

NARDIN ACADEMY HIGH SCHOOL HANDBOOK 2020-2021

NARDIN ACADEMY
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ALMA MATER

Nardin, Alma Mater,
We pledge our love to thee;
With your guidance through the years,
We'll brave the stormy sea!
Ev'ry foe we'll conquer,
With courage from above,
All our trials and all our fears
We'll conquer with your love.
Nardin, Alma Mater,
The beauty of your name,
Filled with holy charity,
Forever will remain!

PRAYER OF ST. FRANCIS

Lord, make me an instrument of Your Peace
Where there is hatred, let me sow love.
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy.

O Divine Master, grant that I may seek not so
much to be consoled as to console;
to be understood as to understand;
to be loved as to love;
for it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to Eternal Life.

1. History of Nardin and The Daughters of the Heart of Mary Tradition

1. Our Founders

The Daughters of the Heart of Mary (DHM) were founded in 1790 in Paris, France during the height of the French Revolution by Fr. Pierre Joseph de Clorivière SJ and Marie Adélaïde de Cice. Both dreamed of a new way of living an authentic, vowed religious life in the midst of the world, without any distinguishing sign, habit, or cloister.

Today, the DHM continues to work to build a world in which the primary values are equality and justice for all God's people, endeavor to be a community in which each member's God-given gifts are appreciated and nurtured, and work for an earth that is protected and restored.

2. Our History

Nardin Academy was founded in 1857 as the first Catholic Academy and free school in Buffalo, NY by Daughters of the Heart of Mary: Ernestine Nardin, Victorine Boucher, and Eliza Smyth. Endeavoring to help educate the children of the diocese, particularly girls, in a faith-based culture, the DHM opened the Academy during the day, and funded a free school for girls without means at night.

While it was officially named "St. Mary's Academy and Industrial Female School," the school was known in the community as "Miss Nardin's Academy." The name was changed to "The Nardin Academy" in 1917 and finally to "Nardin Academy" in 1951.

Throughout Nardin's history the Daughters of the Heart of Mary have permeated life on campus, both as staff and as guidance on the Board of Trustees.

Following this example, Nardin Academy students develop their talents and cultivate their intellect, character and courage so that they, too, can make a difference in the world.

2. Nardin Academy Presidents

Marsha Joy Sullivan	(2016-present)
John Thomas West III	(2015-2016)
Marsha Joy Sullivan	(2008-2015)
Barbara Wentworth, DHM	(2004-2008)
Barbara J. Rapier, DHM	(1996-2004)
Patricia Lucas, DHM	(1992-1996)
Dorothy Baker, DHM	(1990-1992)
Harriet Gilles, DHM	(1982-1990)
Irene T. Murphy, DHM	(1976-1982)
Marie A. Cregan, DHM	(1968-1976)
Mary Kammerer, DHM	(1961-1968)
Helen Gearity, DHM	(1953-1961)
Helen Whissel, DHM	(1950-1953)
Alice M. Vale, DHM	(1948-1950)
Florence Grupp, DHM	(1937-1948)
Eva J. Visner, DHM	(1932-1937)
Sarah Mellon, DHM	(1928-1932)
Ada Potts, DHM	(1922-1928)
Mary Flaherty, DHM	(1921-1922)
Odelia St. Pierre, DHM	(1916-1921)
Mary C. Hendrick, DHM	(1903-1916)
Mary Moffitt, DHM	(1902-1903)
C. Schottmiller, DHM	(1899-1902)
Margaret Laurent, DHM	(1897-1899)
Ernestine Nardin, DHM	(1857-1896)

3. Historical Timeline

- 1851 - The Daughters of the Heart of Mary, a society of Catholic women, arrive in America from France.
- 1857 - Miss Ernestine Nardin, Miss Victorine Boucher, and Miss Eliza Smyth, DHM, open the first Catholic free school and academy on E. Seneca St. in downtown Buffalo.
- 1868 - The school moves to a building at the corner of Franklin and Church Streets. While it is officially named St. Mary's Academy and Industrial Female School of Buffalo, it is referred to as "Miss Nardin's Academy."
- 1868 - St. Mary's Academy graduates its first high school student, Miss Katherine E. Conway.
- 1874 - Boys are first admitted to the elementary school.
- 1883 - Miss Eliza Smyth establishes the Alumnae Association and is named its first president.
- 1890 - The Cleveland Avenue campus opens for both day students and borders.
- 1896 - Miss Nardin passes away at age 74. Father Nelson Baker performs her funeral mass, and she is buried in Holy Cross Cemetery in Lackawanna, NY.
- 1905 - F. Scott Fitzgerald attends the school.
- 1917 - The State of New York is petitioned to rename the school The Nardin Academy in honor of its founder.
- 1951 - The school's official name is changed from The Nardin Academy to Nardin Academy.
- 1957 - Nardin Academy celebrates its 100th anniversary.
- 1962 - A new high school wing and chapel open on Cleveland Avenue.
- 1963 - Miss Irene Murphy, DHM, expands the school by establishing the first Montessori program in WNY.
- 1996 - Mrs. Varue Oishei donates a portion of the former Oishei estate at 700-702 West Ferry Street and plans are made to create a second campus for the expanding Montessori school.
- 1998 - Nardin Montessori opens at the Oishei campus at 700 West Ferry Street.
- 2003 - The Koessler Family Library and Media Center opens on the third floor of the Cleveland Avenue campus.
- 2007 - Nardin Academy celebrates 150 years of Catholic education.
- 2008 - Marsha Joy Sullivan becomes the first lay president of Nardin Academy.
- 2010 - The "Campaign Today for Nardin Tomorrow" funds an addition which includes professional grade orchestra and music rooms, dance studios, an expanded high school guidance center, a Montessori elementary classroom, and the Fatta Center for the Arts, seeded with a leadership gift from Carol Demme Fatta '62 and her family.
- 2013 - Nardin Academy launches Sustainable Nardin, a community wide initiative, in an effort to remain dedicated to protecting God's earth.
- 2014 - Nardin Academy initiates "Power UP" a 1-to-1 digital device and technology learning initiative.
- 2016 - The Nardin Academy Athletic Center opens
- 2020 - The Nardin Academy Wellness Center opens
- 2020 - The Nardin Academy Academy Athletic Fields open

4. Mission Statement: Amazing things for the World

Inspiring hearts and minds to do amazing things for the world through faith, character, academic excellence and service.

5. Portrait of a Graduate

A Nardin Academy Graduate:

- Is a creative, curious and a critical learner
- Leads with confidence, strength and integrity
- Grows through faith and spirituality
- Champions equity and justice
- Serves others with humility and compassion

6. Diversity Statement

Every person has dignity and worth because he or she is made in the image of God. A religious foundation is the basis of moral and spiritual development. It is essential to educate the whole person: spiritually, intellectually, morally, physically. Learning is a lifelong activity, and a love for learning requires encouragement and nurturing. A challenging curriculum, promoting diversity in thought, educating students from multiple perspectives, and qualifying them to think in a global context will push students to achieve their full potential. Success can be achieved when each student is recognized as an individual and is allowed to learn in his or her own way. Understanding, respect, and appreciation of cultural, economic, racial, religious, and personal diversity are essential to developing compassion and building world peace. Inclusivity is necessary to foster this diversity. Any student, regardless of any of the factors listed previously, should be enabled to see their identity not only recognized, but celebrated. A student's education is incomplete without learning to respect others regardless of their background or appearance. At Nardin Academy, we are committed to providing a safe and socially just environment in which to learn, collaborate and lead. **Changes made in conjunction with the officers of Challenging Injustice In Society*

7. Personnel Listing

Position	Name	Email Address (suffixed by nardin.org)
NARDIN ACADEMY LEADERSHIP		
President	Marsha Sullivan	msullivan@
Admin. Asst.	Pati Klauk	pklauk@
Communications and Marketing Senior Vice President for Academics	Laura Caya Rebecca Reeder	lcaya@ rreeder@
HIGH SCHOOL LEADERSHIP		
Principal	Colleen Robertson	crobertson@
Assistant Principal for Student Affairs	Jennifer Millson	jmillson@
High School Secretary	Jill McArdle	jmcardle@
ATHLETICS		
Athletic Director	Joseph Baudo	jbaudo@
Assistant Athletic Director	Jackie D'Orazio	jdorazio@
CAMPUS MINISTRY		
Campus Minister	Tom Whalen	twhalen@
GUIDANCE		
Director of Guidance	Jane Mathias	jmathias@
Sophomore-Senior Counselor	Kate McDermott	kmcdermott@
Freshman Counselor	Kristin Mansour	kmansour@
Registrar	James Millson	jamillson@

School Psychologist	Jessica Neilans	jneilans@
LIBRARY		
Librarian	Jason Deane	jdeane@
TECHNOLOGY		
Chief Technology Officer	Melissa Sheehan	msheehan@
CLINIC		
School Nurse	Bonita Costello	bcostello@
DINING HALL		
Chef	Julie Levin	jlevin@
BUSINESS OFFICE		
Vice President of Finance and Operations	Greg Altman	galtman@
Director of HR	Lori Mays	lmays@
Accounts Receivable Clerk	Karen Roberts	kroberts@
Accounts Payable Clerk	Lisa Manzo	lmanzo@
INSTITUTIONAL ADVANCEMENT		
Senior Vice President for Institutional Advancement and Community Engagement	Katie Naughton	knaughton@
Major Gifts Officer		
Director of Annual Giving	Eileen Sheets	esheets@
Director of Alumni Relations	Jennifer Westerholt	jwesterholt@

Nardin Fund Associate	Rebecca Locke	rlocke@
Database Administrator	Cheryl Ranney	cranney@
ADMISSIONS/ENROLLMENT		
Vice President of Enrollment Management	Catharine Miles-Kania	cmileskania@
Director of Admissions	Danielle Dodman	ddodman@
Admissions Associate	Chrystalle Kiefer	ckiefer@

ENGLISH DEPARTMENT

Chair	Emma Eddy	eeddy@
	Julie Anain	janain@
	Kevin Corbett	kcorbett@
	Patricia Lorence	plorenc@
	Mary Wachter	mwachter @
	Jamie Wilczek	jwilczek@

MATH DEPARTMENT

Chair	Michele Spaulding	mspaulding@
	Laura Faller	lfaller@
	Thomas Michals	tmichals@
	Jennifer Millson	jmillson@
	Margaret O'Brien	mobrien@

SOCIAL STUDIES DEPARTMENT

Chair	Michelle Kazmierczak	mkazmierczak@
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Brian McCarthy	bmccarthy@
Stephanie O'Donnell	sodonnell@
Rosalie Sperrazza	rsperrazza@
Peter Zanghi	pzanghi@

SCIENCE DEPARTMENT

Chair	Alexander Ladowski	aladowski@
	Sienie Kelly	skelly@
	Marilou Bebak	mbebak@
	Katie Swanson	kswanson@
	Adam Graham	agraham@

PERFORMING AND VISUAL ARTS DEPARTMENT

Co-Chair	Caitlin Snyder	csnyder@
Co-Chair	Shelby Donohue	sdonohue@
	Lucyanne Gordon	lgordon@
	Jennifer Kiener	jkiener@
	Alison Moran	amoran@

COMPUTER SCIENCE DEPARTMENT

Chair	Pam Healy	phealy@
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WORLD LANGUAGES DEPARTMENT

Chair	Erin Puntoriero	epuntoriero@
	Isabelle Roy	iroy@

Kellie McRae

kmcrae@

Laura Testa

ltesta@

Deanna Okuda

dokuda@

RELIGION DEPARTMENT

Chair

Renee Boltri

rboltri@

Mary Ann Bartels

mbartels@

Denis Coakley

dcoakley@

Karen Podd

kpodd@

PHYSICAL EDUCATION DEPARTMENT

Co-Chair

Gerilyn Hartmayer

ghartmayer@

Co-Chair

Mindy Kohl

mkohl@

8. Principles, Policies, Procedures and Expectations

This handbook is a guide that provides the standard for what is expected of members of Nardin's community, including students, parents, faculty, and staff ("Nardin Community"). All Nardin Community members are expected to comply with the policies set forth herein. Nardin reserves the right to take actions in the best interest of the school and its students, and this handbook does not limit the authority of Nardin to amend its procedures to accommodate unique situations. Nardin reserves the right to make changes to this handbook as it deems necessary.

ABSENCE

On each day of a student's absence, a parent or guardian must call Nardin before 8:30 a.m. to report the absence. A written excuse is also required for each absence, signed by the parent and delivered to the Main Office the morning the student returns to school. If an excuse is not received within five (5) school days, the absence is recorded as unexcused. After five (5) absences in a quarter, a guidance counselor will discuss the student's attendance pattern with her. The phone number for reporting absences is 881-6262 extension 3010.

Excessive unexcused absence, defined as more than 10 days absence from class in a semester course and more than 20 days absence from class in a full-year course, will result in ineligibility for Honor Roll/Merit Roll, participation in sports, club leadership, and exemption from exams.

COLLEGE VISITS

Seniors

The school sanctions four (4) days of excused absences designated as college visits during the senior year. Students should schedule these visits carefully, being aware of the importance of fulfilling all of their academic responsibilities, and having discussed their plans with their teachers and guidance counselor. The College Visit Permission Form, found in the Guidance Office, must be completed and handed into the Guidance Office **at least one week prior to the intended trip**. Any college visit beyond the four permitted will be considered an unexcused absence.

Juniors

The school sanctions two (2) days of excused absences in the second semester designated as college trips for juniors. Students should schedule these visits carefully, being aware of the importance of fulfilling all of their academic responsibilities, and having discussed their plans with their teachers and guidance counselor. The College Visit Permission Form, found in the Guidance Office must be completed and handed into the Guidance Office **at least one week prior to the intended trip**. Any college visit beyond the two permitted will be considered an unexcused absence.

TARDY POLICY

The school day begins with the first block at 8:10 a.m. Students who are late to school should sign in at the Main Office. Tardiness is excused with a doctor or medical note. If a student arrives without a note from a medical facility or a parent, the students will receive a demerit. If a student has a free period first block, the tardy will be excused with a note from parents. Students who reach six unexcused tardies to school will be required to meet with their grade level Dean and advisor. After nine unexcused tardies, the student will be required to meet with the assistant principal for student affairs, and a letter will be sent home.

All absenteeism and tardiness will be reported on the student's official transcript.

ACADEMIC and SERVICE GRADUATION REQUIREMENTS

To graduate from Nardin Academy, a student must fulfill all of Nardin's requirements. Please note: In addition to the academic requirements, all students must complete eighty (80) documented hours of community service.

English	4 years	
Social Studies	4 years	
Religion	4 years	(A transfer student must complete a religion course each year she is in attendance at Nardin.)
Math	3 years	
Science	3 years	
World Language	3 years*	
Electives	4 semesters	**6 semesters begins with class of 2022
Health	1 semester	
Physical Education	4 years **	
Computer Science	1 semester	
WinterMission	4 years***	

*Students are required to successfully complete three (3) years of study, at Nardin, in a single world language.

**Students involved in a Nardin sport may opt out of their Physical Education course during the duration of their sport's season, as long as they are in good standing with their team. See Athletic Handbook for further guidelines.

***A student that misses WinterMission is required to complete 40 hours of community service at a Nardin sanctioned organization that is above what is required as graduation service hours.

ACADEMIC INTEGRITY

Cheating

Cheating is a poor reflection on personal integrity. Receiving or sharing information on homework, quizzes, tests, exams, projects, or any other work that is expected to be completed independently constitutes cheating. Each student's work is expected to be her own. Dishonest acquisition of materials is also considered cheating. Students caught cheating or plagiarizing receive a zero on the assignment, will appear before the Discipline Committee, and may be suspended for three (3) days.

Plagiarism

"Ethical writers make every effort to acknowledge sources fully and appropriately."
(Princeton.edu)

- A. To steal the words, ideas, or other original material of another person (including classmates or other students both past and present) without acknowledging the source is plagiarism.
- B. To pass off the words, ideas, or other original material of another person (including classmates or other students both past and present) as one's own is plagiarism.
- C. The uncredited use (both intentional and unintentional) of someone else's words or ideas is considered plagiarism.
- D. Paraphrasing the words, ideas, or other original material without acknowledging the source is plagiarism. Any knowledge that is new to you must be cited.

Plagiarism may be intentional or unintentional. Be careful. Take time to cite your sources and you will not have a problem. If you are not sure, check with your teacher.

(Sources: Council of Writing Program Administrators; Mt. Lebanon High School, Pittsburgh, PA; Plagiarism.org; Princeton.edu/; www.princeton.edu/writing/university/resources/WPAPiagiarism.pdf; PurdueOWL Website Commencement privilege)

ACADEMIC POLICIES

Diploma Types

- ***Nardin Diploma*** – Successful completion of 4 years English, 4 years Social Studies, 4 years Religion, 4 years Physical Education, 3 years Math, 3 years Science, 3 consecutive years of the same World Language, Health, one Computer Science course, plus 4 semesters of electives.**

- ***Nardin Diploma with Honor*** - Successful completion of 4 years English, 4 years Social Studies, 4 years Religion, 4 years Physical Education, 3 years Math, 3 years Science, 3 consecutive years of the same World Language, Health, one Computer Science course, plus 4 semesters of electives**; with a cumulative average of 94.0 and no final grade lower than 80 in a core course or B in a course with alpha grading.
- ***Nardin Diploma with Advanced Designation*** - Successful completion of 4 years English, 4 years Social Studies, 4 years Math, 4 years Science, 3 consecutive years of the same World Language, , 4 years Religion, 4 years Physical Education, Health, one Computer Science course, plus 4 semesters of electives**, with no final grade lower than 75 in a core course or B in a course with alpha grading.
- ***Advanced Designation Nardin Diploma with Honor*** - Successful completion of 4 years English, 4 years Social Studies, 4 years Math, 4 years Science, 3 consecutive years of the same World Language, 4 years Religion, 4 years Physical Education, Health, one Computer Science course, plus 4 semesters of electives**; with a cumulative average of 94.0 and no final grade lower than 80 in a core course or B in a course with alpha grading.

*(**The requirement for 6 semesters of electives begins with the Class of 2022.)*

Weighting

There will be a weighting of 1.03 assigned to AP classes culminating in an AP examination only. All other classes will receive 1.0 in the calculation of the cumulative average.

Final Exams

There will be a final exam in every course that receives a numeric grade with the exception of AP courses, where the AP exam will be considered the final exam. Mid-year assessments are required for all courses with numeric grades, prior to the end of the first semester.

Exemptions for the 2020-2021 Academic Year:

Exemptions for final exams will be granted to seniors if the student has earned a 94.0% average in the two semesters and have five or less full day unexcused absences* in a full-year course. There are no exemptions for underclass students. There are no exemptions for one-semester courses. There are no exemptions for mid-year assessments.

*Excused absences include school sponsored activity (ACT), college visits and medically documented illnesses.

No assignment will be accepted after the last day of the semester.

Progress Reports

Every student will receive a Progress Report in each class at mid-semester that will have the current grade, and comments on student progress.

ANTI-HARASSMENT AND ANTI-DISCRIMINATION POLICY

All members of the Nardin Community are expected to uphold the rights and well-being of others. Violating the rights or infringing on the well-being of others, whether targeting specific individuals or not, is unacceptable. Injury or harm can occur in interactions between any members of the Nardin Community, but Nardin is mindful of the impact that these forms of misconduct may have on historically marginalized groups. The school examines any conduct targeting individuals and groups protected under state and federal law with particular scrutiny.

Harassment (Including Sexual Harassment)

All members of the Nardin Community have the right to be free from all forms of harassment. Harassment entails behavior that is unwelcome; that is personally offensive or threatening; and that has the effect of harming morale, interfering with an individual's education, or creating an intimidating, hostile or offensive learning environment. Sexual harassment refers to sexual advances, requests for sexual favors, and physical or expressive conduct of a sexual nature that is unwanted and uninvited. Whether it manifests itself verbally, non-verbally or physically, Nardin Academy will not tolerate unwelcome, offensive and targeted harassment of any individual.

Hazing

Hazing is an act or series of acts that persecutes or harasses individual(s) with difficult, humiliating, and sometimes dangerous tasks, and/or involves the forced consumption of liquor or drugs for the purposes of initiation into or affiliation with a group of individuals. It is Nardin's policy that these activities are outside the context of a positive learning environment and are strictly prohibited.

Bullying

Bullying refers to a single significant incident or a pattern of incidents involving written, verbal or electronic communications, or physical acts or gestures, or any combination thereof, directed by one or more students at another student, when such incidents physically harm a student or damage the student's property, cause emotional distress to a student, interfere with a student's educational opportunity, create a hostile educational environment, or substantially disrupt the operation of the school. Bullying typically involves a real or perceived imbalance of power based on a student's actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs. Also prohibited in this policy is cyberbullying, a form of bullying that is conducted through cellphones, computers, email, instant messaging, text messaging, social media and other electronic media. Additionally, Nardin Academy considers catfishing, or the

manipulation of an individual into a relationship by means of a fictional online persona, as bullying.

Discrimination

Discrimination refers to unjust, prejudicial conduct or behavior or differential treatment of an individual based on the individual's race, color, ethnicity, gender, sexual orientation, or any other protected category. Discrimination is prohibited at Nardin not only because it is unlawful, but because it is inherently wrong.

Hate Speech

Nardin is committed to fostering a climate of inclusion for all Nardin Community members and any other individuals who occupy our space. As language is the most critical means of both welcoming and excluding individuals, it is critical that words that are specifically designed to target or hurt are forbidden within our space. This includes, but is not limited to, terms that have been historically used to target individuals based on race, religion, gender, or sexual orientation. While some of these words may be utilized in literature or source material, they will not be permitted to be used in academic or public space, by students or faculty. Additionally, they should not be heard in public spaces (*e.g.*, music played in common areas). The use of this language may be addressed in a number of ways, from counseling through the Disciplinary Procedures laid out below.

Retaliation

Nardin prohibits all forms of retaliation. Retaliation is any form of intimidation, bullying or harassment directed against a Nardin Community member who reports unlawful harassment (including sexual harassment), hazing, bullying, discrimination, or hate speech, or who provides information during an investigation of these types of reports.

Reporting Violations

Nardin strongly encourages all members of its community to report violations of its anti-harassment and anti-discrimination policy. Any individual who has concerns that he or she may have experienced or witnessed one of the above discussed violations should bring his or her concerns to the principal, assistant principal, a counselor, or any faculty member. Once administration is made aware of an incident, it will take prompt and appropriate action.

Disciplinary Procedures

In the event that the Nardin receives a complaint of harassment (including sexual harassment), hazing, bullying, discrimination, hate speech, or retaliation, or otherwise has reason to believe that it has occurred, Nardin will conduct a fair, timely and thorough investigation. Nardin is committed, and required by law, to take action if it learns of potentially unlawful harassment, discrimination or retaliation, even if the aggrieved party does not wish to formally file a report.

All reports will be investigated whether the information was reported orally or in writing. Complaints will be handled confidentially to the extent permitted by a fair investigation and as required by law. While the methods of investigation may vary depending on the severity of the conduct, all will involve the following steps:

- 1) Each party involved will meet individually with the principal or his/her designee. The assistant principal for student affairs and other discipline staff may also participate in the meeting when requested to do so by the principal.
- 2) The meeting will be documented as each involved party gives their statement of what happened. Any additional information (*e.g.*, previous issues with the parties involved) will also be discussed and documented.
- 3) Assistance and support will be provided for the student who is the target of the bullying, hazing, hate speech, harassment, discrimination, or retaliation.
- 4) The principal, assistant principal for student affairs, and Discipline Committee will review the situation and decide on a course of action that is appropriate to the situation.
- 5) Parents will be contacted and disciplinary actions may include the following:
 - Written or verbal apology
 - Loss of privileges
 - Detention
 - Suspension
 - Expulsion

Additional Steps for Students with Diverse Backgrounds

Discrimination, harassment, or bullying of any student based on any factor of their identity: race, ethnicity, religion, gender, or sexual orientation, etc., requires several extra steps to be taken to ensure students with a diverse background receive equal treatment among their peers. This (in addition to the established bullying policy) will ensure students with a diverse background feel protected at school:

- 1) When a student of color is reporting an incident, they have the right to request that a faculty member of their choice be present (aside from the administrator receiving the report).
- 2) Any student with a diverse background also reserves the right to bring a friend to accompany them in making a report, to act as both a companion and as a witness.
- 3) When a student reports any incident of discrimination, the administrator receiving said report will create an evidentiary document and mark it with the following information: The date on which the incident occurred; the date on which the report was made; the name of the student making the report; the name of the student, faculty member, or other community member being reported; the administrator receiving and documenting the report; the decided course of punishment; and the date which will occur 20 days after the initial incident.

- 4) As well as the disciplinary measures taken in accordance with Nardin's policy against bullying, the student who perpetrated the discriminatory incident must engage in an appropriate course of education to prevent them from repeating the offense in the future. For example, if a student makes a racist comments to another student, the incident could perhaps require the offending student to produce a verbal or written apology, as well as pursue mandated anti-racism education. Materials for this education, whether they be prescribed reading, watching, listening, or a required course, will be determined in conjunction with the school's Diversity, Equity and Inclusion Committee.
- 5) 20 days after the initial incident, the student has the right to call a meeting with administrators, with their parent(s) or guardian present, to determine whether they feel there has been suitable action taken for closure.

**Changes made in conjunction with the officers of Challenging Injustice In Society*

ASSIGNMENT AND TEST/QUIZ POLICY

- A. In order to receive full credit, assignments and projects must be submitted complete and on time. Students may hand in an assignment for reduced credit up to five (5) school days from the due date. After five (5) school days the assignment will receive no credit.
- B. Students who are absent are expected to hand in any assignment the day they return to school. Long term assignments are due on the due date regardless of student attendance that day. Late papers will be penalized.
- C. Students are expected to make up missed tests or quizzes the day they return after a one-day absence. If the absence has been for a longer period of time, on the day of her return the student must see the teacher to schedule a make-up test. A zero will be placed in the test column in PowerSchool until the test has been taken and then it will be replaced by the grade earned.
- D. It is expected that students will be responsible for all projects, assignments, notes, tests/quizzes if they have a planned absence. It is absolutely necessary to contact teachers several days prior to such absences in order to obtain the work.

ATHLETIC PARTICIPATION

All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, is final. Parents are encouraged to help their daughter(s) understand that not everyone will be selected.

1. Athletes may participate in only one varsity sport per season.
2. A current physical exam is required prior to tryouts for any sport.

3. An athlete must maintain a 75% average to participate in any sport. If a student's average falls below 75, a review of her status will be conducted by the athletic director, guidance counselor, and principal.
4. Misconduct or violation of the school rules may result in removal from the team.
5. Absence from school on the day of a game automatically results in the athlete's ineligibility to participate in that day's game.
6. Arrival at school after 9:05 a.m., except when due to a physician-verified medical appointment, disqualifies an athlete from participating on that day.
7. Athletes must be punctual and attend all practices and games.
8. Contracts for each sport must be signed by the athlete and parent(s).
9. Parental athletic consent forms are required for participation.

BACKPACKS

Students may carry backpacks during the school day. They must make sure their bags do not block aisles in classrooms.

CELL PHONE POLICY

While cell phones are a part of everyday life, they can also be a huge distraction and disruption in a student's day. Appropriate and respectful use of cell phones is what we are trying to instill in our student body. **Cell phones are NOT PERMITTED in hallways or in classrooms. The only acceptable use of a cell phone for freshmen, sophomores and juniors is in the DINING HALL during the scheduled lunch period. Seniors may use their phones in the SENIOR LOUNGE during a free block. Cell phone usage is NOT allowed during Community Time or during X-block.** If a parent needs to contact his/her daughter for an emergency or important message, they may call the high school office and we will get the message to the student. Students should leave their cell phones in their lockers or turned off in their purses. If a student is seen using her cell phone or has her cell phone out of her purse or locker during a time when it is not permitted, the phone will be confiscated and brought to the office, a parent will be notified by email of the action, and the student must leave her phone in the office for one (1) cycle during the school day. Further disregard for the rules will result in the student being required to leave her phone in the office for three (3) cycles and again, parents will be notified by email. **Students may NOT use their cell phone to listen to music during the day. They may NOT wear earpods, Bluetooth devices, or other headphone accessories anywhere other than the Dining Hall during their designated lunch period or during their freeblock (where they are welcome to listen to music on their Chromebook).** Other devices, including personal laptops, Kindles, etc. are not permitted during the day. The Internet Safety and Acceptable Use Policy is also in effect at all times.

CHAPEL

The school chapel is available for private reflection. Appropriate behavior is expected in the chapel. Reverence for the presence of God requires that students maintain silence. No eating or gum-chewing is allowed.

COMMUNITY TIME

All students are expected to be present during Community Time (2nd Block). If a student is free First Block, she needs to make sure she is on time for the beginning of Community Time. During this time, unless there is a separate meeting location (such as Morning Meeting or Clubs) students are to report to their Advisory location. Students may leave the Advisory location during Office Hours to meet with teachers, but may not wander from Advisory to Advisory. Seniors may not leave the building during Community Time. **Cell phones are not allowed during Community Time. The Senior Lounge is closed during Community Time.**

DANCES/PROMS

All school regulations apply to these events. Students (girls and boys) must come appropriately attired. Immodest or inappropriate dancing will not be permitted. If a student is absent or arrives after 9:05 a.m. without a doctor's note the day of a dance/prom, the student is not allowed to attend the dance. If a student needs a dance form for another school signed, she needs to bring her completed form to the assistant principal of student affairs. The form will only be signed if the student is in good standing.

DINING HALL SERVICE

À la carte breakfasts, complete hot lunches and à la carte selections are available daily in the school Dining Hall. Students may purchase food only prior to 1st period and during their assigned lunch periods. Students using the cafeteria for breakfast or lunch are expected to clean up after themselves. Wrapping, trays and pop cans should be disposed of properly. Students may not have food delivered to the school. Students may bring their own lunch or purchase selections from the cafeteria. **Breakfast and lunch food and beverages are not permitted outside the Dining Hall with the exception of the daily fruit option. Snacks are up to the discretion of the classroom teacher.**

Absolutely NO food or drink allowed in Room 110

DRESS CODE

All students must be dressed appropriately and modestly, as conforms to the philosophy of Nardin Academy. The Nardin dress code allows our students the freedom to express themselves in their dress, while promoting school unity. It is important for our students to look presentable, professional and put together for each school day. Students must arrive at school each day in dress code, proud of their presentation of self and their representation of Nardin Academy. If the administration/faculty deems a student's clothing inappropriate, the student must change.

Skirts, dresses and dress pants may be worn with appropriate dressy tops, blouses or sweaters. Sweatshirts may also be worn. **Skirts and dresses must be professional in look** and should not be sloppy or too short in appearance. Students may wear opaque leggings or tights under their

skirts. Students may wear dresses/skirts with a slit, however, the top of the slit must also be considered a professional length.

Jeans days will occur on specific days and will be announced in advance by the assistant principal.

The following items are not allowed:

- No hooded clothing.
- Sweatpants, pajama pants, jeggings, leggings (unless with appropriate skirt/dress), crocs, clogs, flip-flops, sandals and slippers are not allowed.
- Students should avoid clothing that is too tight, too short, or is in need of repair. Clothing should not be tattered, frayed, ripped or sloppy in appearance. Tank tops, cropped tops, spaghetti straps, strapless tops are not permitted. Any garment in which underwear or midriff shows is not permitted. See through t-shirts, off the shoulder shirts or low V-necks are not permitted.
- Outerwear including hats, windbreakers, winter coats, jean jackets, and bomber jackets are not allowed. Outdoor winter boots (i.e. UGGs, snow boots, etc.) are not allowed to be worn during the day. Riding and dress boots are allowed.
- Brightly colored hair coloring, including, but not limited to colors such as blue, green, pink, purple, etc., are not permitted.
- Pierced ears may be worn, but ornaments worn in any part of the body that is pierced and visible, including the tongue, face and nose are not permitted. Visible tattoos are not permitted.

Failure to adhere to the dress code will result in an automatic detention.

EARLY DISMISSAL/LATE ARRIVAL FOR MEDICAL APPOINTMENTS

1. A request for early dismissal must be signed by a parent or guardian and state the reason for the early dismissal and the time for which it is desired. The school reserves the right to check doctors' or dentists' offices to confirm the time of the appointment, and the student must return with a note from the doctor's office.
2. All requests for early dismissal must be presented in the office before 1st Block on the day in question. In order to release a student from school, we must have a parent/guardian signature. If a student does not bring a note for an early dismissal with her in the morning, a parent must come to the office to sign her out, fax a note to 881-0086, or email jmcardle@nardin.org a picture of the note with a parent signature on it. No phone calls will be accepted.
3. Late arrival due to doctor/dentist appointment must be accompanied by a written excuse from the doctor. A parent note will not be accepted. Arrival at school after 12:00 p.m. is counted as an absence for the day.

ELECTRONIC WATCHES

Electronic watches are prohibited during exams, tests and quizzes. It is the student's responsibility to store her electronic watch during assessments.

EXTRACURRICULAR ACTIVITIES

Nardin Academy offers a wide range of extracurricular activities. These enable students to pursue their individual interests at various levels. All students are encouraged to participate in some extra activities since learning does not stop in the classroom.

IF A STUDENT IS ABSENT FROM SCHOOL SHE MAY NOT PARTICIPATE IN ANY AFTER-SCHOOL ACTIVITY THAT DAY. IN ADDITION, ARRIVAL AFTER 9:05 A.M., EXCEPT FOR WHEN DUE TO A PHYSICIAN-VERIFIED MEDICAL APPOINTMENT, DISQUALIFIES A STUDENT FROM PARTICIPATING IN AFTER-SCHOOL ACTIVITIES.

Students involved in activities that require an intensive commitment of time, e.g., school play, sports, must maintain a 75% overall average

FAMILY VACATIONS

Trips taken by the family should be planned with school attendance in mind. Families should make every effort to avoid absence caused by early departure for Christmas, Easter, and other vacation periods. Absence from school for vacation constitutes an illegal absence. In the unlikely event that such an absence will occur, the student must obtain a vacation absence form, in advance, from the Main Office. Students are responsible for all work missed during their absence.

GRADE REPORTS

Semester grades are issued for all students. Core courses are graded numerically while Religion, Physical Education and most elective courses are letter graded.

Any Incomplete received in a class must be made up within the first two (2) weeks of the new semester, or the grade will be recorded as it stood before the Incomplete.

GRADUATION

All graduation requirements, including maintenance of character and integrity within the school, must be fulfilled to the satisfaction of Nardin Academy in order for a student to participate in the graduation exercise.

HEALTH OFFICE POLICIES AND PROCEDURES

All students require a pass during school hours to receive care in the school clinic. A clinic pass may be issued for only one student at a time and is valid for only one period. The pass must be obtained from the scheduled classroom teacher. **Students may be released from school for health-related reasons through the clinic only.** The school nurse will evaluate the student's condition and notify parents, if necessary. In addition to basic first aid, the clinic also provides vision and hearing screening for 10th graders.

Physical Examinations

A current (within a year) physical examination is required for all new students, and all students in 9th and 11th grade. This report must be on file in the health office. There are no exceptions.

Any student who participates in any extracurricular physical activity including team sports , **must have an updated annual physical report for the current year.** No exceptions to this requirement can be made. Parents are advised to make an appointment early in the summer to avoid disappointment in September.

Immunizations

New York State Law requires proof of immunization for all students. There are no religious exemptions. Additional immunizations are required for specific age groups. Check with your health care provider or the Health Office staff for specifics.

Administration of Medications

New York State Education laws govern the administration of medications during school hours. Medications may be administered by the school nurse or designee after receipt of the following:

A note from the student's physician stating the name of the medication, the dose and the time to be given.

A note from the student's parent giving the school nurse or designee permission to administer the medication.

A separate bottle of medication with the prescription label which will remain in the school until the completion of the therapy.

Self-Medication: Students who will be carrying their own medications (inhalers, EpiPens, aspirin or non-aspirin pain relief product) must have the Self-Medication Release Form signed and completed by their parents and a physician. This applies to all medications, including over the counter drugs such as aspirin, cold capsules, cough drops, etc.

All medication orders must be renewed annually or when there is a change in medication or dosage. THERE ARE NO EXCEPTIONS TO THIS POLICY.

Communicable Diseases

If a student becomes ill with a communicable disease or condition, parents are asked to notify the Health Office as soon as possible. Once notified of confirmed cases, the Health Office will alert the other parents as to the symptoms of the condition, watch for such symptoms in students who seek health care in school, and notify the proper authorities in the event that this is required.

If a student presents with symptoms of contagious infection, such as strep throat, conjunctivitis (pink eye), or a questionable skin rash, she will be sent home until diagnosis can be confirmed or ruled out, and a physician's note is sent in with the student. This is necessary to ensure the health and well-being of the entire student body. Students who come to school sick will be sent home.

Absences

For the health of the staff and other children, we ask that your child remains at home during the stage of a cold when mucus is especially heavy. Students who complain of nausea, stomachache, headache, head or chest congestion, or sore throat should stay at home. If your child has had a fever, she must be fever-free without medication for a full twenty-four (24) hours before returning to school. A written excuse is required for each absence and should be brought to school the day the student returns.

Medical Emergencies

In the case of necessary emergency medical treatment, if a parent or emergency contact cannot be reached, school personnel will render first aid treatment and then arrange transportation by ambulance to Oishei Children's Hospital. A staff member will accompany and stay with the child until a parent can be reached.

Screening Programs

During the year, a screening for vision and hearing will be conducted for students in those grades designated by the NYS School Health Services. Parents will be notified if further examination by a specialist is indicated.

Injuries/Concussions

Parents must notify the school and Health Office if the child sustains an injury, concussion or suspected concussion. In cases of suspected concussion, head injury or actual concussion, the concussion protocol will be instituted. Students must have an excuse from a physician if he/she is out of P.E. for more than one week. All students with a documented injury must be cleared by a physician prior to returning to Gym or sports.

*All health forms may be found on our website at www.nardin.org.

HONORS

The names of students achieving Honor or Merit Roll status are posted each semester. The Honor Roll consists of students who have an average of 94.0% or above, with no Incomplete, and no

grade lower than 85 in a numerically-graded course or B in a letter-graded course. The Merit Roll includes students with averages of 88.0% or above, with no Incomplete, no grade lower than 80 in a numerically-graded course or B in a letter-graded course.

LETTER OF RECOMMENDATION/TRANSCRIPTS

Students wishing to have faculty or staff write letters of recommendation or reference must make such requests and provide the necessary paperwork at least ten (10) school days prior to the due date. Failure to do so may result in denial of the request. Transcript requests should be made with three (3) school days advance notice.

LIBRARY

The library is open for student use before, during and after school hours, with library staff available at all times for student assistance. Hours and regulations are posted in the library. Email access, other than Nardin email, is restricted to non-school hours. Copy machine use will be regulated by the librarian. The librarian reserves the right to deny access to the library to disruptive students.

LITURGY

Students attend school liturgies each month in the Gym. Reverence for the presence of God requires students to maintain silence and demonstrate appropriate behavior. No eating, drinking or gum-chewing is allowed.

LOCKERS

Students are assigned lockers for the storage of books and clothing. **It is the student's responsibility to see that the locker is kept locked at all times.** All students are expected to keep their lockers in good, usable condition. The school retains the right to inspect lockers if deemed necessary.

MAKE-UP WORK

Students are responsible for all classwork, tests, or quizzes missed due to absence from class. Students who have been absent must make arrangements with their teachers on the day they return to class to make up the material. If a prolonged absence (3 days or more) is expected, parents should call their child's guidance counselor.

MESSAGES

If a parent/guardian needs to get a message to a student, they may call or email the Main Office.

NATIONAL HONOR SOCIETY

National Honor Society Eligibility:

Each junior who meets the following eligibility requirements will be invited to participate in the selection process for membership in the National Honor Society early in the second semester of junior year.

1. Cumulative GPA at or above 94.0% at the end of the first five semesters of high school.
2. At least 60 hours of verified community service hours documented and submitted to her MobilServe account by December 18, 2020.

The selection process includes attending a meeting with the advisor, and completing and submitting a candidate information form per the directions given. All submissions are reviewed by a faculty council in accordance with the recommendations of the National Honor Society. Each student will be notified of her acceptance decision by the high school principal by February 2021.

PARENT CONFERENCES

Parents will have the opportunity to meet with teachers during the designated Parent Conference evening.. Other conferences may be arranged through the Guidance Office.

PARKING

Due to limited space, the school parking lots are available for staff use only. Students who choose to drive to school must park on adjacent streets and should allow extra driving time in the morning to do so. The Garrett Club lot is **NOT** available for student parking.

1. SCHEDULING AND SCHEDULE CHANGES

The master schedule is constructed according to student interest and teacher availability. A student registers for courses in the spring using PowerSchool with assistance from her guidance counselor.

SEARCHES

The school reserves the right to search anything brought onto school property including, but not limited to backpacks, purses, cell phones, laptop computers, and cars, if there is reasonable cause to do so. The school may also search lockers at any time.

SENIOR PRIVILEGE

Seniors are not assigned to study halls. During the year, seniors with good academic and disciplinary records, with parental permission, may leave campus during free block(s) and lunch. Privileges may be revoked at any time during the school year. When leaving during free blocks, seniors must sign in and out in the Main Office. Seniors must remain in dress code in the building

while using senior privileges. Putting sweatpants on under their skirts while in the building is not allowed and will result in an automatic detention. **Seniors may not leave during 2nd Block or Community Time. The Senior Lounge is closed during Community Time.**

SMOKING, DRINKING, DRUGS

Smoking, vaping, drinking, or the possession of drugs or alcohol is not permitted at any time on or near school property, or at any school-sponsored activity.

Due to the abundance of medical evidence pointing to the dangers of smoking, Nardin is committed to educating students about the hazards of tobacco use and nicotine. Nardin prohibits the use of tobacco products, e-cigarettes, or vaporizers of any sort on Nardin premises and at any Nardin functions at all times. In addition, students may not sell or in other way make smoking materials—electronic or otherwise—available to other individuals in the Nardin community. Violation of this policy may result in school discipline.

Members holding a student body, club or team office are held to a higher standard at Nardin Academy. The use of alcohol and/or drugs shows a complete lack of respect for the school and your student body office, club or team. **If a student consumes alcohol or uses drugs at any Nardin Academy function (or any other school's activities), she will automatically be dismissed from the student body office, club or team. If she consumes alcohol or uses drugs at any other time, she may be suspended or dismissed from the student body office, club or team. The moderator or coach, in consultation with the principal and athletic director when necessary, shall determine the disciplinary action, including the length of suspension or whether dismissal from the student body office, club or team is warranted.**

SUBSTANCE ABUSE

Any student who consumes drugs or alcohol at a Nardin Academy function or at any other school's activities will be automatically dismissed from her position on a team, in a club, in office, in a play, etc. and will be given a five (5) day out-of-school suspension. If a student has more than one offense, she may be expelled.

STUDENT DISCIPLINE

Any serious violation of school standards or policies should be reported to the class dean. Conduct, whether at school or outside of school, that is detrimental to the school **IS** school business. This includes activity on social networking sites. Matters of discipline that involve a potentially serious penalty will be reviewed by the principal and the Discipline Committee in an expedient manner. The student is expected to take responsibility for her own actions and bear the consequences. Parents will be notified when serious behavior problems require parental attention. The school reserves the final say as to the action taken.

Depending on the nature of the school policy violated, the following penalties apply:

- **Demerit** - a demerit is given for less serious violations of school rules. Accumulation of three (3) demerits earns a detention. Demerits accumulate throughout the school year.
- **Detention** - Detention can be automatically given by teachers and staff for serious violations of school rules. Detention is progressive and results in varying levels of consequences. The first detention results in 1-1/2 hours after school on Wednesday. Class deans will notify students and parents of detention in writing. Detention must be served the first Wednesday available after the infraction. Detention will not be moved to another day except in the case of an emergency. A student who fails to attend detention on the assigned day will have her duty doubled.
- **Suspension** - Out-of-school suspension will be given for excessive detentions and/ or serious infraction of school rules. Suspension removes the student from the classroom and other activities for a period of one (1) to five (5) days. This severe intermediary step can lead to expulsion. Out-of-school suspension denies the student access to the school building and participation in school activities. The student will be allowed to make up all work missed during an out-of-school suspension. Out-of-school suspension includes placing the student on disciplinary probation for a duration determined by the Discipline Committee.

*** * * All suspensions may be reported to any college or university
to which the student is applying. * * ***

- **Expulsion** - While the permanent dismissal of a student is an extreme measure, there are times when specific acts or repeated patterns disrupt the safety of the school, its population, or its learning environment to such an extent that remaining at the school is not in the best interest of Nardin Academy or other students. Thus, Nardin Academy reserves the right to expel any student when Nardin, in its discretion, deems it necessary. When this occurs, parents will be notified in writing that expulsion is a consideration and why it is being considered (along with a summary of the history of prior disciplinary measures, if any). A meeting will be called between the parents, teacher(s), principal and/or president. Minutes of this meeting will be kept. Within forty-eight (48) hours of this meeting, the principal and the president will confer and a final decision will be made. Parents will again be notified in writing and the student's record appropriately marked. The student may appeal this decision to the president of the Academy.

SUBJECT FAILURES

The passing grade for all numerically graded courses is 65%. A passing grade should be earned in all required subjects before the start of the next academic year. Courses should be made up in a summer school setting if the subject is offered. If this is not possible, the student must repeat the course at Nardin the following academic year. Any exceptions must be approved by the principal and the academic department.

TUTORS

Before seeking the assistance of an outside tutor, students and parents should consult with the student's guidance counselor to determine whether some other means of improvement is appropriate. In cases where a student works with an outside tutor, it is highly recommended that the tutor maintain ongoing communication with the classroom teacher. Students may not contact tutors at any time during the school day.

UNDERCLASSMEN FREE BLOCKS

Sophomores and juniors may report to Room 110 (collaborative workspace) or the Library (silent workspace) for their free blocks. All freshmen will be assigned to a study hall for their free blocks.

X-BLOCK

The X-Block time period is an opportunity for students to explore their passions. If a student is not participating in an X-block activity, she needs to be in an assigned quiet study hall location and must scan into the room location.

Room 110 is closed to underclass students during X-block. Seniors are allowed to use Room 110 during this time as a quiet study location, not as a lunch location. Students may not bring food into Room 110.

*** * * ALL STUDENTS ARE REQUIRED TO ATTEND OUR NARDIN ALUM SPEAKER SERIES DURING THEIR X-BLOCK PERIOD ON THE FIRST FRIDAY OF EVERY MONTH. * * ***

9. Passing Time Order

Schedule: 2020-2021			Regular	
Period	Start Time	End Time	Duration	
1	8:10 AM	9:05 AM	55	
2	9:10 AM	10:10 AM	60	Community Time
3	10:10 AM	11:05 AM	55	
4	11:05 AM	12:00 PM	55	
5	12:00 PM	12:30 PM	30	Lunch
5	12:00 PM	12:40 PM	40	X-Block

6	12:40	PM	1:10	PM	30	Lunch
6	12:30	PM	1:10	PM	40	X-Block
7	1:10	PM	2:05	PM	55	
8	2:05	PM	3:00	PM	55	

Schedule: 2020-2021 **Late Start**

Period	Start Time	End Time	Duration	
1	9:10 AM	10:00 AM	50	
2	10:00 AM	10:30 AM	30	Community Time
3	10:30 AM	11:20 AM	50	
4	11:20 AM	12:10 PM	50	
5	12:10 PM	12:40 PM	30	Lunch
5	12:10 PM	12:50 PM	40	X-Block
6	12:50 PM	1:20 PM	30	Lunch
6	12:40 PM	1:20 PM	40	X-Block
7	1:20 PM	2:10 PM	50	
8	2:10 PM	3:00 PM	50	

Schedule: 2020-2021 **Mass**

Period	Start Time	End Time	Duration	
1	8:10 AM	9:05 AM	55	
2	9:05 AM	10:20 AM	75	Mass (60)/Break(15)
3	10:20 AM	11:15 AM	55	
4	11:15 AM	12:10 PM	55	
5	12:10 PM	12:40 PM	30	Lunch/X-Block
6	12:40 PM	1:10 PM	30	Lunch/X-Block
7	1:10 PM	2:05 PM	55	
8	2:05 PM	3:00 PM	55	

10. COMMUNITY TIME

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:10 - 9:35	Morning Meeting	Advisory	Late Start	Clubs/Gator Time	Advisory/Class Meeting

9:35 - 10:10	Office Hours	Office Hours	(10-10:30 Office Hours)	Office Hours	Office Hours
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11. Responsible Use and Internet Safety Procedures

1. PURPOSE

The purpose of this policy is to set forth guidelines for access and safe use of Nardin Academy technology resources. These include but are not limited to the Nardin Academy infrastructure, technology tools such as the Chromebook, Google applications, databases, and Internet subscription services.

2. GENERAL STATEMENT

Nardin Academy believes that when students use technology in an ethical, efficient, scholarly, courteous, and legal manner, it will enhance their educational development. Nardin Academy supports the use and integration of technology to achieve educational goals.

Nardin Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing and does not guarantee daily availability of Internet access. Nardin Academy is not responsible for information that may be lost, damaged, or unavailable due to technical or other difficulties. Use of any information obtained via the Internet is at each student's own risk. Nardin Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services. Transmission of any material in violation of any federal or state regulation is prohibited.

3. TERMS OF USE

Nardin Academy provides Internet access through Chromebooks. It is our goal to provide this tool to promote educational excellence by facilitating the sharing of resources, innovation, and communication. Nardin Academy has taken precautions to restrict access to controversial material. However, in an accessible, global world it is impossible to control all materials.

The use of technology is a privilege, not a right, and inappropriate use as determined by the system administrators will result in the cancellation of the privilege and may result in other disciplinary actions. System administrators may limit access, and deny, revoke, or suspend specific user accounts if deemed appropriate. Students should exercise appropriate responsibility in the use of Internet access provided by the school, and only use it for educational purposes.

Some activities are expressly prohibited by federal, state, or local laws and ordinances. Other activities are inappropriate, as determined by Nardin Academy in its sole discretion. Nardin Academy will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network.

All online activities may be tracked or logged by the school. Limited privacy can also be expected concerning personal files. Any work stored on a school server is the property of Nardin Academy, although the school is not responsible for its content.

Physical damage to the issued Chromebook, which necessitates repair, is the responsibility of the user and/or the user's parents/guardians, and a fee of \$25.00 will be assessed. If the manufacturer determines the Chromebook cannot be repaired, a fee for the full replacement cost of \$315.00 will be assessed. Replacements for lost chargers and headphones, as well as additional accessories can be purchased from the Nardin Academy school store.

All members of the Nardin Academy Community agree to follow and commit to the following:

4. RESPONSIBLE USE GUIDELINES

I will:

- Use my Chromebook, networks and software in school for educational purposes and activities only. I will not allow unauthorized parties to access my Chromebook, networks or software.
- Keep my personal information (including home/mobile phone number, mailing address and user password), and that of others, private.
- Show respect for myself and others when using technology, including social media.
- Give acknowledgement to others for their ideas and work by using proper citation and adhering to copyright laws and licensing agreements.
- Report inappropriate use of technology immediately. If I am unsure about the acceptability of any activity, I will check with a teacher or technology staff member.
- Use my Nardin account for Nardin business.
- Print only what is necessary and be respectful of Nardin's Green Initiative.
- Remember that everything communicated via the Internet is easily accessible to the world. This includes communications through social networking sites. I will not identify myself in any way online, and I will keep my friends safe by not identifying them.

5. Nardin Academy Responsible Use Agreement (Student)

I understand and will abide by the above Responsible Use Agreement, for the duration of my stay at Nardin Academy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privilege may be revoked and school disciplinary action and/or appropriate legal action may be taken. This agreement is in effect for the entire school year, unless revoked by the school or the parents.

I understand that there will be a \$25 fee per incident for repair of a Chromebook due to any accidental damage, including but not limited to that caused by flood, fire, natural disasters, and power surges due to lightning as long as the Chromebook is in my possession and reported to the Director of Technology in writing. Should damage occur which cannot be repaired or a loss of a Chromebook result from dishonest, intentional or illegal acts, theft from an unattended vehicle (unless the vehicle is securely locked and there is visible force of entry), or unexplained loss or mysterious disappearance, there will be a \$315 fee per incident for the full cost of a replacement. Replacements for lost chargers and headphones can be purchased from the Nardin Academy school store.

As a living document, The Responsible Use Agreement is subject to revision. All amendments will be submitted to parents' email.

12. 2020-2021 SCHOOL HANDBOOK, DRESS CODE & ACCEPTABLE USE AGREEMENT

I have read and I understand the Responsible Use Agreement and agree to be governed by the Nardin Academy School Handbook for the school year 2020-2021. We recognize the right and responsibility of Nardin Academy to make rules and enforce them.

Student Name (Please print clearly)

Student ID Number

Student Signature

Date

Parent Name (Please print clearly)

Parent Email

Parent Signature

Date

Please review this document with your child. Sign and return this page to the Main Office via your child's advisor.