



## NOTRE DAME ACADEMY

A SISTERS OF UNION-CHRÉTIENNE DE SAINT CHAUMOND SCHOOL

# Revised Middle School (1/17/13) Supplement to the Family Handbook 2012-2013

### Middle School Faculty

Sister Gabriel Marie	Spanish
Sister Marie Carmen	Spanish
Sister Marie Pascale	French
Mrs. Abrams	Art
Ms. Barnecut	Technology
Mrs. Bocanegra	Spanish
Mrs. Deely 8-1	HR, Gr. 8 Language Arts, Math
Mr. Donohue 6-2	HR, Gr. 6 and 7 Social Science, Math
Mrs. Hacher	French
Mrs. Hannon	Algebra 1
Mrs. Hartmann 6-1	HR, Gr. 6 Language Arts
Mrs. Heller	Music
Mr. Nolen	8 <sup>th</sup> Grade Social Science/PE/Athletic Director
Mrs. Krupa 7-2	HR, Gr. 7 Language Arts
Mr. Myer	Geometry
Mrs. Pirolli 7-1	HR, Resource, Math 8/7
Mr. Ransom	Physical Education
Mrs. Scioscia 8-2	HR, Science
Mrs. Tukey	Media Center
Ms. S. Willadsen	Resource

### Curriculum Overview

<b>Religion</b>	(faith, scripture, worship, family life, virtues and character education)
<b>Language Arts</b>	(literature, reading, spelling, handwriting, Latin roots, grammar, writing, vocabulary)
<b>Mathematics</b>	(7/6, 8/7, Pre-Algebra, Algebra, Geometry)
<b>Social Studies</b>	(history, geography, current events)
<b>Science</b>	(physical, life and earth)
<b>Fine Arts</b>	(art) Basic principles of art with vocabulary and practical exercises
<b>Foreign Language</b>	(Spanish and French)
<b>Computer Literacy/ Technology</b>	(Internet Safety & Research, Keyboarding Proficiency, Utility Tools: Word, Excel, Publisher, Presentation Applications: PowerPoint, MovieMaker, Glogster)
<b>Physical Education</b>	
<b>Resource Support</b>	

## **Homework**

Homework is an essential part of the formal education process. It is given to develop independent study habits, to reinforce classroom instruction, foster the student's creativity and self-discipline through enrichment, and to provide practice in time management. Homework and time management is required nightly including weekends. Parents should play the role of coach, supporting and assisting when necessary, but keeping in mind that students learn best by doing the work themselves. It is mandatory that every student have the issued agenda book and uses it on a daily basis to keep track of homework due dates and long term projects.

## **Homework Schedule**

Individual students may require more or less time, depending on individual skills and capabilities.

Sixth Grade: 60 minutes/day for average student

Seventh Grade: 90 minutes/day for average student

Eighth Grade: 90 minutes/day for average student

To promote homework success, students should:

- Designate a quiet, comfortable, organized place of study at home distraction free: no TV, or loud music
- Set the proper amount of time aside each day for homework assignments, including long-term projects (this is a good family activity as we all schedule our week together)
- Refer to the school agenda to keep track of all assignments
- Keep distractions to a minimum while studying. Make it a point to avoid answering the phone, watching television, playing computer games etc. during homework time
- Prepare your backpack at the end of the evening with all the necessary books, and materials that are necessary so that it is ready for school each morning.
- Students are expected to complete all homework assignment on time. Incomplete or missing assignment will affect the overall grade in a subject and will also be reflected in the Study Skills grade on the report card. Ten percent off the total assignment points will be taken for each class session it is not turned in to the teacher
- When the student is absent from school, it is his/her responsibility to see the teacher before school or during the morning break on the day he/she returns. This will allow the teacher and the student time to clarify assignments, schedule testing and pick up missed work. Teachers cannot interrupt class instructional time to address missing work due to an absence.

## **Assignments:**

- All assignments shall be recorded in your agenda book.
- All papers must have the proper heading: JMJ at the top of assignments, representing "Jesus, Mary and Joseph." The following header is expected:

Full Name

Date

Assignment

Class/Subject

Final copies that are completed on the computer:

- Double spaced
- Times New Roman
- 12 pt

Other assignment guidelines:

- Black or blue ink only on all papers
- Red ink is only allowed when correcting a paper
- All tests are taken in ink (with math being the only exception)
- Pencils are used for math assignments and workbooks

## **Honor Roll:**

### **Citizenship Honor Roll**

- This roll will include students in grades 1-3 who receive an 'O' (Outstanding) mark in Citizenship on their report card. Students in grades 4-8 must receive an 'A' in Responsible Behavior. For Citizenship Honor Roll, the student must have an O or an A in BOTH quarters in order to qualify.

### **Academic Honor Roll**

This roll includes students in grades 4 - 8 who maintain a 3.0 - 3.74 overall average in the basic subject areas. Basic subject areas include Literature, Writing, Spelling, Grammar, Math, Social Science/History, Religion and Science. No grade below 'C' is acceptable in any course for student to be included on Academic Honor Roll.

### **Principal's Honor Roll**

This roll includes students in grades 4 - 8 who maintain a 3.75 or higher overall average in the basic subject areas. Basic subject areas include Literature, Writing, Spelling, Grammar, Math, Social Science/History, Religion and Science. No grade below 'B' is acceptable in any course for student to be included on Principal's Honor Roll.

Semester honor roll will be based on the following guidelines:

- A student's GPA consists of both Q1 and Q2 grades for the 1<sup>st</sup> Semester and Q3 and Q4 for the 2<sup>nd</sup> Semester
- No grades below a B (B- for Principal's and C- for Academic) in both Q1 and Q2. (Q 3 & 4)

## **Student Behavior**

The Notre Dame community embraces a holistic approach to education. Therefore, not only are students preparing for high academic challenges, but they do so in a place where mind, body, and spirit grow as one. Our students come to us with a variety of strengths and needs with their Catholic *faith* as their common bond. Our school philosophy regarding discipline encompasses firmness coupled with kindness. In the spirit of the rules, we believe that this approach protects a child's dignity, self-esteem and reputation. (but there are consequences for our decisions) Throughout the campus students are expected to act with courtesy, kindness and respect to

everyone. As reflected in the NDA Trinity, (Character Education, SLE's and Social Skills) acquiring these skills takes time and effort. It involves respecting appropriate boundaries, developing healthy relationships, deferring gratification and practicing the habit of reconciliation.

**Our goal is:**

- to provide a classroom situation that is conducive to learning
- to enable students to learn responsibility and practice self-control
- to teach respect for the rights of others to learn without distraction or disruption
- to build a classroom and school community where we are "One Family Always United."

**Scholar Club:**

The Scholar Club is used as a means of communicating your child's success. It provides you with a snapshot view of what your child's work was like this week at school. It starts with helping children recognize themselves and others as children of God who deserve respect and love. If your son or daughter is proudly displaying good, responsible behavior throughout the week, you are no doubt, proud of his/her effort and communicate that to him /her in some way. If, however, your child's behavior is unsatisfactory or needs improvement, we ask that you help them assemble the values, understandings, knowledge and skills they will need to lead successful adult lives. Our task is to teach positive behavior and to build deeply ingrained habits of doing good, which in return, reinforce the solid Christian values of NDA. God's gift of life in your child is surely your most treasured blessing and maintaining good communication is the key to middle school success. In that spirit, we embrace you as valued participants in the life of your child.

**School Rules**

The Notre Dame Academy community values the development of individual character. It is a place where exploration and learning about others and oneself is encouraged. In the spirit of the rules at Notre Dame Academy all students are expected to:

- obey the rules of the school and the classroom
- respect and respond appropriately to people in authority
- arrive at school and classes on time
- be courteous to fellow students, teachers, yard supervisors, office personnel and parents
- respect the rights and property of the school and other students
- refrain from writing in books, on desks, tables, walls or other school property
- play fairly on the playground and be inclusive of others
- attempt to make good choices and be able to reconcile when necessary
- respect the personal boundaries of all students, (keep hands and feet to oneself and refrain from hugging other students )

**Special Note:** If a cell phone is brought on campus, it will be checked in with the homeroom teacher at the beginning of each day and will be returned to the student at the end of each day. School policy prohibits the use of cell phones until 3:15 P.M. **If a student has a cell phone and neglects to submit it in the morning, the cell phone will be turned in to Sister Marie**

**Pascale. The phone will be kept until the parents pick it up from Sister.** In an emergency, permission will be given for the student to call home using the school phone.

**The following are prohibited at all times:**

- Gum chewing anywhere on the school property
- Food and drinks in the classroom (water bottle is the exception)
- Students in the classrooms at any time without adult supervision
- iPods, ITouch, portable gaming devices, and any other electronics
- Any device that allows access to internet (ie. iPad, Kindle Fire, etc.)
  - Special circumstances should be discussed with Sister Marie Pascale
- Littering and disrespect of school or personal property
- Leaving books/materials/clothing outside the classroom at the end of the day
- Inappropriate behavior at the lunch tables

**Please Note:** Although this list contains typical violations, it is not considered all-inclusive.

**Academic Honesty**

The Notre Dame student is expected to be honest and forthright in all instances. Student work and achievement is the result of his/her own efforts. Copying another student's homework, cheating on tests or quizzes, or plagiarism or unethical use of a computer will result in a zero grade for the specific assignment and an automatic detention. Students who allow an assignment or test to be copied will receive a zero and a possible detention.

**Uniforms**

Parents and students should understand that our dress code is not an option. The dress code is designed to help each student attain a respectable standard of personal appearance. A student who is neatly attired and dresses tastefully projects a positive image to self, peers, faculty members and visitors to the school. In the spirit of the rules, it is important that each student represent Notre Dame Academy's philosophy on a daily basis.

Students are expected to be in uniform at all times. There is a daily uniform as well as a full dress uniform required for Mass and special events. Clothes are to be fitted, modest, clean and presentable—not baggy, low-rider or rolled-up. Skirts are to be no shorter than two inches above the knee. Shirts must be tucked in at all times, unless it is the poplin stretch blouse style for girls.

**Boys Required Formal Dress Uniform For Mass and Other Specified Occasions:**

- Navy blue pants (no logo)
- Solid sky blue short-sleeve or long-sleeve oxford with logo
- Black leather belt (no logo) must be worn
- Navy blazer with crest (sewn on left pocket)
- Navy striped tie
- Black non-marking sole dress shoes (*No athletic / tennis shoes*)  
Closed toe and heel. Flat only; no platform shoes.
- Black, navy or white socks that are above the ankle

**Boys Regular Uniform Attire:**

- Navy blue pants (no logo)
- Navy dress shorts (no logo) when specified for warmer weather days
- Black leather belt (no logo) must be worn daily
- Sky blue polo shirt with logo
- Solid sky blue short-sleeve or long-sleeve oxford with logo
- Black non-marking sole dress shoes (*No athletic/tennis shoes*)  
Closed toe and heel. Flat only; no platform shoes.
- Black, navy or white socks that are above the ankle

**Optional Attire** (Not to be worn on Formal Dress Days) any items listed below may be worn over a polo or oxford while inside or outside in cool weather.

- Navy long-sleeve sweater with logo
- Navy sweater vest with logo
- Navy fleece zippered jacket with logo
- Navy NDA hoodie

**Girls Required Formal Dress Uniform For Mass and Other Specified Occasions:**

- Navy (long) Box Pleat skirt
- Sky blue pointed collar blouse with logo-tucked in
- Navy cardigan with crest (sewn on left side)
- Black non-marking sole dress shoes (*No athletic / tennis shoes*)  
Closed toe and heel. Flat only; no platform shoes.
- Black, navy blue or white sock/tights
- If tights are worn with socks, socks should be the same color as the tights
- No leggings may be worn

**Girls Regular Uniform Attire:**

- Navy 2-in-1 double-pleat skirt (no logo)
- Sky blue stretch blouse with logo
- Sky blue polo shirt with logo
- Black non-marking sole dress shoes (*No athletic/tennis shoes*)  
Closed toe and heel. Flat only; no platform shoes.
- Black, navy blue or white socks/tights
- If tights are worn with socks, socks should be the same color as the tights
- No leggings may be worn

**Optional Attire** (Not to be worn on Formal Dress Days) Any items listed below may be worn over a polo or oxford while inside or outside in cool weather.

- Navy pullover sweater with logo
- Navy cardigan with crest (required for Formal Dress Days)
- Navy fleece zippered jacket with logo
- Navy sweater vest with logo
- Navy or powder blue NDA hoodie

**Make-up** Make up of any kind is not allowed at school. This includes colored nail polish

and French nails. Artificial nails or tips are not permitted and only clear nail polish is acceptable.

### Hair

Hair must be neat, clean and the natural color. No radical cut or style is acceptable. Boys' hair must be kept short and the back must not fall over the shirt collar. The front may not be longer than the eyebrows or fall into the eyes. In the case of a discrepancy, the final decision regarding hair length will be up to the administration. Girls' hair bows, ribbons or headbands must be made of uniform material and/ or must be white, navy or sky blue.

### Jewelry

Girls are allowed to wear one pair of post style earrings only, (no hoops or dangle earrings) a religious medal, one simple bracelet, one simple ring and a wrist watch. **(no other types of bracelets or necklaces may be worn.)** Boys may not wear earrings.

### Playground Behavior

The following rules have been developed to help ensure the safety of the children at Notre Dame Academy and to instill self-discipline and responsibility in our students by holding them accountable for their actions. **A clear distinction between the academic area and the play area has been designated.** The following will apply to all students at NDA.

- Students are **expected** to demonstrate good sportsmanship and respect one another and school personnel at all times.
- If difficulties or arguments arise on the playground and students are unable to resolve the situation, students should contact the yard duty supervisor.
- All playground equipment must be used in a safe and appropriate manner. There will be no running, bouncing balls or playing in the academic area;
- All balls will be kept in a bin in the play area. The balls will be returned by the student who borrowed the ball;
- Clothing, backpacks, and lunch boxes are not playground equipment. They should not be kicked, twirled around, or thrown at another person.
- All students must check with a playground supervisor before leaving the playground to use the restroom. There is no playing in the restroom. Students must use the rest room and then return to the playground;
- If a ball goes over the fence, it will remain there until returned to the play area by an adult;
- Baseballs, golf balls, tennis balls, small, high-impact balls and handballs are not permitted at school;
- Football and soccer playing is restricted to the grass area. Running is not allowed on the concrete and blacktop area.
- When the bell rings the students are to stop playing immediately, freeze, and then walk directly to line up with their class.

### Game Rules

1. All games must be played according to the proper rules of the game or the game will end immediately.
2. No tackle games of any kind are permitted.

3. No games are permitted in which a ball or other object is thrown at another person in a manner other than for catching.

### **Fighting, Rough Play and Foul Language (Profanity)**

1. Any form of fighting, including play fighting, rough play, jumping on another person, pushing others or wrestling is not permitted.
2. Any form of foul language (profanity) is not permitted.

### **Consequences For: Fighting, Rough Play, Foul Language**

#### **Fighting**

Initial violations will result in a student/principal conference, parental contact and short-term restriction from specific activities and a referral form being submitted to the office for documentation.

Continued or severe violations will result in a parent/student/principal conference, short-term restriction from specific activities, possible appearance before the Review Board, and possible suspension.

#### **Foul Language**

Initial violations will result in a staff-monitored phone call by the student to the parent and a referral form will be submitted to the office for documentation.

Continued or severe violations will result in a parent/student/principal conference, short-term restriction from specific activities, possible appearance before the Review Board, and possible suspension.

### **The following consequences for unacceptable behavior may also be enforced:**

Loss of privileges (field trips, class parties)  
Corrective action (apology or seeking forgiveness)  
Written and verbal reflection on the behavior  
Plan/contract for improved behavior  
Appearance before the Review Board

If an individual behavior is considered excessive by a teacher and is a major violation, such as cheating, lying, stealing, bullying or fighting, a detention will be issued and the consequences listed above will be enforced and / or immediate suspension will be given.

### **Community Service**

In the spirit of St. Vincent de Paul, living and working together in charity is part of our school mission. It is important that our students demonstrate excellence through their commitment to learning, leadership, citizenship and service. Through our community service component, we help our students to develop a lifestyle that is consistent with the teachings of Jesus Christ. It has proven to be a powerful approach to teaching in which academic goals are accomplished through community service. (A great writer once asked: "Do we think our way into a new way of acting or do we act our way into a new way of thinking?" Academics follow the first; our faith development follows the second.) In addition to academic content, students practice valuable

practical skills like organizing, collaborating, and problem solving. And they exercise such important character virtues as showing respect, taking responsibility, empathy, cooperation, citizenship, and persistence. Service learning is, in a word, transformative. The service forms are given to the students in homeroom class at the beginning of the school year. Forms will be checked at the end of the third quarter and the completed form will be due prior to the end of the school year. These hours are a requirement for promotion to the next grade. The service requirements are as follows:

- 6<sup>th</sup> Grade 10 hours (Including 1 hour of service outside of NDA)
- 7<sup>th</sup> Grade 15 hours (Including 3 hours of service outside of NDA)
- 8<sup>th</sup> Grade 20 hours (Including 3 hours of service outside of NDA)
- Officers of Student Council are required to perform 40 hours of service

Service hours may include assisting in the school, at the church, or in the community. If service hours are performed for an organization, the organization must be a non-profit organization and the form signed by the person that supervised the service. If service hours are performed by an individual, it must be approved in advance by the principal.

### **General Information**

#### **Back to School Night**

Our back to school night is held in September and is designed to inform parents about our school policies and procedures. The classroom teacher will review the expectations and curriculum for the year.

#### **Reporting to Parents**

Report cards will be sent home four times throughout the school year. Progress reports will be sent to the parents between report cards if a student's grade falls below a C-.

#### **Communication**

Parents will receive a weekly update from the homeroom teacher that will include all subject areas. This update will be accessible on-line at the NDA website after 5:00 P.M. on Monday. If a parent chooses to communicate with a teacher via email, a 24- hour response time should be expected, as teachers often cannot check their email during instructional time.

#### **Rewards and Privileges**

- Christian Witness Awards are presented weekly.
- An end of the school year class field trip to Disneyland may be offered to the eighth grade class.
- Classroom parties throughout the year for special events may be planned.
- Field trips for all grades may be planned.

#### **Graduation**

Upon successful completion of the prescribed course work, students will graduate from eighth grade in a ceremony which is dignified and simple including a Baccalaureate Mass. A special tribute which will honor each student, will take place during the last week of school.

# Notre Dame Academy



## Middle School Contract 2012-2013 Reviewed 1/16/13

We have read, understand, and agree to comply with the philosophy of the school and the policies and regulations of this Middle School Parent-Student Handbook. I understand that these policies and regulations are based on the guidelines and the traditions of the Sisters de l'Union-Chretienne de St Chaumont's Schools. I understand that this document supplements the NDA school wide handbook, and that students will be held accountable for expected behaviors contained in both handbooks. (Please turn this contract in to your child's homeroom teacher.)

Name of Student

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Signature of Student

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Signature of Parent

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Signature of Parent

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Date \_\_\_\_\_

