



Middle School Supplement to the Family Handbook 2018-2019

Middle School Teachers:

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| Mrs. O'Day 8-1 | 8 th HR, 7 th & 8 th Grade Language Arts |
| Mr. Nolen 8-2 | 8 th HR, 7 th and 8 th Grade Social Science, Geometry, K/7 th P.E. |
| Mrs. Bartlett 7-1 | 7 th HR, Math: 6 th , 7 th , & 8 th Grade Math |
| Mrs. Krupa 7-2 | 7 th HR, Middle School Religion |
| Mrs. Scioscia 6-1 | 6 th HR, 5 th & 6 th Grade Science & STEAM, 5-1 Religion |
| Miss Maguire 6-2 | 6 th HR, 5-2 & 6 th Grade English/Language Arts |
| Mrs. Mahar 5-1 | 5 th HR, 5-1 English/Language Arts, 5-1 Math |
| Mrs. Siragusa 5-2 | 5 th HR, 5 th & 6 th Social Science, 5-2 Religion |
| Ms. Deskin | Music, Art |
| Mrs. DeLoux | 7 th & 8 th Grade Science, STEAM |
| Mrs. Remensperger | K-8 PE |
| Mrs. Reitz | 1 st -5 th Technology, Digital Media, 5-2 Math |
| Sister Gabriel Marie | Spanish |
| Sister Angelique Therese | Spanish |
| Sister Marie Pascale | French |
| Madame Hacher | French |

Course Descriptions:

Religion - Religion class teaches The Four Tasks of Catechesis: Knowledge of Faith, Liturgical Education, Moral Education, and Prayer. This is accomplished through teacher-led discussions, Bible stories, plays, shared prayer time, liturgy planning, and an interactive notebook.

English/Language Arts (ELA)- ELA class includes whole group, small group, and individual instruction in reading literature and informational texts, writing, listen and speaking and language (grammar).

Math – Math class builds on the fundamental mathematical strands of numeration and counting, operations and relations, and problem-solving. The courses follow the traditional path for Common Core Math.

Social Studies- Social Sciences is a sequential program, which emphasizes responsible citizenship in communities, nations, and the world. Each grade level focuses one discipline of

history: Ancient Civilizations, World History or American History. The curriculum is enriched through the integration of geography and current events.

Science - Science class provides students with a working knowledge of scientific concepts, experienced based methodologies, such as group discussion, lecture, and hands-on use of manipulatives, lab experiences, and science fair projects. The Next Generation Science Standards are taught through a balanced approach of the integrated and traditional path teaching all 3 science disciplines: Earth, Life, and Physical.

Art & Music- In their weekly Art/Music class, students are introduced a variety of art media through hands-on art activities. In music class students sing and play instruments while learning the basics of music theory.

Foreign Language –Students choose between French or Spanish. Cultural and linguistic strands of language are incorporated through writing, speaking and listening activities.

Physical Education - PE class emphasizes the development of greater physical control and motor efficiency that will be useful in lifelong, everyday activities. Helping students to develop a positive self-image and good sportsmanship is an integral part of the program.

STEAM- STEAM class is the integration of Science, Technology, Engineering, Art, and Mathematics. The STEAM or STEM philosophy is paradigm shift and focuses on valuing the learning and design process.

Technology/Digital Media- This course uses multimedia technology to help students to reflect on their personal work and goals and to connect with communities locally and globally.

Homework

The purpose of homework is to develop independent study habits, reinforce classroom instruction, foster responsibility/time management skills, and prepare for future learning. Assignments not completed at school may become homework. Students are responsible for knowing each teacher's expectations and policies for homework. 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 will be posted or linked on Renweb by all Middle School teachers.

Students may require more or less time, depending on individual skills and capabilities. On a nightly basis, a 5th and 6th grade student may have approximately 30 – 45 minutes; a 7th and 8th grade student may have approximately 60-80 minutes of 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.
- **When students are absent from school, it is their responsibility** to make up any missed work. If further information is required, they are responsible to see the 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.

Assignments

- All assignments must be recorded in the school-issued planners.
- All typed assignments must use MLA format
- Hand-written assignments use the following heading on the left-hand corner of the top page.

Name, #
Homeroom
Date

Final copies that are typed are in MLA format:

- Double spaced
- Arial
- 12 pt.
- 1 inch margins
- Black ink
- Printed at home

Printing at school is optional, if necessary. The time available for printing is from 7:30 – 7:50 a.m.; students will receive a schedule for the Middle School room each day that is available for this service.

Other assignment guidelines:

- Black or blue ink only for all submitted, hand-written papers.
- Red ink is only allowed when correcting a paper or assignment.
- Highlighters are tools that are only meant to highlight text.
- Typed documents should be completed in Google Docs

Late Homework/Assignments

- Late/Missing Assignments will be posted in RenWeb.
- Students are responsible for turning in late assignments.
- Students will earn 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 earn an 80%).

*Late policy for projects or long-term assignments will be determined by the designated teacher.

Test and Quiz make-up

- All missed quizzes and tests will be made up after school on Fridays following dismissal.

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 show mastery of the standards.

To retake a test a student must:

- Complete the Reflection Sheet/Request form.
- Return the form by the following Monday in the designated bin of the teacher for which the test was given to be eligible for a retake on Friday after school.
- Students will earn up to 90% credit on retakes (For example, a retake score of score of 100%, would earn a 90%).

Honor Roll: Grades 7th & 8th

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 3rd and 4th 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- grade omits a student from Principal's Honor Roll.

Academic Honor Roll:

- GPA of 3.00 – 3.74 in the core subjects. The GPA is across both the 3rd and 4th quarters.
- No grade can be below a C in ANY class. Any C- grade omits a student from Academic Honor Roll.

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. 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. Consequences for positive and negative decisions are individualized as a "one-size fits all" models for discipline are not realistic.

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 all whom you meet/interact with/learn from
- 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
- play fairly on the playground and be inclusive of others
- make good choices and be able to reconcile when necessary:
 - Sincere apologies from the person who made the mistake/choice model the following:
 - I am sorry for _____ (state specifically the action/words which were inappropriate.) Will you please forgive me?
 - The person who was hurt:
 - I forgive you.
- respect the personal boundaries of all students, (keep hands and feet to oneself and do not hug other students)

The following behaviors are prohibited:

- gum chewing
- food and drinks in the classroom or at dismissal are prohibited (reusable water bottles are the exception)
- writing iPad cases, in books, on shoes, on body parts, on desks, tables, walls or other school property
- students in the classrooms at any time without adult supervision
- personal devices or electronics from home on campus (smart watches, music devices, gaming devices)
 - Special circumstances must be pre-approved by Sister Marie Pascale.
- littering or disrespect of school or personal property

- leaving books/materials/clothing outside the classroom at the end of the day
- inappropriate behavior (including, but not limited to, shouting, running in the halls, sitting/standing on desks/tables, unkind behavior, interrupting or excessively talking in class, and bad language).

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

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

| The following Citizenship Skills are indicated on 5-8 th Grade Report Cards | The following Learning Skills are indicated on 5 th – 8 th Grade Report Cards |
|---|---|
| <ul style="list-style-type: none"> • Accepts directions and follows rules • Accepts responsibility • Manages emotions and behaviors • Respects the feelings and perspectives of others based on Gospel virtues • Demonstrates reverence during Mass and Prayer | <ul style="list-style-type: none"> • Demonstrates organizational skills • Demonstrates Growth Mindset through diligence • Uses time well • Seeks assistance when needed • Participates productively • Produces timely and high-quality work |

Positive consequences may include:

- Praise
- Positive note to parent/guardian
- Christian Witness Award
- Class party
- Flexible seating
- Free dress accessories

Consequences for unacceptable behavior may include:

- Email or phone call to parent/guardian
- Loss of privileges (recess, 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 consequence will be issued, and the consequences listed above will be enforced and /or immediate suspension will be given.

Monitoring student cell phone use

1. 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 Thursday). When phones are returned to students at the end of the school day, they are to be placed in their backpack until 3:15 p.m. Students may not use their cell phone during carline dismissal.
2. 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.
3. **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.**
4. Parents who give students a cell phone for after-school use assume full responsibility if the phones are lost or damaged at school.
5. Text messaging, phone cameras, etc. may not be used at school. This time includes any time of day on campus when teachers and Staff oversee 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.
6. 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.
7. 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. 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 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 work, cheating on tests/quizzes, plagiarism or unethical use of a computer/iPad will result in a zero grade for the specific assignment and potentially other consequences. Students who allow an assignment or test to be copied will receive a zero and potentially other consequences. Students who cheat or plagiarize will retake the assessment or rewrite the paper for a maximum score of up to 50% of the grade.

Uniforms

Our dress code is not an option. The dress code is designed to help each student attain a respectable standard of personal appearance. In accordance with the Sisters' Mission, students must dress to reflect a positive image to self, peers, faculty members and visitors to the school. There is a daily uniform, PE uniform, and a formal dress uniform required for Mass and special events. Skirts are to be no shorter than two inches above the knee. Shirts must be tucked in. An exception 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 can wear one pair of stud 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. Smart watches are not allowed.

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”)

The following are acceptable colors of P.E. shoes:



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 at the end of each play period.
- All students must check with a playground supervisor before leaving the playground to go to the library, meet with a teacher, or go to the library.
- 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.
- When the bell rings students are to stop playing and immediately, freeze, and then walk directly to line up with their class.
- Only 6th grade is allowed on the blue play structure during recess and lunch. 7th and 8th grade students are not allowed to sit or congregate on the blue play structure at any time.
- Students may not sit or eat on the steps.

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.

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 second trimester 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 6th, 7th, and 8th 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:

6th Grade 10 Hours

7th Grade 15 Hours

8th 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 electronically home three 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
- Classroom parties will follow NDA party guidelines
- Field trips for all grades

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.



Middle School Contract 2018-2019

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 (printed)

Homeroom of Student

Signature of Student

Name of Parent (printed)

Signature of Parent

Date _____