



**NOTRE DAME ACADEMY**  
A SISTERS OF UNION-CHRÉTIENNE DE SAINT CHAUMOND SCHOOL

## **Middle School**

### **Supplement to the Family Handbook 2017-2018**

#### **Middle School Faculty:**

Ms. O'Day	8-1	8 <sup>th</sup> HR, Language Arts: 6-1, 8 <sup>th</sup>
Mr. Nolen	8-2	8 <sup>th</sup> HR, Middle School Social Science, Technology
Mrs. Pirolli	7-1	7 <sup>th</sup> HR, Math: 7 <sup>th</sup> Grade, LRC, 7 <sup>th</sup> Grade STEAM
Mrs. Krupa	7-2	7 <sup>th</sup> HR, Middle School Religion
Mr. Ransom	6-1	6 <sup>th</sup> HR, Language Arts: 6-2, 7 <sup>th</sup> , PE: 4 <sup>th</sup> and 5 <sup>th</sup>
Mrs. Bartlett	6-2	6 <sup>th</sup> HR, Math: 6 <sup>th</sup> , 8 <sup>th</sup>
Mrs. Remensperger		PE
Ms. Bretney		Middle School Science, 6 <sup>th</sup> Grade STEAM
Sister Gabriel Marie		Spanish
Sister Angelique Therese		Spanish
Sister Marie Pascale		French
Madame Hacher		French
Ms. Deskin		Music, Art, 8 <sup>th</sup> Grade STEAM

#### **Curriculum Overview**

**Religion-** Faith, scripture, worship, family life, virtues and character education

**Language Arts-** Literature, reading, spelling, handwriting, Latin roots, grammar, writing, vocabulary

**Mathematics** - 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade Common Core aligned

**Social Studies-** History, geography, current events

**Science** - Physical, life and earth

**Art & Music-** NAEA standards based

**Foreign Language** - Spanish and French

**Technology** - Internet Safety & Research, Keyboarding Proficiency, Project & Document Creation

**Physical Education** - California State Standards

**STEAM-** Science, Technology, Engineering, Arts, and Math (NGSS standards)

**LRC** - Learning Resource Center & student support

#### **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 students' 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.

#### **Homework Schedule**

Students may require more or less time, depending on individual skills and capabilities. On a nightly basis, a Middle School student will spend approximately 60-90 minutes on their homework.

To promote homework success, students should:

- Designate a quiet, comfortable, organized place of study at home for a distraction free environment: no TV, phone use, or loud music.
- Set the proper amount of time aside each day for homework assignments, including long-term projects.
- 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.
- Charge your iPad so that it is ready for use on the next school day.
- Students are expected to complete all homework assignments on time. Incomplete or missing assignments will affect the overall grade in a subject and will also be reflected in the Learning Skills grade on the report card.
- When students are absent from school, it is their responsibility to first communicate with their HR-assigned buddies to find out about what they missed. If further information is required, they are responsible to see all teachers before school or during the morning break on the day they return. This will allow the teachers 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 must be recorded in the school-issued agendas.
- All assignments must use MLA format, including the following proper heading:

Full Name

Teacher

Class

Date

Final copies that are completed on the computer:

- Double spaced
- Times New Roman
- 12 pt
- 1 inch margins

Other assignment guidelines:

- Black or blue ink only for all written & submitted papers; black ink only for all typed work.
- Red ink is only allowed when correcting a paper or assignment.
- All tests are taken in ink (with math being the only exception).
- Pencils are used for math assignments and workbooks.
- Highlighters are tools that are meant to highlight text. Students should not use this tool to write.

### **Late Homework/Assignments**

- One learning skills demerit will be issued to a student for an assignment that is not completed on the designated due date. Parents will receive an email through RenWeb when a demerit is issued.
- Students are responsible for turning in late assignment into the designated areas (folder/bin) with the proper MLA heading for each class.
- Students will receive up to 80% credit on work that is turned in by the next class period. (For example, a late assignment that has a score of 100%, would receive an 80%).
- If a student fails to submit the missing assignment by the end of the week, parents and student will be emailed on Monday requesting a designated make-up time.

1. Parents and students have the option to complete the assignment during lunch on Wednesday or Friday after dismissal in the Art/Music room.
2. Assignments completed during this make-up period will receive 50% credit.
3. Failure to attend and complete the assignment results in a “0”

**This policy is to encourage learning and growth through disciplined practice. All students will be held accountable.**

**\*Late policy for projects or long term assignments will be determined by individual rubrics created by the designated teacher.\***

### **Test and Quiz make-up**

- All missed tests will be made up after school on Fridays following dismissal in the Art/Music room.
- Missed quizzes may be made up on Wednesday at lunch or after school on Friday following dismissal in the Art/Music room.

### **Test Retake**

All students are encouraged to continually improve upon their study skills and assessment scores. Every middle school student will have the opportunity to retake a test in an effort to boost their original score.

- To retake a test a student must complete a reflection sheet/request form.
- Return the form by the following Monday in the designated bin to be eligible for a retake on Friday after school in the Art/Music room.
- Students who retake tests can improve their original test score up to 90% of the total. (For example, if a student scores a 100% on the retake they will receive a 90% for the final grade).

### **Honor Roll:**

**Citizenship Honor Roll** – Needs an “A” or “A+” in both quarters to receive Semester Award

### **Principal’s Honor Roll** –

- GPA of at least a 3.75 in the core subjects (these are those listed first on the report card under the heading “core classes”). The GPA is across both the 3<sup>rd</sup> and 4<sup>th</sup> quarters. An “A” is 4 points, a “B” is 3 points, etc.
- No grade can be below a B in ANY class (core classes and supplemental classes included); Any B- grades omits you from Principal’s Honor Roll.

### **Academic Honor Roll** –

- GPA of 3.00 – 3.74 in the core subjects. The GPA is across both the 3<sup>rd</sup> and 4<sup>th</sup> quarters.
- No grade can be below a C in ANY class. Any C- grade omits you from Academic 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 or Q3 and Q4
- For Citizenship Honor Roll, the student must have an O or an A in BOTH quarters in order to qualify.

### **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."

**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
- do not write on binders, spiral notebooks, iPad cases, in books, on shoes, on body parts, 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 do not hug other students)
- gum chewing anywhere on the school property
- food and drinks in the classroom or at dismissal (water bottle is the exception)
- students in the classrooms at any time without adult supervision
- personal devices or electronics from home on campus (iPods, iTouch, gaming devices, Kindles, etc.)
  - Special circumstances must be pre-approved by 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.



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## Middle School Learning Skills and Citizenship Skills Communication, Documentation, and Grades

Citizenship Skills	Learning Skills
<p><b>Merits</b>            Act of kindness            Great manners            Making good choices            Positive leader            Well-Behaved            Following Directions            Respectful            Faithful Catholic Witness            Virtuous individual            Responsible citizen</p>	<p><b>Merits</b>            Active participation            Asking great and confident questions            Focused and on-task            Great work ethic            Diligent learner</p>
<p><b>Demerits</b>            Excessive talking            Not following directions            Gum or food            Dishonesty in any form            Dress code            Disorderly conduct            Cell phone use on campus            Misuse of technology            Tardy (periods 1-6)</p>	<p><b>Demerits</b>            Academic Dishonesty            Incomplete assignment(s)            Missing assignment            Unprepared for class</p>
<p><b>Rubric</b>            0 demerits = A+            1 demerit = A            2 demerits = A-            3 demerits = B            4 demerits = B-            5 demerits = C            6 demerits = D</p> <ul style="list-style-type: none"> <li>• Demerits clear each quarter</li> <li>• 2 verbal warnings = 1 demerit (some incidents warrant an immediate demerit)</li> </ul>	<p><b>Rubric</b>            0 demerits = A+            1 demerit = A            2 demerits = A-            3 demerits = B+            4 demerits = B            5 demerits = B-            6 demerits = C+            7 demerits = C            8 demerits = C-            9 demerits = D+            10 demerits = D            11 + demerits = D-</p> <ul style="list-style-type: none"> <li>• Demerits clear each quarter</li> <li>• 2 verbal warnings = 1 demerit (some incidents warrant an immediate demerit)</li> </ul>

## Middle School Citizenship Guidelines

Each Quarter	Administration	Consequence
1 Demerit	<ul style="list-style-type: none"> <li>• Teacher- Student Conference</li> <li>• Teacher documents on RenWeb</li> </ul>	<ul style="list-style-type: none"> <li>• Email Home</li> <li>• Behavior Grade drops to A</li> <li>• 30 minutes School Community Service (optional to nullify demerit)</li> </ul>
2 Demerits	<ul style="list-style-type: none"> <li>• Teacher- Student Conference</li> <li>• Teacher documents on RenWeb</li> </ul>	<ul style="list-style-type: none"> <li>• Email Home</li> <li>• Apology Letter given to Teacher</li> <li>• Behavior Grade drops to A-</li> <li>• 30 minutes School Community Service (optional to nullify demerit)</li> </ul>
3 Demerits	<ul style="list-style-type: none"> <li>• Teacher- Student Conference</li> <li>• Teacher documents in RenWeb</li> </ul>	<ul style="list-style-type: none"> <li>• Email Home</li> <li>• Apology Letter given to Teacher</li> <li>• Behavior Grade drops to B</li> <li>• 30 minutes of School Community Service</li> <li>• Loss of privileges as agreed upon during conference</li> </ul>
4 Demerits	<ul style="list-style-type: none"> <li>• Admin- Teacher- Student Conference</li> <li>• Teacher documents in RenWeb</li> </ul>	<ul style="list-style-type: none"> <li>• Email Home</li> <li>• Apology Letter given to Teacher</li> <li>• Behavior Grade drops to B-</li> <li>• 45 minutes of School Community Service</li> <li>• Loss of privileges as agreed upon during conference</li> </ul>
5 Demerits = Behavior Contract	<ul style="list-style-type: none"> <li>• Admin- Teacher- Parent- Conference</li> <li>• Admin documents in RenWeb</li> </ul>	<ul style="list-style-type: none"> <li>• Apology Letter to Teacher</li> <li>• Behavior Grade drops to C</li> <li>• Self-Reflection Essay</li> <li>• After School Detention</li> <li>• Behavior Contract states the next steps. This may include Community Service and/or loss of after school activities (dances, sports, parochial league, field trips)</li> </ul>
6 Demerits	<ul style="list-style-type: none"> <li>• Admin- Teacher- Parent- Conference</li> <li>• Admin documents in RenWeb</li> <li>• In-school-suspension</li> </ul>	<ul style="list-style-type: none"> <li>• Apology Letter to Teacher</li> <li>• Behavior Grade drops to D</li> <li>• Self-Reflection Essay</li> <li>• Behavior Contract states the next steps. This may include Community Service and/or loss of after school activities (dances, sports, parochial league, field trips)</li> </ul>

**2 Verbal Warnings = 1 Demerit**

**Demerits clear each quarter**

(\* Some incidents warrant an immediate demerit)

### Demerits Categories:

- Excessive talking
- Not following directions
- Gum or food
- Dishonesty in any form
- Dress code
- Disorderly conduct
- Cell phone use on campus
- Misuse of technology
- Tardy (periods 1-6)

### Immediate Behavior Contracts:

- Fighting
- Bullying
- Vandalizing school property
- Breaking technology agreement

## **School Community Service Explanation**

School Community Service is part of our behavior management system and allows students the ability to nullify demerits, whereby encouraging positive behavior choices. If a student earns 1 demerit he/she may complete 15 minutes of community service at school. If a student earns another demerit he/she may complete an additional 30 minutes of community service at school. School Community Service is optional for students that have earned 1 or 2 demerits. Once School Community Service is performed and verified by the issuing teacher the demerit is nullified and the student's behavior grade increases.

If a student earns 3 demerits (in the same quarter), the student is required to perform 45 minutes of School Community Service, but his/her behavior grade will remain a B (at best).

Similarly, additional demerits earned in the same quarter will also result in additional 45 minutes of School Community Service.

4 Demerits= 45 minutes and B- Behavior Grade

5 Demerits= C Behavior Grade

6 Demerits =D Behavior Grade

School Community Service related to behavior management are additional community service and may not be used for the already mandatory middle school community service requirement.

Steps to Redeem School Community Service:

- 1) Student-Teacher conference whereby a student respectfully requests community service options from the issuing teacher within 1 week of earning the demerit
- 2) Student must complete the community service before school, lunch, or after school as agreed upon by the teacher
- 3) Student must fill out the community service form and get it signed by the teacher or staff member monitoring the community service
- 4) The teacher monitoring the community service will also email the issuing teacher (if applicable)

**Monitoring student cell phone use:**

- Cell phones may not be used on campus at any time. Before students enter campus, cell phones must be turned off and placed in their backpack. Cell phones must be submitted to teachers in the morning immediately following Morning Prayer (or Mass if it is a Friday). When phones are returned to students at the end of the school day, they are to be placed in their backpack and must remain there until students are off campus. If a student uses a cell phone during the school day, it will be confiscated by the teacher, given to the Principal, and returned only when a parent picks it up from Sister Marie Pascale at her discretion.

In order to establish student accountability and an uninterrupted learning environment, students are not allowed to phone home or email home and ask their parents to bring materials for class, including but not limited to: **homework, iPads, textbooks, or PE uniforms.**

Parents who give students a cell phone for after-school use assume full responsibility if the phones are lost or damaged at school.

### **Cell Phones: From Parent Student Handbook**

Students are never permitted to use a cell phone during the school day. Text messaging, phone cameras, etc. may not be used at school. This time period includes any time of day on campus when teachers and Staff are in charge of students, including immediately before and after school; student cell phones may not be used by students between the hours of 7:30 a.m. and 3:15 p.m.

If students need to get in touch with their parents during the school hours due to an emergency, they must ask their teacher's permission to use the school office phone.

Any student cell phones found on campus during the time parameters stated above will be confiscated and turned in to the Principal. The phone will be kept until the parents pick it up from the Principal. This policy is in place because the use of phones has become a distraction to learning in the classroom.

The school reserves the right to apply disciplinary consequences for technology-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our school community or constitutes behavior embarrassing to the school. Students and parents should report threats of violence or harm in cyberspace to law enforcement immediately.

### **Technology Use:**

Computers and iPads are an integral part of our curriculum. Students and teachers are able to use the Internet as a powerful tool to gather information and perform research in a worldwide electronic network library.

Parents and students in grades K through 8 must sign the Digital Citizenship Pledge to ensure understanding of appropriate use and expectations for the use of iPads and all technical devices as it relates to school policy. This signed form must be returned to the homeroom teacher during the first week of the school year. Additionally, Middle School students are required to read, sign, and submit the Middle School iPads Policies & Procedures Contract.

The use of an NDA-issued iPad or computer is a privilege, not a right, and inappropriate use will result in cancellation of these privileges. Vandalism, or intentional modification of system settings, will result in cancellation of privileges and/or disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is appropriate use, and their decision is final.

The administration, faculty, and staff may request the system administrators to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously. Violators are subject to loss of computer privileges.

### **Academic Honesty**

The Notre Dame student is expected to be honest and forthright in all instances. Students' work and achievement is the result of their own efforts. Copying another student's homework, cheating on tests/quizzes, plagiarism or unethical use of a computer/iPad 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, PE uniform, and a formal 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.

# Notre Dame Academy Uniform Dress Code

## **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 shoes (*No exposed white on shoes*)
- Flat only; no platform shoes (*No athletic 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 shoes (*No exposed white on shoes*)
- Flat only; no platform shoes (*No athletic 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 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 shoes (*No athletic shoes*)
- 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:**

- Navy 2-in-1 double –pleated skirt
- Navy (long) Box Pleat skirt
- Sky blue stretch blouse with logo
- Sky blue polo shirt with logo
- Black non-marking sole shoes (*No athletic shoes*)
- 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 wrist watch. (**no other types of bracelets or necklaces may be worn.**) Boys may not wear earrings.

**Required P.E. attire:**

Students in grades Kinder-8th, whose P.E. classes are scheduled Monday through Friday, must wear their sanctioned NDA PE Uniform to school on their designated P.E. class day. Students will remain in their PE Uniforms throughout the day.

-Students whose PE class is scheduled on Thursday will wear their Formal Uniform to Mass and then change into their PE uniforms before class.



### P.E. Tops

- Bought through Dolphin Shop and/or Mills
- No NDA Team Uniforms (Soccer, Football, etc.)
- Track T-Shirt is acceptable
- NDA Hoodies, wind shirt and sweatshirts may also be worn.

### P.E. Bottoms:

- Shorts, Track Pants, Sweat Pants
- Bought through Dolphin Shop and/or Mills
- No NDA Team Uniforms (Basketball)

### P.E. Shoes

- Solid White including the sole, Solid Black including the sole, Black/White (Solid black shoes including soles must be worn every day with regular and formal uniform)
- P.E. shoe examples (Adidas “Stan Smith,” Nike “Match Supreme”)
- Websites:
  - [http://www.eastbay.com/Tennis/Shoes/\\_-\\_/N-1eaZne](http://www.eastbay.com/Tennis/Shoes/_-_/N-1eaZne);
  - [www.zappos.com](http://www.zappos.com)
  - [www.famousfootwear.com](http://www.famousfootwear.com)

### Uniform Socks

- Solid blue, solid black or solid white colors
- Above the ankle
- No Logos

### 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.
- Students will respect the personal boundaries of others and no hugging or embracing peers is allowed.
- 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.
- 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 restroom 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.
- No personal sports equipment is allowed to be used on campus during school hours.
- Football and soccer playing is restricted to the grass area.
- When the bell rings students are to stop playing and immediately, freeze, and then walk directly to line up with their class.
- Only 6<sup>th</sup> grade is allowed on the blue play structure during recess and lunch. 7<sup>th</sup> and 8<sup>th</sup> grade students are not allowed to sit or congregate on the blue play structure at any time.

### **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 Inappropriate Language**

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 inappropriate or foul language is not permitted.

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

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

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:

### **Middle School Service Hours**

These service hours are a requirement for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Service hours may include assisting in the school, at the church, or in the community. Students must perform service outside of NDA. If service hours are performed for an organization, the organization must be a non-profit organization. If service is done for an individual, it must be approved in advance by the principal. Each student is responsible to turn in service hours on the Student Service Hours Record Sheet on the due date to their homeroom teacher. Service hours are as follows:

6 <sup>th</sup> Grade	10 Hours
7 <sup>th</sup> Grade	15 Hours
8 <sup>th</sup> Grade	20 Hours

\*Officers of Student Council are required to perform forty (40) hours of Christian service during the school year.

### **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.

#### **Communication**

If a parent chooses to communicate with a teacher via email, a 48-hour response time should be expected, as teachers often cannot check their email during instructional time.

**Rewards and Privileges**

- Christian Witness Awards are presented,
- An end of the school year class field trip to Disneyland may be offered to the 8th grade class.
- Classroom parties will follow NDA party guidelines,
- 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 2016-2017

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 homeroom teacher.)

Name of Student

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Signature of Student

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Name of Parent

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Signature of Parent

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Date \_\_\_\_\_