. They are required to remain on campus during this time.

#### ATTENDANCE PROCEDURES FOR MERIT TIME:

- Students in Merit Time during Blocks 1-2, 3-4 and 7-8 will report to the Student Center and Café for attendance check at the **beginning of the block**. Students in Block 7-8 Merit Time must report back to the Student Center and Café 5 minutes before the end of the block for attendance check.
- Failure to report for attendance check will be considered an *unexcused tardy*. Three instances of being tardy in a semester will result in the issuance of one detention.
- Students free during Block 5-6 must report to the foyer for attendance check at the beginning of the block.

**FOOD/GUM POLICY** MND strives to create an awareness of the role proper nutrition plays in maintaining good health. At the same time, it is necessary to keep the building free of debris that would hinder a healthy learning environment. Therefore, MND has made the following provisions concerning food/gum in the building:

- NO FOOD is allowed in the academic wing of the building. The only exception is for a teacher-directed classroom initiative.
- GUM CHEWING is not permitted before/during school and/or at specified events.
- Only water may be brought into the academic areas, including all classrooms and corridors.
- Before school, students may purchase a continental-type breakfast in the Student Center and Café from 7:15 – 7:40 a.m. This is to be eaten in the Student Center and Café—not in the academic wing.
- A student who has MERIT TIME may purchase food in the Student Center and Café or bring a snack from home that is to be eaten **ONLY** in the *Student Center and Café*.
- During FLEX TIME, students are allowed to have a snack, which can be brought from home or purchased in the Student Center and Café. It may be eaten in the Student Center and Café, or in the Foyer. *Please note that Flex is the ONLY time during the school day when students may eat in the Foyer.*

- Lunch is to be eaten in the Student Center and Café unless given permission by the administration to eat elsewhere.

*Please note that all students are responsible for cleaning up after themselves in all areas of the building. THREE INSTANCES of non-compliance to the FOOD/GUM POLICY will result in the issuance of a detention.*

**CELL PHONE POLICY** Many parents utilize cell phones as a means of safety and communication for their daughters. Therefore, MND students are permitted to have cell phones at school. However, because it is important that our students practice *responsible* cell phone etiquette that respects the learning environment and encourages engagement in academic endeavors, interpersonal dialogues and community building, the following guidelines are in place:

- Cell phones may NOT be used in the Academic Wing during the course of the school day. This includes the Learning Commons, theater, all classrooms, the College and Career Center and hallway, and chapel.
- Cell phones may NOT be used during class time (including Study Hall) except when directed by the teacher for a class/learning initiative. This includes checking for messages, listening to music or viewing pictures. At the beginning of each class **ALL STUDENTS ARE REQUIRED TO TURN OFF CELL PHONES AND STORE THEM IN THE CELL PHONE POCKET HANGER IN EACH CLASSROOM. It is the student’s responsibility to retrieve the phone at the end of the class. MND is not responsible for lost phones.**
- During the change of classes, Flex Time, Merit Time and lunch, cell phones may be used **ONLY** in the FOYER, the Student Center and Café, the Main Office area. Cell phone ringers should be turned off during the school day.
- For safety and/or privacy reasons, cell phones may NOT be used in bathrooms, locker rooms, stairwells or other areas where the activity becomes a risk to the student or others.
- Students may NOT take or post pictures or videos of faculty, staff, or other students without their permission. To do so may result in serious consequences including demerits, suspension or expulsion depending on the nature of the offense.

#### CELL PHONE POLICY CONSEQUENCES

- For a first offense, the phone will be confiscated and held in the office where the student may retrieve it at the end of the school day. 3 demerits will be issued, resulting in a detention.
- For a second offense, the phone will be confiscated and held in the office where the student may retrieve it at the end of the school day. 3 demerits will be issued, resulting in a detention and a parent will be notified of the offense.

- For a third offense, the phone will be held in the office until a parent can schedule a time to meet with the Assistant Principal for Student Development to pick up the phone. The phone will NOT be returned to the student. 3 demerits will be issued, resulting in a detention.
- If additional violations of the policy occur, the consequences are at the discretion of the Administration.

#### ILLEGAL USE OF CAMERA PHONES/DIGITAL CAMERAS.

Using technology to take, view or disseminate obscene, pornographic, lewd or otherwise illegal images or photographs is prohibited. Sexting" (sending sexually explicit pictures or messages and/or pictures involving nudity) is against the policies and values of Mount Notre Dame and is considered criminal activity in the state of Ohio with serious legal consequences. Students found to be sending, receiving or viewing such pictures are subject to detention, suspension, expulsion, and/or involvement of the law enforcement authorities.

**SOCIAL MEDIA POLICY.** MND recognizes the value of social networks as effective and relevant means of communication and marketing. There are risks as well as opportunities to be gained by entering this public arena. Therefore, MND has established the guidelines and expectations for participation by students. An MND student should be mindful that she is an ambassador of MND at all times. When posting written material, photos or videos, she should:

1. Present herself honestly in alignment with the requirements set up by the social network.
2. Protect her identity by not providing personal information that could be used by someone intending to do harm. Only trusted acquaintances should be allowed to view personal profiles.
3. Present herself with dignity. Postings involving alcohol, illegal substances, profanity, obscenity or inappropriate activity will reflect negatively on her as a person and a member of the MND community.
4. Be aware that what one posts remains for perpetuity. Even if deleted, access may be obtained by future employers, college representatives, etc.
5. Respect copyright and fair use laws. When posting ideas that are not your own, give credit to the author.
6. Use acceptable standards of grammar when participating in MND class/club/organization communications.
7. Keep communication positive and respectful, whether promoting your opinions or refuting another's. ***Social networks should never be used for harassment, intimidation, or threats, nor should they be used to criticize or ridicule other schools.***

8. Be truthful and protect confidentiality. Do not use a social network as a means of gossip, perpetuating rumors or sharing confidential information about others.
9. Present a positive image of MND—YOUR school. Be a good ambassador and promoter of pride and school spirit for MND.

**DANCES.** There are several opportunities for students to attend dances at MND.

- **Mixers** are *informal* dances that are sponsored by clubs/organizations at MND. They are held at MND and are open to all area high school students. Admission is charged at the door.
- **Fall Ball** is a *semiformal dance*\* sponsored by Student Government that is open for all MND students and their guests.
- **PROM** is a *semiformal dance*\* open to juniors and seniors.

\*All girls who wish to attend **semiformal** dances sponsored by MND must be **currently enrolled as MND students**. Every Mount Notre Dame student must purchase her own dance ticket. To bring a guest, students must fill out a guest permission form signed by parents and an administrator from the guest's school. All guests must be at least a freshman in high school and not older than 21 years old.

#### DANCE GUIDELINES.

- Arrival and departure times are announced / printed in advance for each dance. Students who arrive late or leave early will receive a minimum of two demerits; more may be issued depending on the degree of lateness, etc. In the event of late arrival, the student's parents will be notified to ensure her safety.
- Students must adhere to guidelines for modesty and appropriateness of attire for dances. Clothing that is too tight, too short, or too revealing is prohibited.
- Students who are not dressed appropriately may be denied entrance to the dance or asked to leave. Parents will be called, and demerits issued.
- Students must also conduct themselves in a manner that upholds high standards of decency and morality. This includes refraining from vulgar dancing which simulates sexual activity. Students (and guests) who dance inappropriately may be asked to leave the dance floor for the remainder of the dance. Demerits will be issued for MND students who do not comply.
- Possession/consumption of alcohol or illegal drugs at a dance sponsored by MND is strictly prohibited. For that reason, a breathalyzer may be administered randomly or if there is suspicion that any student or her guest is under the influence of alcohol. Students found to be under the influence of alcohol or other illegal substance will be disciplined according to MND's Alcohol/Drug Policy.

**GUESTS AT OTHER SCHOOLS.** Many area schools require guests for dances/events to have permission slips signed by an administrator from their school in order to verify their enrollment and behavior. Requests for signatures from an MND administrator should be submitted 24 hours in advance of the date needed. To obtain a signature, an MND student must be in good standing at MND (less than 25 demerits) and agree to conduct herself in a manner befitting an MND student. She acknowledges that her behavior will fall under the guidelines of MND's Code of Conduct and may be subject to disciplinary action if deemed necessary.

**BUS SAFETY AND DECORUM.** Responsible and courteous behavior is expected on school buses. Students who are reported for safety or other violations of bus rules will face disciplinary action at school. In the event a school bus arrives late to MND students must report to the Attendance Office upon arrival and sign in before going to class.

**SMOKING POLICY.** Smoking or possession of tobacco/nicotine and associated products in the building on school grounds, at MND sponsored events, before, during, or after school/event is strictly forbidden. This includes e-cigarettes, vaping, juuling and any other method of smoking. Also, a student may not leave the school grounds during the day to smoke. Additionally, a student may not smoke in the vicinity of school, including before or after school hours. The number of smoking violations is cumulative over the student's years at Mount Notre Dame. Smoking is penalized as follows:

- For a first offense, notification of parents, 10 demerits, 6 weeks of STUDY HALL (or additional demerits)
- For a second offense, notification of parents, 15 demerits, 12 weeks of STUDY HALL (or additional demerits).
- For a third offense, subject to suspension/expulsion.

**ALCOHOL/DRUG POLICY.** MND seeks to promote the health, welfare, and safety of all members of the school community. It is our belief that the illegal or inappropriate use of substances constitutes a hazard to the positive development of students. Although the student and her family are primarily responsible for alcohol/drug problems, the school shares in the responsibility for prevention, intervention, and rehabilitation, especially when the alcohol/drug concerns interfere with the student's school life.

A student who uses, possesses, sells, or is under the influence of alcohol or drugs on school premises before, during, or after school hours or at any event on/off campus, sponsored by or associated with Mount Notre Dame High School, is subject to the following consequences:

1. A seven day\* in-school suspension.
2. 15-24 demerits

3. Assignment to STUDY HALL for at least one semester or its equivalent in weeks.
4. A parent conference during which the circumstances under which the student might be permitted to return to classes will be discussed.
5. A mandate for a professional alcohol/drug assessment or a reevaluation (if one has already been performed). Written verification from the assessor that the assessment has taken place must be submitted.
6. Expulsion.

*\*When the family has an assessment of the student's alcohol/drug use by a qualified alcohol/drug professional acceptable to the school and follows all recommendations for treatment contained in the evaluation, the school may waive a portion of the suspension.*

**WEAPONS.** Students may not bring to school knives, guns, ammunition, tools or any instrument that may cause harm to themselves or others or cause damage to school property.

## CONSEQUENCES

Consequences for violations of policies for health, safety and legality range from issuance of demerits, detentions, suspension, and expulsion depending on the severity of the behavior. *When there has been a violation of the law, the appropriate law enforcement agencies may be notified.*

## DEMERIT SYSTEM

When a student does not meet the **Behavioral Expectations** outlined in the **Code of Conduct**, demerits may be assigned as a means of logical consequences to the infraction and to alert the student and parent(s) that a change of behavior is in order. Demerits accumulate throughout the school year and result in the following:

- Every three demerits = 1 after-school detention (one-hour).
- Every 12 demerits earned within a semester = Saturday detention (3 hours, 8:30-11:30 a.m.).

*Special note:* Even though demerits are not issued for some minor infractions (i.e. dress code, food, lanyards, late forms, tardiness) a pattern of infractions (3 or more instances) WILL result in the issuance of a detention. If the student accumulates an **excessive number** of demerits, sanctions will be imposed as listed below with the goal of changing negative behaviors into positive ones.

### TIER 1: 15 demerits/5 or more detentions

Upon accumulation of **15 demerits** or a pattern of accumulating detentions for minor infractions (5 or more detentions) a student will:

- be advised that a parent/guardian will be notified that she has reached Tier 1.

- be assigned a **mentor** from the **Faculty Intervention Committee**. She will meet with her mentor on a *weekly basis*;
- develop and adhere to a **Behavior Contract** designed to turn negative behaviors into positive ones. This contract must be signed by the student's parents.
- be advised that her coaches and class/club moderators will be notified so that they may encourage the student to adhere to her **Behavior Contract**.
- be advised that the moderators of the MND honor societies will be notified and the student will be placed on Honor Society membership probation.
- be assigned to STUDY HALL during her free time for the remainder of the school year. Note that a student reaching 15 demerits at the end of the school year **may** be assigned to a STUDY HALL during her free time at the beginning of the following year.

#### **TIER 2: 20 demerits**

At this tier, the student will:

- be advised that a parent/guardian will be notified that she has reached Tier 2.
- meet with her **faculty mentor**, her parents and the Assistant Principal for Student Development.
- not be allowed to continue to hold an office in a club/organization/team and may not serve as a leader of a community service or retreat team.
- not be permitted to apply to be an officer in any MND class, club, organization, community service or retreat team for the following year.
- be suspended from or declined admission to Honorary Societies.

#### **TIER 3: 25 demerits – PROBATION (see following page for probation description)**

A student who has reached this tier will:

- be advised that a parent/guardian will be notified that she has reached Tier 3.
- meet with members of the **Discipline Advisory Board**, at which time she will be placed on **probation**.
- be advised that guest forms for dances at other schools will not be signed by an MND administrator for students on probation.
- review the Discipline Tiers and write a written reflection indicating the behavior modifications that will take place to keep from advancing to higher tiers. The reflection will be submitted to the Assistant Principal of Student Development within five days of the meeting with the Disciplinary Advisory Board.

#### **TIER 4: 30 demerits**

Upon reaching **Tier 4**, a student will:

- be advised that a parent/guardian will be notified that she has reached Tier 4.
- the **Behavior Contract** will be reviewed and revised if necessary.

- be suspended from all club/cocurricular participation for the remainder of the year;
- be suspended from all athletic participation (including conditioning) for the remainder of the year until the OHSAA fall tryout date;
- be banned from participation from any field trip.

#### **TIER 5: 35 demerits**

At this time, the student will:

- be advised that a parent/guardian will be notified that she has reached Tier 5.
- meet with her **faculty mentor**, members of the **Discipline Advisory Board**, her parents and the Assistant Principal for Student Development to establish the final guidelines for her continued enrollment and to determine if MND is the most appropriate school for her.

#### **TIER 6: 40 demerits**

A student who reaches **Tier 6** will:

- be advised that a parent/guardian will be notified that she has reached Tier 6.
- be **expelled** from MND for the remainder of the school year and will not be permitted to return or reapply for admission for **one full semester**. There is no guarantee that the student will be readmitted but, if she is accepted for readmission, she will be placed on **probation** for the **remainder of her enrollment**.

### **DETENTION POLICIES AND PROTOCOL**

**DETENTION.** One-hour detentions are scheduled as needed on **Tuesday** and **Wednesday** afternoons during most weeks from **2:45-3:45 p.m.** in a specified classroom. Detention takes precedence over other activities in the event of a conflict of schedules. ***Athletes are NOT permitted to miss detention because of practice, games, etc., NOR may a student miss detention because of her work schedule, club meeting or co-curricular activity. Serious schedule conflicts should be discussed with the Coordinator of Student Discipline Records.***

**POSTPONEMENT OF DETENTION.** To postpone a detention, a student must contact **The Coordinator of Student Discipline Records**. The **ONLY** reason a detention will be rescheduled (without acquiring an additional demerit) is that of student absence or a medical appointment, for which medical verification is required. A student may request to postpone **ONLY ONE** detention per semester. Any request beyond the first postponement will result in the issuance of **1 additional demerit**.

**DETENTION PROTOCOL.** Students assigned to detention will do the following:

1. Check into the detention room immediately after school. Students will **NOT** be admitted to detention after 2:50 p.m.



2. Remain in detention for the entire time. Students may not be released early to give assistance to another teacher, to make up work, etc.
3. Be in dress code.
4. Store book bags in an area designated by the proctor.
5. Sit silently with heads up and feet on the floor.

**FAILURE TO SERVE A REGULAR DETENTION** will result in the issuance of two additional demerits. Failure to serve repeatedly may result in suspension from classes.

**SATURDAY DETENTION.** When a student accumulates 12 demerits within a semester, she will be required to serve a three-hour Saturday morning detention (8:30 a.m. until 11:30 a.m.). Saturday detentions will take place when the need arises. When a student has exhausted her supply of available Saturday detentions, she is required to serve instead an in-school suspension.

**FAILURE TO SERVE A SATURDAY DETENTION** will result in the following sanctions:

- 1<sup>st</sup> failure to serve will result in the issuance of three demerits.
- 2<sup>nd</sup> failure to serve in the same school year will result in a one-day in-school suspension, a parent conference before the student is readmitted to classes, and placement in STUDY HALL during free time for the remainder of the year.
- 3<sup>rd</sup> failure to serve may result in additional suspension or expulsion.

## PROBATION / SUSPENSION / EXPULSION

**PROBATION** for behavioral reasons is intended to serve as a formal and serious warning to a student and her parents that her behavior, attitude, and/or school work must show great improvement if she wishes to continue her enrollment. A student is placed on probation upon the accumulation of 25 demerits. A meeting with members of the Discipline Advisory Board is held, and guidelines concerning the probationary period are put in writing and agreed to by the student, parent(s), faculty mentor, and administration. A student on probation has already been placed in STUDY HALL during times not scheduled in a class.

**SUSPENSION** is a penalty imposed for serious offenses or failure to comply with disciplinary guidelines. The length and type of suspension may vary according to the seriousness of the offense. During the time of suspension, the student may not attend classes or other school functions and may not participate in extracurricular activities. She is still responsible for tests, quizzes, homework, class work, and assignments, but she will not be given full credit for make-up work.

The following are some examples of offenses which provide adequate grounds for **suspension**:

- behavior or attitude detrimental to the school community;
- violation of MERIT TIME guidelines;
- blatant disrespect, dishonesty, or disobedience;
- theft;
- fighting or assault of any nature;
- harassing/bullying/threatening another student (verbally, physically or electronically);
- illegal or prohibited use of cell phones, digital cameras or social media for transmitting lewd images;
- repeated instances of dishonesty or cheating;
- possession, transfer, use, or being under the influence of alcohol or drugs on school premises before, during or after school hours or at any school event (on or off campus);
- repeated instances smoking, and the use of tobacco and nicotine products;
- serious or repeated instances of safety protocol violations;
- accumulation of an excessive number of demerits and/or Saturday detentions;
- failure to serve Saturday detention (upon second violation); also, once a student exhausts her supply of available Tuesday, Wednesday, or Saturday detention dates, she will be suspended instead;
- failure to keep her appointment with **Discipline Advisory Board** or the **Academic Advisory Board**.

**EXPULSION.** If it is deemed that a student's continued enrollment would not be in the best interests of the student and/or of the school community OR if she reaches a level of 40 demerits, she will be expelled for the remainder of the year. **Under usual circumstances**, the student will not be permitted to return or reapply for admission for one full semester (*August or January, whichever start of the new semester comes first*). If the student should be accepted for readmission, she will be placed on behavior probation for the remainder of her enrollment.

The following are examples of offenses which provide adequate grounds for expulsion:

- three instances of suspension;
- violation of guidelines governing a student's probation;
- excessive truancy;
- three instances of smoking on school property (cumulative during a student's years at MND);
- possession of a dangerous and/or threatening weapon, instrument, or firearm on school grounds;
- threatening or creating a hostile environment for other students or staff members through harassment or bullying;
- direct or implicit threats of harm to any student or staff member;
- possession, transfer, use, or being under the influence of alcohol or drugs on school premises before, during,

or after school hours or at any school event on or off campus;

- destruction/vandalism of property;
- theft;
- behavior or attitude detrimental to the school community;
- repeated instances of dishonesty or cheating;
- failure to serve Saturday detention (upon the third violation).

**NOTIFICATION PROCEDURES.** Parents will be notified by phone, email or in writing if their daughter has received an in-school suspension or is subject to an out-of-school suspension or expulsion. This notice may be given prior to (or at the time of) a conference which is ordinarily held with the parent(s), student, Principal, Assistant Principal for Student Development and/or another administrator. At this conference, the student is given the opportunity to clarify and explain the situation. However, it is to be noted that a student whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process will be immediately removed from school. In this case, the conference will follow as soon as practical.

*The administration reserves the right to amend the handbook as necessary. The Principal has the final decision on all disciplinary action.*

# COMPUTER ACCEPTABLE USE POLICY

## Mount Notre Dame

Members of the Mount Notre Dame community who wish to utilize the computer facilities provided by the school are subject to the policies of several organizations:

- those established by the Archdiocese of Cincinnati,
- those established by the H/CCA - the Hamilton/Clermont Cooperative Association of Boards of Education, AND
- those established by the administration and technology staff of Mount Notre Dame High.

### Computer Acceptable Use

When a student uses computers (including Tablet PCs assigned to students) owned or operated by Mount Notre Dame, she assumes certain responsibilities and obligations. Mount Notre Dame expects that student use of computers provided by this school will be ethical and will reflect academic honesty. Students must demonstrate respect for ownership of data, system security mechanisms, and rights to privacy.

Every student is expected to make appropriate use of computer resources provided by Mount Notre Dame and must:

- use computer resources **only** for authorized purposes;
- access only files and data that are her own, which are publicly available, or to which she has been given authorized access;
- use only MND computers, including MND Student Tablet PCs – Home laptops, iPads, and other devices capable of storing data are not permitted;
- USB drives and SD cards are permitted but must be scanned for viruses before being used in a computer;
- abide by the **Computer Use Policy, the Internet Acceptable Use Policy and the Tablet PC Acceptable Use Policy.**

**There should be no reasonable expectation of privacy. MND has the right of access to the contents of any computer in the school. All information received or sent from school property remains the property of the school and is not considered confidential. MND reserves the right to investigate the download history of all school computers.**

Students must not make inappropriate use of computer resources provided by Mount Notre Dame. The following are non-exhaustive actions that are considered inappropriate:

- using another person's computer ID and password;
- using another person's files, system, or data without permission;
- attempting to circumvent system security measures, including visiting websites that are blocked inside the MND building;
- engaging in any activity that might be harmful to systems, equipment or to any information stored thereon – such as creating viruses, damaging files, or disrupting service;
- making or using illegal copies of copyrighted software, storing such copies on school systems, or sending them over networks;
- downloading programs or data from the Internet;
- wasting computer resources;
- engaging in any activity which could damage the computer systems, software, or surrounding work area;
- using the computer for non-school related activities;
- emailing (**other than in Outlook**);
- accessing chat rooms, Instant Messaging (including Facebook Messenger), blogs unless authorized by a teacher;
- installing software and changing settings on the computer, including the desktop;

*Note that game playing is also considered an inappropriate use of computer resources.*

### System and Account Use

Members of the MND community granted a network Username and Password are responsible for all activities which occur under their accounts. Passwords to all accounts are to be guarded and never shared with others. Sharing of passwords will result in 3 demerits.

Printing on the network should be for academic purposes only. At the beginning of the school year, each student is given a printing account of 250 pages. If a student prints more than she has in her account, she may add money to her account. Additional pages, if necessary, may be purchased at the Help Desk (a minimum purchase of 50 pages for a cost of \$5).

Students may not store data on the network server hard drive (I: drive) or the local hard drive (C: drive) of any computer except a Tablet PC assigned to her. Data must be saved in each student's "Documents"(OneDrive for Business) folder. Any disk or USB drive used in a computer that is not on Mount Notre Dame's network (i.e., home computer) must be scanned by our virus software before it may be used in one of our computers.

Users are prohibited from using the facilities of Mount Notre Dame to knowingly distribute computer viruses or gaining access to otherwise secured information systems (so called "hacking"). Likewise, facilities and accounts provided by or through Mount Notre Dame may not be used to distribute unauthorized ("pirated") software or computer files.

### **Internet Acceptable Use**

Mount Notre Dame's physical connection to the Internet is provided by H/CCA. Members of the Mount Notre Dame community utilize this resource when connected to the MND network.

There are sites on the Internet which may be potentially offensive to members of the MND community. As such, both the school and H/CCA reserve the right to limit access to facilities and to the information available on the Internet. H/CCA has implemented and maintains a system which blocks Internet sites offering material deemed objectionable by community standards (for example, material promoting pornography, hate groups, or illegal activities). This system, referred to as a "filter," is generally effective but not fool-proof. As the Internet is never truly anonymous, individual users must take responsibility for their own actions.

Students may not post pictures or information about members of the MND community without their permission. Students may not use digital methods to communicate abusive or harassing messages.

### **Email Acceptable Use**

**MND will provide each student with an Outlook email account. Use of personal email accounts other than Outlook is not permitted at MND. Expectations for acceptable use of Outlook email are as follows:**

- MND email should be used to appropriately communicate with others;
- Students may not allow any other individual, including parents, to send an email from this account;
- MND email accounts are the property of MND. This means that any emails to or from this account may be read by the appropriate MND staff members;
- The MND email account should not be used to sign up for non-school related subscriptions (e.g., Daily Horoscope email);
- Students may not use digital methods to prank others. This includes changing the body of an email, sending excessive repetitive emails, etc.
- Students may not access non-MND email accounts (Hotmail, Yahoo, Gmail, Roadrunner, Fuse, etc.) while at MND;
- Email access during class is prohibited unless authorized by the teacher;
- Students should practice appropriate email etiquette at all times.
- Students may not send email to Global Distribution Lists, without permission from a faculty or staff member.

### **Use of Information**

**Members of the MND community are granted access to the Internet upon submission of the signature card from the *MND Handbook/Planbook*.** Supervised access is defined as *"use of the Internet under the supervision of a trained faculty/staff member."*

Users agree to adhere to copyright laws as they apply to materials acquired from or posted to the Internet. Unethical or illegal activities are not allowed. Under Ohio law, use of state-funded resources (such as H/CCA), which can be construed as illegal or threatening to another, can be prosecuted as a felony. Users agree not to submit, publish, or display any inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or otherwise offensive or illegal material; nor shall users encourage the use, sale, or distribution of any controlled substance. These policies apply to email correspondence and the broader use of the Internet.

Use of the resources of the Internet to plagiarize sources or otherwise violate academic integrity will be dealt with to the fullest extent of the discipline policy of the school.

**Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use.**

### **Jurisdiction and Discipline**

Issues regarding use of computers and the Internet at Mount Notre Dame fall under the jurisdiction of the Technology Director. Some issues (such as plagiarism) will also involve the Administration. Activities in violation of the **Acceptable Use Policies** will generally be met with immediate revocation of computer user privileges, as well as sanctions as called for in the school Code of Conduct. **Misuse of Outlook email will result in three demerits.**

Disciplinary action may also be taken against those who use digital methods to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include issuance of demerits, revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

*Questions may be addressed to.....*

**Mr. Keith Bode**

**Technology Director**

**821-3044, ext. 128**



## Tablet PC Ownership

Per the Tablet PC Agreement, the Tablet PC is the property of MND until ownership is transferred upon graduation. It is assumed that students will use and care for the Tablet PC appropriately. MND reserves the right to reimagine the Tablet PC to its original state whenever it is deemed appropriate. The Tablet PC is to be used only by the assigned MND student. Other students, friends, and family members are not permitted to use the Tablet PC. The specific guidelines below provide additional details regarding use and care.

## Proper Care

1. The Tablet PC must be carried in an appropriate case when moving between classes or going to lunch and while travelling to and from school.
2. Tablets must be carried with the display screen closed (toward the keyboard) and inside a case. The case may be carried inside of the book bag, with the lid/zipper closed. Tablet PCs must not be lifted or carried by the screen.
3. Students should not place anything heavy on top of the book bag or drop/toss the book bag when the Tablet PC and case are inside of it.
4. Students should only set the Tablet PC on a sturdy surface where it cannot be knocked off. Charge the Tablet PC in an area where the cord will not be a trip hazard which may cause the Tablet PC to be pulled to the floor. The Tablet PC should be charged on a hard surface like a table, and not on a bed, upholstered chair, or in the case.
5. Students must bring the Tablet PC to school turned off. The Tablet PC will receive updates when turned on or restarted inside MND. Receiving the updates will keep the Tablet PC in working order.
6. Tablet PCs should not be stored in extreme temperature situations, such as overnight in a cold car trunk or in the sun.
7. To clean the Tablet PC screen, please use a microfiber cloth and a cleaner approved for LCD screens.

## Proper Use

8. Students may not audio record or video record any portion of the school day without teacher or administrative permission. Digital photographs of anyone in the MND community may not be taken by students without the permission of those being photographed.
9. Students may not duplicate, alter or destroy any hardware or software.
10. Hardware modifications may not be made to the Tablet PC (i.e. add drives, memory, etc.).
11. Only power chargers and pens provided by MND may be used.
12. File sharing software, and gaming software are prohibited.
13. Use of instant messaging throughout the school day is prohibited.
14. Files, data, programs, hardware, and/or software may not be shared unless authorization has been obtained from school personnel.
15. Software and/or programs may not be downloaded or installed on the Tablet PC. Permission to install appropriately licensed academic software can be requested at the Help Desk. Examples include home printer software, SAT/ACT review software, etc.
16. Use of email during any class is prohibited, unless permission is given by the teacher.
17. Additional internet browsers and instant messaging programs (including Facebook Messenger and Google Voice) **may not** be installed on the Tablet PC.
18. Students may not access inappropriate websites and/or content through the Internet at MND or at home. However, it is noted that the student's parents/guardians take full responsibility for monitoring Tablet PC usage outside of school hours.
19. Facebook, and movie and TV websites (including Netflix) may not be accessed in the MND school building.
20. Tablet PCs found unattended will be confiscated and turned in to an administrator in the main office. Students may contact the MND Help Desk to obtain their Tablet PC.
21. Phones may not be used as hot spots in the building. All students must remain connected to MND's wireless system at all times. Disconnecting from wireless is not allowed.

### **Academic Use/Integrity**

22. Students must obey all copyright laws.
23. Students may not use email, the MND network, instant messaging, file sharing, OneDrive or any other electronic method to communicate or share work, notes or to provide "help" during any academic endeavor (homework, quiz, test, or exam) **unless** approved by the teacher.
24. Students may not utilize world language translation software or copy online world language translations unless directed to do so by an MND World Language teacher. Wordreference.com is one exception and is allowed.

### **Academic Routines**

25. Students are responsible for bringing their Tablet PC to school every day with a fully charged battery and with the Tablet PC turned completely off (not just with the lid closed.)
26. The inability to participate in classroom instruction and/or activities due to uncharged batteries or missing stylus will be treated like a missing homework assignment or lack of preparedness for class. It is possible that a student's grade may be negatively affected for work that is collected or completed in class on this day. It is also possible that a student may receive demerits for a lack of preparedness to class.
27. Students are expected to come to school with the stylus (pen) that is provided with the Tablet PC. If the stylus is lost, the student will be required to purchase one from the Help Desk. The stylus is an integral part of the Tablet PC environment and is necessary in order to fully participate in class.
28. Student academic files are synced to their OneDrive account. Students may use a personal SD card to store photos and music files. Students are responsible for maintaining their OneDrive files. Files must be marked with a green syncing indicator. If the files are not syncing, the student must report this to the Help Desk within one school day.
29. Students are responsible for their own Tablet PC at all times, including before school, during lunch, and after school. Tablet PCs must be in a student's possession, unless it is in a locked space or in the specified location during lunch. Students who wish to use their Tablet PC during lunch should sign out of the cafeteria to go to the library/foyer. It is suggested that students store their Tablet PC in their personal locker.

### **Privacy and Security**

30. Students will be issued private login names and passwords that will allow them access to their Tablet PC and email account.
31. Usernames and Passwords may not be shared with anyone.
32. Students should follow technology safety guidelines.
33. Students should not give out personal information via the Internet or in emails.

### **Technology Safety**

34. MND requires students to abide by all Code of Conduct rules within the digital environment, including this document and the "Computer Acceptable Use Policy."
35. Students may not digitally trespass in another person's folders or files by navigating to them on the network or by using their login and password.
36. Students may not use digital methods to communicate abusive or harassing messages.
37. Students may not use digital methods to prank others or to misrepresent a situation. This includes changing the body of an email, sending excessive repetitive emails, sending email jokes to friends, sending false emails, etc.
38. Students may not engage in any activity that may be harmful to the digital environment (MND network), the Tablet PC and printers, or to documents and programs running in the digital environment. This includes but is not limited to creating viruses, damaging files, disrupting service or repeatedly visiting web sites suspected to contain viruses.
39. Students who know of any abuse to the above-mentioned rules must communicate them to an administrator immediately.

### **Malware Protection**

40. Anti-malware protection is provided on all MND tablets.
41. Images found online frequently contain malware. Whenever possible, students are encouraged to use the snipping tool to obtain copies of online images.

42. Online gaming web sites, ads on web sites, foreign web sites and hacked TV web sites often contain malware. Students should avoid using these sites.
43. The best protection against malware is smart computer and internet use.

#### **Email**

44. Students will be issued an MND email account.
45. MND email accounts are the property of MND. This means that any emails to or from this account may be read by the appropriate MND staff members.
46. Limit all email attachments to those that are school related. Personal pictures and videos may not be sent as attachments.
47. Sharing of music by email is prohibited.
48. MND email should be used to appropriately communicate with others.
49. Students may not allow any other individual, including parents, to send an email from the MND email account.
50. Students may not send an email to an email distribution list (Class of 2023, All Students, etc.) without the permission of a teacher or moderator.
51. A student's MND email account should not be used to sign up for non-school related subscriptions (ex: Shopping, Facebook.)
52. A student's MND email account should not be used for non-MND fundraising including job-related sales.
53. Non-MND email accounts may not be combined with the MND email account.
54. Email access during class is prohibited unless specifically authorized by the teacher.
55. Students should always practice appropriate email etiquette.

#### **Help Desk Support**

56. On normal school days the Help Desk is open from 7:15am until 3:30pm.
57. If a Tablet PC is not working properly or has hardware damage, the Help Desk should be notified immediately.
58. All Tablet PC repairs are handled through MND's Help Desk. No other repair center is authorized to work on an MND Tablet PC.
59. Parents and other family members and friends are not permitted to repair or attempt to fix the Tablet PC, or to change the settings on the Tablet PC.
60. MND is not responsible for technical assistance for home wireless troubleshooting or for software applications that are not provided by MND.

#### **Loaner Tablet PC Policy**

61. Students may not loan or borrow another student's Tablet PC, charger or stylus.
62. Loaner Tablet PCs will be made available to students whose Tablet PC is in need of repair.
63. Loaner Tablet PCs will not be made available to students who forget to bring their Tablet PC to school. Forgetting the Tablet PC at home will be treated like a missing homework assignment or lack of preparedness for class. It is possible that students may earn a zero on work that is collected or done in class on this day.
64. Students and their parents/guardians are financially responsible for any damage to the loaner Tablet PC.
65. Students may not change the settings on a loaner tablet.

#### **Power, Backgrounds & Decorations**

66. Students may bring their power cord to school. During class, only with teacher permission, students may plug into an outlet. After school hours, students are welcome to plug in to charge their Tablet PC.
67. Loaner power cords are not available through the MND Help Desk.
68. Students may display an appropriate image on their Tablet PC background.
69. Each Tablet PC will come with identifying labels that may not be removed.
70. No markings or stickers (permanent or temporary) may be put on the Tablet PC.

#### **Printing**

71. Printers are available for student use.
72. Students should respect the digital environment and only print to paper when absolutely necessary.
73. Students may connect to a home printer.

74. Students are given a printing account containing 250 pages. If this limit is exceeded, an additional 50 pages may be purchased at the Help Desk for \$5.00. Students may not use another student's printing account if they are out of paper.

#### **Consequences**

75. Students involved in any of the above-mentioned technology abuses will be dealt with individually according to the MND Code of Conduct.
76. In general, a first offense will result in the issuance of three demerits. However, depending on the nature of the offense, additional demerits may be warranted (cheating, bullying, etc.)
77. Students who repeatedly violate this contract may incur more severe consequences.
78. Repeated damage to the Tablet PC may incur demerits and/or repair costs. Costs are incurred when the repeated repair is deemed to no longer be accidental.
79. The need to reimage the Tablet PC due to improper use and/or irresponsible internet behavior will result in the issuance of demerits.

Parents/guardians and students agree to the Tablet PC Acceptable Use Policy as set forth by Mount Notre Dame by completing the signature on MND's Final Forms site. By doing so the student acknowledges and accepts full responsibility for the Tablet PC from that date forward.

# Mount Notre Dame High School

## Medication Administration Record (MAR)

### General Medication Form (Including Asthma Inhaler and Epinephrine Autoinjector Use)

Student name			Date of birth	
Student address				
School	Grade/Class	Teacher		School year
List any known drug allergies/reactions			Height	Weight

#### Prescriber Authorization

Name of medication		Circumstance for use	
Dosage		Route	Time/Interval
Date to begin medication		Date to end medication	
Circumstances for use			
Special instructions			
Treatment in the event of an adverse reaction			
Epinephrine Autoinjector <input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.			
Asthma Inhaler <input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or at any activity event or program sponsored by or in which the student's school is a participant.			
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief			
Possible Severe Adverse Reaction(s) per ORC 3317.716 and 3313.718			
a) To the student for whom it is prescribed (that should be reported to the prescriber)			
b) To a student for whom it is not prescribed who receives a dose			
Other medication instructions			
Does medication require refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No    Is the medication a controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prescriber signature		Date	Phone
Fax			
Prescriber name (print)			
Reminder note for prescriber: ORC 3313.718 requires backup epinephrine autoinjector and best practice recommends backup asthma inhaler.			

#### Parent/Guardian Authorization

<input checked="" type="checkbox"/> I authorize an employee of the school board to administer the above medication. <input checked="" type="checkbox"/> I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. <input checked="" type="checkbox"/> I also authorize the licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.			
<input checked="" type="checkbox"/> Medication form must be received by the principal, his/her designee, and/or the school nurse. <input checked="" type="checkbox"/> I understand that the medication must be in the <b>original</b> container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.			
Parent/Guardian signature	Date	#1 contact phone	#2 contact phone

#### Parent/Guardian Self-Carry Authorization

<input type="checkbox"/> For Epinephrine Autoinjector: As the parent/guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.			
<input type="checkbox"/> For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.			
Parent/Guardian signature	Date	#1 contact phone	#2 contact phone



## Medication Documentation Record (MDR)

Student name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Home address	Student ID#	Photo
Grade/Class	Date of birth	Teacher		
Parent/Guardian name	Parent/Guardian emergency contact numbers (include all)			

Best Safe Practice: ☐ (Triple check) right student, right medication, right dose, right time, right route (compare with Medication Administration Order/MAR)  
☐ Medication in original container/prescription bottle

Medication name:	Begin date:	End date (if known):	Discontinued order date:
Medication dosage:	Possible adverse reactions:		
Medication time:	Special instructions:		

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															
July																															

### Medication Count

Nurse/staff signature	Initials	Medication name	Arrival date	Initial count	Wasted amount and date	Parent notified Yes or No	Count sent home and date

X = No school  
 AB = Absent  
 ER = Error  
 O = No medication available  
 F = Field trip  
 H = Hold  
 Notes:

**Field Trip Form A2 (to be used for a total of 5 or fewer student participants)**  
**MOUNT NOTRE DAME HIGH SCHOOL FIELD TRIP PERMISSION FORM**

- Field trips are privileges afforded to students, not absolute rights. Students will be permitted to participate in a field trip or other school-sanctioned activity **ONLY** with the approval of all their subject teachers.
- Students who are not working according to their ability, who are failing one or more subjects, who present behavior problems, or who have a high absentee rate may be refused permission to attend. **A student who reaches the level of 30 demerits may lose the privilege of participating in a field trip.**
- To be filled out by the parent:

I hereby give permission for my daughter, \_\_\_\_\_, to attend  
\_\_\_\_\_ (event) at \_\_\_\_\_ (place)

on \_\_\_\_\_ (date). I understand that the authorities of Mount Notre Dame High School (711 E. Columbia Avenue, Reading, Ohio 45215) will NOT be held responsible for any accident which might involve my daughter during this trip.

I understand that this field trip \_\_\_\_ WILL \_\_\_\_ WILL NOT be accompanied by an MND staff member.

Method of transportation: \_\_\_\_ parent or self (may transport other students)  
 \_\_\_\_ parent or self (may NOT transport other students)  
 \_\_\_\_ bus  
 \_\_\_\_ other student  
 \_\_\_\_ other parent

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This form must be submitted to the teacher in charge, who brings it to the office at least one day in advance of the trip. If the appropriate procedure is not followed, the student will NOT be permitted to leave.

Length of field trip: \_\_\_\_\_ all day \_\_\_\_\_ part of the day

Time leaving: \_\_\_\_\_ Time returning: \_\_\_\_\_

Block (Circle)	Course Name	Teacher Signature	Date
A 1-2 B 1-2			
A 3-4 B 3-4			
A 4-5 B 4-5			
A 7-8 B 7-8			

Date of Field Trip or Activity: \_\_\_\_\_

Teacher in charge: \_\_\_\_\_

Student Name \_\_\_\_\_ Homeroom \_\_\_\_\_

**Emergency Contact Information:**

Parent Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Any special medical concerns? YES NO If yes, please list on back of form.



- Method of transportation: ☐ parent or self (may transport other students)  
☐ parent or self (may NOT transport other students)  
☐ bus  
☐ other student  
☐ other parent

Date \_\_\_\_\_

Any special medical concerns? YES NO If yes, please list on back of form.



**MOUNT NOTRE DAME**  
*Empowering Young Women*

## COLLEGE VISIT FORM

Students will be permitted to participate in a field trip or other school sanctioned activity ONLY with the approval of their subject teachers. Students who are not working according to their ability, who are failing one or more subjects, who have a high absentee rate, or who have reached the level of 30 demerits may lose the opportunity to participate in excused college visits.

*To be filled out by parent:*

I give permission for my daughter, \_\_\_\_\_, to visit

\_\_\_\_\_ (name of college) on \_\_\_\_\_ (date).

I understand the authorities of Mount Notre Dame High School, 711 East Columbia Avenue, will not be held responsible for any accident which might involve my daughter during this trip.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*To be filled out by student:*

This form must be submitted to your counselor, who will bring it to the office at least one day in advance of the trip. If the appropriate procedure is not followed, the student will NOT be permitted to leave.

Length of visit: \_\_\_\_\_ All day \_\_\_\_\_ Day A Time leaving: \_\_\_\_\_

\_\_\_\_\_ Part of day \_\_\_\_\_ Day B Time returning: \_\_\_\_\_

Block	Class	Teacher Signature	Date Signed
1			
2			
3			
4			
5			
6			
7			
8			

To be filled out by counselor:

\_\_\_\_\_ This college visit will be counted as a field trip (first visit only) – not a day of absence.

\_\_\_\_\_ This college visit will be counted as a day of absence.

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MOUNT NOTRE DAME PRE-PLANNED ABSENCE NOTIFICATION FORM**  
(to be used when a student knows of a pre-planned absence)

1. Punctuality and regular attendance are important habits to acquire and are extremely important parts of a student's official permanent school record. Parents are, therefore, encouraged to avoid situations which will interfere with the regular attendance of their daughter.
2. MND believes that there is no substitute for the curricular content obtained through in-class experiences. However, we do acknowledge that there may be situations where a pre-planned student absence may be required. According to the *Handbook/Planbook* guidelines, we ask that the form below be filled out by the parent IN ADVANCE of the planned absence. This form must be turned into the Main Office prior to the absence.
3. **To be filled out by the parent:**

I hereby acknowledge that my daughter, \_\_\_\_\_, will not be in school on the following dates: \_\_\_\_\_, because

\_\_\_\_\_  
\_\_\_\_\_.

I further understand that this note serves ONLY as notification of the planned absence and does NOT excuse the absence. I am aware that medical verification will be required for absences totaling more than six (6) per course in any given semester. According to the *MND Handbook/Planbook*, should verification not be provided, I understand that my daughter's semester average will be changed to a failing grade.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

4. **To be signed by the teachers of courses missed during the pre-planned absence:**  
By signing below, I acknowledge notification of the pre-planned absence.

Block	Course	Teacher Signature	Block	Course	Teacher Signature
A 1-2			B 1-2		
A 3-4			B 3-4		
A 5-6			B 5-6		
A 7-8			B 7-8		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the absence above is for an academic experience such as taking a course at another institution, a student may ask for permission from the Principal to qualify this absence as an educational, excused absence.

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date



## INDEX OF TOPICS

Absences .....	23-25	Field Trip Forms .....	46-47
Academic Advisory Board .....	35	Financial Aid .....	22
Academic Eligibility for Selected Activities.....	10, 17	Financial Obligations .....	22
Academic Probation .....	10, 14, 17, 29, 31	Fire Drill .....	21
Academic Policies & Structures.....	5-13	Food .....	19, 32
Academic Standards & Practices .....	11	GPA .....	9
Advanced Placement / Honors Courses .....	9, 12	Grading System .....	7-8
After-School Activities .....	25	Graduation Address .....	13
Alcohol / Drug Policy .....	33	Graduation Requirements.....	5
Athletic Awards Evenings / Sports Banquets.....	13	Guests at Other Schools.....	34
Athletic Eligibility .....	17	Guidance Program .....	18
Athletic Offerings.....	17	Guidelines for Class & Organization Officers .....	14
Attendance Policies.....	23-25	Gum Chewing .....	32
Awards & Special Scholarships.....	13	Gymnasium .....	19
Backpacks .....	19-20	Harassment Policy .....	28
Behavior Expectations for MND Students .....	27-33	Hazing.....	28
Building Security.....	20	Health Services .....	21
Bulletin Boards .....	16	History of Mount Notre Dame.....	3
Bus Transportation .....	1, 22	Homeroom .....	30
Cafeteria .....	19-20	Homework.....	11
Cafeteria Volunteers.....	22	Honor Roll .....	9
Camera Phones/Digital Cameras .....	32	Inclement Weather .....	21
Cell Phones .....	31	Interpretation of Grades .....	7
Cheating and Enabling; <i>Integrity Policy</i> .....	28	Integrity Policy .....	28
Clubs and Activities .....	16	Lanyard.....	27
Code of Conduct.....	26-36	Late Bus .....	24
College Visits .....	18, 23	Learning Commons .....	19
College Visit Permission Form .....	48	Lockdown Drill .....	21
Communication and Feedback.....	6	Lockers.....	19
COMPUTER ACCEPTABLE USE POLICY .....	37-43	"Lost and Found" .....	19
Core Values .....	Back Page	Make-up Work .....	11, 25
Cougar Dance Team Boosters .....	22	Meeting Rooms .....	14
Daily Schedule (Regular Classes for BLOCK & Assembly Schedules)....	Back Cover of the Planbook	Membership (Clubs) .....	14
Dances .....	32-33	Merit Time .....	31
Demerits / Detention Issues.....	33-34	Mission Statement .....	Back Page
Department Chairpersons & Phone Numbers .....	7	Money & Valuables.....	19
Discipline Advisory Board.....	28-29	Musical Opportunities.....	17
Diploma with Honors .....	6	Notification Procedures.....	29
Distribution of Materials .....	14	Official Transcript.....	9
Dress Code .....	26-27	Parental Involvement.....	21
Drug Policy .....	33	Parking Lot .....	20
Early Dismissal .....	20, 22-23	Past Due Accounts.....	22
Enabling .....	29	PAWs .....	27
Enrollment Standards .....	5	Physical Education Classes.....	12
Examinations.....	11	Posters / Locker Signs.....	15
Excessive Absence.....	23	Pregnancy .....	21
Excused Absences .....	23	Prescription Medication & Form .....	21, 45
Exemptions .....	12	Probation / Procedures.....	34-36
Expectations for Members of Honor Societies and All in Leadership Positions.....	15	Procedures Prior to Suspension/Expulsion.....	28-29
Expulsion / Procedures .....	35-36	Quality of Work.....	11
Failed Courses .....	10	Recognitions .....	13
Field Trips & School-Sanctioned Activities.....	12	Report Cards .....	6
		Reporting an Absence .....	1, 11
		Resources for Student Leaders.....	15

Requesting Homework Assignments (illness).....	11, 25
Saturday Detention .....	35
Schedule Changes .....	11
School Colors.....	3
School Office .....	19
School Plays.....	17
School Programs & Services.....	18–22
School Logo .....	4
School Seal.....	4
School Song.....	3
Security Cameras .....	20
Semester Exams.....	11
Senior-Only Awards.....	12
Shadowing Program .....	19
Smoking .....	33
Social Network Policy .....	32
Spiritual Programs .....	18
Spiritwear Shop.....	19
Student Activities .....	14–17
Student Fundraising .....	15

Student Withdrawal Policy .....	22
Study Halls .....	30–31
Suspension / Procedures .....	29
Tablet PC Help Desk.....	20
Tardiness.....	24
Telephone, Special Numbers & Use .....	1
Textbooks .....	22
Tornado Drill .....	21
T-Shirts .....	16, 25
Tuberculosis Screening Policy .....	21
Truancy.....	23
Tuition and Fees.....	22
Unexcused Absences .....	23
Uniform Skirt/Skort.....	27
Vision Statement .....	Back Page
Voicemail Extensions .....	2
Weapons .....	33
Whom to Consult .....	1
Work Permits .....	18

COUNSELOR	SENIORS Class of 2020	JUNIORS Class of 2021	SOPHOMORES Class of 2022	FRESHMEN Class of 2023
Ms. Bergmann <a href="mailto:gbergmann@mndhs.org">gbergmann@mndhs.org</a> 821-3044 x 123	A-D	A-F	A-F	A-E
Ms. Obert <a href="mailto:jobert@mndhs.org">jobert@mndhs.org</a> 821-3044 x 148	E-J	G-L	G-L	F-K
Ms. Emmy Schwartz <a href="mailto:emschwartz@mndhs.org">emschwartz@mndhs.org</a> 821-3044 x 109	K-P	M-R	M-R	L-R
Mrs. Siler <a href="mailto:ksiler@mndhs.org">ksiler@mndhs.org</a> 821-3044 x 149	R-Z	S-Z	S-Z	S-Z



Dear MND Parents and Students,

Welcome to the 2019-2020 school year! As we begin this year, you will notice some exciting changes as we build the future of MND. We are committed to maintaining a learning environment that is conducive to all areas of student development. Our educational goals and expectations are high and our codes of conduct and dress are designed to foster respect for our school community.

As always, we look for ways to facilitate communication and make important information available to you. Therefore, we have made the Student/Parent Handbook available **digitally** in the following places:

- MND website: <http://www.mndhs.org/academics/handbook>
- MND Central on BAND

We ask that you take the time to review the 2019-2020 Handbook. In it you will find valuable information about MND's policies and procedures. Parents and students will agree to abide by MND's Handbook via Final Forms.

Thank you for your cooperation and support. Our partnership with parents in holding our students to high standards of performance and behavior is a hallmark of quality education.

Sincerely,

*The MND Administration*

# Mount Notre Dame



## Mission

Guided by the Catholic faith and Saint Julie Billiart's belief in the "goodness of God", Mount Notre Dame educates and empowers young women to recognize and develop their unique capabilities to learn, live, lead and serve.

## Vision

Mount Notre Dame—an exceptional Catholic, college-preparatory high school—will be recognized for graduating young women who are empowered to transform the world.

## Hallmarks of a Notre Dame Learning Community

We proclaim by our lives even more than by our words that God is good.  
We honor the dignity and sacredness of each person.  
We educate for and act on behalf of justice and peace in the world.  
We commit ourselves to community service.  
We embrace the gift of diversity.  
We create community among those with whom we work and with those whom we serve.  
We develop holistic learning communities which educate for life.

## A Mount Notre Dame Empowered Young Woman

- ◇ lives by Gospel values to create a just world;
- ◇ possesses a solid sense of self;
- ◇ pursues life-long learning;
- ◇ leads while serving;
- ◇ communicates effectively;
- ◇ seeks and accepts challenges;
- ◇ solves problems by thinking critically;
- ◇ values difference;
- ◇ acts purposefully with integrity.