

NARDIN ACADEMY HIGH SCHOOL HANDBOOK 2018-2019

NARDIN ACADEMY
135 Cleveland Avenue
Buffalo, New York 14222



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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. Amen.

History of Nardin and the Daughters of the Heart of Mary Tradition

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 continue 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.

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 both 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.

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)

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 Smith, 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 were first admitted to the elementary school.

1883 - Miss Eliza Smyth establishes the Alumnae Association and is its first President.

1890 - The Cleveland Avenue campus opens for both day students and boarders.

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 3rd 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 office, a Montessori elementary classroom, as well as 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

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.

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

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 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, religious, and personal diversity is essential to developing compassion and building world peace. A student's education is incomplete without the experience of serving others. At Nardin Academy, we are committed to providing a safe and socially just environment in which to learn, collaborate and lead.

Personnel Listing

Position	Name	Email address suffixed by nardin.org
LEADERSHIP		
President	Marsha Sullivan	msullivan@
Admin. Asst.	Pati Klauk	pklauk@
Sr. Vice President for Academics	Rebecca Reeder	rreeder@
Secretary	Maureen Higgins	mhiggins@
Principal	Adrienne Forgette	aforgette@
Asst. Principal for Academics	Kara Schwabel	kschwabel@
Asst. Principal for Student Affairs	Jennifer Millson	jmillson@
High School Secretary	Jill Mulla	jmulla@
ATHLETICS		
Athletic Director	Joseph Baudo	jbaudo@
Assistant Athletic Director	Jackie D’Orazio	jdorazio@
Administrative Assistant	Meghan Sleezer	msleezer@
CAMPUS MINISTRY		
Campus Minister	Stephanie Malinowski	smalinowski@
GUIDANCE		
Director of Guidance	Jane Mathias	jmathias@
Counselor	Colleen Robertson	crobertson@
Freshman Counselor	Kristin Mansour	kmansour@
Administrative Assistant	Lisa Bell	lbell@
Psychologist	Jessica Neilans	jneilans@

LIBRARY

Librarian	Jason Deane	jdeane@
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TECHNOLOGY

Chief Technology Officer	Melissa Sheehan	msheehan@
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CLINIC

School Nurse	Bonila Costello	bcostello@
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DINING HALL

Chef	Julie Levin	jlevin@
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BUSINESS OFFICE

VP of Finance and Operations	Greg Altman	galtman@
Director of Finance	Lynn Bickerton	lbickerton@
Accounts Receivable Clerk	Karen Roberts	kroberts@
Administrative Assistant	Lori Mays	lmays@
Human Resources Generalist	Darcy Stadelmaier	dstadelmaier@

INSTITUTIONAL ADVANCEMENT

Vice President of Institutional Advancement	Katie Naughton	knaughton@
Major Gifts Officer	Carol Dambmann	cdambann@
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@
Graphic Designer/Marketing	Laura Caya	lcaya@

ADMISSIONS/ENROLLMENT

Vice President of Enrollment Management	Catharine Miles-Kania	cmileskania@
Director of Strategic Marketing and Communications	Alexandra Tramposch	atramposch@
Director of Admissions	Danielle Dodman	ddodman@
Administrative Assistant	Chrystalle Kiefer	ckiefer@

ENGLISH DEPARTMENT

Chair	Jean Pappalardo	jpappalardo@
	Julie Anain	janain@
	Emma Eddy	eedy@
	Mary Lou Hutton	mhutton@
	Patricia Lorence	plorence@
	Kate McDermott	kmcdermott@

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@
	Colleen Robertson	crobertson@
	Brian McCarthy	bmccarthy@
	Stephanie O'Donnell	sodonnell@
	Rosalie Sperrazza	rsperrazza@
	Peter Zanghi	pzanghi@

SCIENCE DEPARTMENT

Chair	Sienie Kelly	skelly@
	Marilou Bebak	mbebak@
	Linda Biondi	lbiondi@
	Alexander Ladowski	aladowski@
	Katie Swanson	kswanson@
	Suzanne Thepaut-Hasselback	sthepauthasselback@

PERFORMING AND VISUAL ARTS DEPARTMENT

Chair	Caitlin Snyder	csnyder@
	Shelby Donohue	sdonohue@
	Lucyanne Gordon	lgordon@
	Jennifer Kiener	jkiener@
	Joan Ricca	jricca@
	Alison Szymanski	aszymanski@

COMPUTER SCIENCE DEPARTMENT

Chair	Pam Healy	phealy@
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WORLD LANGUAGES DEPARTMENT

Chair	Aneeta Shepardson	ashepardson@
	Rachel Allen	rallen@
	Sarah Bradley	sbradley@
	Xi Nie	xnie@
	Erin Puntoriero	epuntoriero@
	Laura Testa	ltesta@

RELIGION DEPARTMENT

Chair

Renee Boltri

rboltri@

Mary Ann Bartels

mbartels@

Denis Coakley

dcoakley@

Karen Podd

kpodd@

**PHYSICAL EDUCATION
DEPARTMENT**

Chair

Gerilyn Hartmayer

ghartmayer@

Mindy Odrobina

modrobina@

Principles, Policies, Procedures and Expectations

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 necessary for each absence, signed by the parent and delivered to the advisor on the morning following the absence. 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 absences in a course warrants failure of the course and denial of course credit. An excess of 10 days absent in a semester course and 20 days in a full year course will result in the failure of that course.****

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

Academic 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) hours of community service to be eligible for graduation.

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 *
Fine Arts	4 semesters
Health	1 semester
Physical Education	4 years **
Computer Science	1 semester

*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.

Academic Honesty

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 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)

Anti-Harassment Policy

Harassment

Everyone who spends their day at Nardin Academy has the right to be free from all forms of harassment. Whether it manifests itself verbally, non-verbally or physically, Nardin Academy will not tolerate unwelcome, offensive and targeted harassment of any individual. This includes cyber-bullying. Should you feel that you are the victim of harassment, you should report it to either the principal, the assistant principal for student affairs, a counselor, or any teacher. This information will be held in strictest confidence and investigated with all due expediency, respecting the privacy and dignity of all involved. If found that a complaint is valid, the proper disciplinary actions will be taken with the aim being to end the harassment.

Bullying

“Bullying is a pattern of repeated aggressive behavior, with negative intent, directed from one child to another where there is a power imbalance.” Dr. Dan Olweus, Olweus Bullying Prevention Program.

The following is the procedure that we will follow when there is an incident of bullying:

- 1) Each party involved will meet individually with the principal. 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 (i.e., 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.
- 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. Parents will be contacted and disciplinary actions may include the following:
 - Written or verbal apology
 - Loss of privileges
 - Detention
 - Suspension
 - Expulsion

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 miss school. It is absolutely necessary to contact teachers several days prior to such absences in order to obtain the work.

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.

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 at a time.
- 2. A current physical exam is required prior to tryouts for any sport.
- 3. A 75% average must be maintained 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 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 for 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.
10. If an athlete misses a practice/game, the athlete is not permitted to be a starter in a next-day game.

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 should not be out in hallways or in classrooms. 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 silence them in their purses, especially during class time. If a student is seen using a cell phone during a time when not permitted, she will receive a warning, the phone will be confiscated and brought to the office, a parent will be notified by email of the action and she must leave her phone in the office for one (1) week. Further disregard for the rules will result in the student being required to leave her phone in the office for four (4) weeks and again, parents will be notified by email. 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.

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 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 must bring their own lunch or purchase selections from the cafeteria. Food and beverages may not be consumed outside the dining hall.

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 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, sweaters or Nardinware. Only Nardinware sweatshirts are allowed. Skirts and dresses must be no shorter than fingertip length and should not be sloppy in appearance. Students may wear opaque leggings or tights under their skirts.

Each Monday will be a jeans day. Students are permitted to wear jeans of any color with no holes or frayed bottoms or edges, with appropriate dressy tops, blouses, sweaters or Nardinware.

The following items are not allowed:

- Clothing with writing on it, except for Nardinware.
- Sweatpants, pajama pants, jeggings, leggings, crocs, clogs, flip-flops, sandals and slippers are not allowed. Sweatshirts, other than Nardinware, are not allowed.
- Students should avoid clothing that is too tight, too short, or is in bad 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 and winter coats are not allowed. Winter boots are not allowed to be worn during the day.
- Non-traditional hair color or style 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.

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 required. 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 period 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 jmulla@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 is not sufficient. 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 their electronic watches during assessments.

Examinations

Final exams are given in most required and sequential courses. All final exams must be taken at Nardin Academy on the scheduled dates.

Advanced Placement examinations are required in all courses designated "AP" in the school curriculum. These exams are administered by the College Board in May. Failure to take the required "AP" exam results in failure of the course and loss of course credit.

Exemptions

Exemptions from final examinations only will be given to juniors and seniors enrolled in non-AP

courses and to underclassmen enrolled in junior and senior level courses. Students must have a 94.0% average based on two semesters to qualify for the exemption.

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 which require an intensive commitment of time, e.g., school play, must maintain a 75% 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 certain 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.

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 physical examination is required for all new students and students in the Toddler program, Grades Pre-K (3 & 4 year olds), Kindergarten, and 2nd, 4th, 7th, 9th, and 10th Grades. This report must be on file in the health office. There are no exceptions. This requirement will be considered satisfied if the exam is dated after June 30th.

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 diphtheria, tetanus, pertussis (whooping cough), polio, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) for all students. 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.**

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

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 so 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, stomach ache, 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 gym for more than one week.

All students with a documented injury must be cleared by a physician prior to returning to Gym or sports.

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 failing grade and no Incompletes. The merit roll includes students with averages of 88.0% or above, with no failing grade and no incompletes.

Letters of Recommendation

Students wishing to have faculty or staff write letters of recommendation or reference must make such request 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.

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 reserve 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 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

Only messages of true significance will be hand-delivered to students. Other important messages, including those regarding transportation, will be posted on the first floor message board. Students should make a habit of checking the message board from time to time, especially if a message is expected. The message board is not to be used for student-to-student communication. Students are to remove only those messages addressed to them.

National Honor Society

Membership is an honor bestowed upon a student based on outstanding scholarship, character, leadership, and service. To be eligible one must be a second semester junior with a cumulative average of 94.0% and have completed and documented at least sixty (60) hours of community service. A student who has achieved this average will be informed by the principal and given a Student Activity Form to complete. The Student Activity Form asks the student to list all clubs, teams, and musical groups she has been involved with in high school. In addition, she is asked to list leadership positions, volunteer service, work experience, awards, and community activities. This material is reviewed by the Faculty Council which consists of five (5) voting faculty members and the nonvoting chapter advisor. Candidates receiving a majority vote of this council will be inducted into the Nardin Chapter of the National Honor Society.

Parent Conferences

Parents will have the opportunity to meet with teachers during the designated Parent Conference evening at the end of November. 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.

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.

Any requests to drop a course must be approved by the principal.

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.

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 periods and lunch. Privileges may be revoked at any time during the school year. When leaving during free periods, seniors must sign in and out in the Main Office.

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.

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 school 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 will not be moved to another day except in the case of an emergency. Students must serve on the date assigned. 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 for a duration determined by the Discipline Committee.

*****All suspensions will 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.

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.

Study Halls

Students assigned to study halls must remain in study hall during their assigned period. In study hall, students should maintain silence in consideration of the needs of others.

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.

Tardiness

Tardiness is a serious matter and is recorded on the student's permanent record card and transcript. If a student has a free period first block, the tardy will be excused with a note from parents.

IF A STUDENT IS TARDY TO SCHOOL WITH NO NOTE, A DEMERIT IS GIVEN. THE ONLY EXCEPTIONS WILL BE FOR LATE SCHOOL BUSES OR MASSIVE WEATHER-RELATED PROBLEMS. IF A PATTERN OF TARDINESS DEVELOPS, THE STUDENT IS GIVEN AUTOMATIC DETENTION. ONLY A DOCTOR'S NOTE WILL BE ACCEPTED FOR THE TARDINESS.

Tutors

Before seeking the assistance of a tutor, students and parents should consult with the 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 Periods

Sophomores and juniors may report to Guidance, Room 110 (collaborative work space) or the Library (silent work space) for their free periods. If they are volunteering for the daycare, etc., they must sign to that location in the Main Office. Failure to be in one of these locations could result in disciplinary action and the assignment to a study hall.

X-Block Expectations

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 study locations. This includes Academic Study Rooms for the freshmen, and Room 110, the Library, or Guidance Office for the sophomores and juniors.

Passing Time Order

Schedule: 2018-2019

Period	Start Time	End Time	Duration
1	8:10 AM	9:10 AM	60
2	9:10 AM	10:10 AM	60
3	10:10 AM	11:05 AM	55
4	11:05 AM	12:00 PM	55
5	12:00 PM	12:40 PM	40
6	12:30 PM	1:10 PM	40
7	1:10 PM	2:05 PM	55
8	2:05 PM	3:00 PM	55

Regular

Community Time

Schedule: 2018-2019

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

Late Start

Community Time

Schedule: 2018-2019

Period	Start Time	End Time	Duration
1	8:10 AM	9:05 AM	55
2	9:05 AM	10:20 AM	75
3	10:20 AM	11:15 AM	55
4	11:15 AM	12:10 PM	55
5	12:10 PM	12:40 PM	30
6	12:40 PM	1:10 PM	30
7	1:10 PM	2:05 PM	55
8	2:05 PM	3:00 PM	55

Mass

Mass Time

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

Responsible Use and Internet Safety Procedures

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.

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.

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:

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.

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.

2018/2019 SCHOOL HANDBOOK, DRESS CODE & ACCEPTABLE USE AGREEMENT

I have read and understand the Responsible Use Agreement and agree to be governed by the Nardin Academy school handbook for the school year 2018-2019. 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.