

NARDIN ACADEMY ELEMENTARY HANDBOOK

NARDIN ACADEMY
135 Cleveland Avenue
Buffalo, New York 14222



Telephone No. (716) 881-6262
Facsimile No. (716) 881-4681

revised 8/16/18

TABLE OF CONTENTS

	Page
History of Nardin and the Daughters of the Heart of Mary Tradition 4 - 6	
Mission Statement	7
Portrait of a Graduate	7
Diversity Statement	7
Personnel Listing	8-11
Principles, Policies, Procedures and Expectations	11-28
Academic Failures, Academic Resource Program, After School Supervision, Anti-Harassment Arrival/Dismissal, Assessments, Athletic Participation, Attendance/Absenteeism	11-17
Cancellation of School, Cell Phone Policy	17-18
Dining Hall Service, Dress Code	18-20
Extracurricular Activities	20-21
Health Office Policies and Procedures, Honors Roll/Merit Roll	21-23
Library Media Center, Liturgies, Lockers, Lost and Found	23-24
Meet the Teachers Night	24
Parent Conferences, Progress Reports, Parent Portal	24-25
Release of Records, Report Cards	25
Student Gator Bite Program, Student Discipline Policy	26-29
Tutoring Policy, Transportation to Nonpublic School 29	
Visitors	30
Responsible Use and Internet Safety Procedures	30-32

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 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.

DINING HALL

Chef	Julie Levin	jlevin@
------	-------------	---------

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	Becky Locke	blocke@
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@

FACULTY

Amigone, Gaile	gamigone@
Ash, Sandra	sash@
Balistreri Anderson, JoAnn	jbalistreri-anderson@
Barker, Theresa	tbarker@
Beahan, Nicole	nbeahan@
Beecher, Amanda	abeecher@
Braungart, Becky	bbraungart@
Chambers, Kristen	kchambers@
Coriale, Amber	acoriale@
Doerr, Amy	adoerr@
Faden, Andrea	afaden@
Farah, Christa	cfarah@
Feeley, Maureen	mfeeley@
Flanagan, Alyssa	aflanagan@
Frantz, Allison	afrantz@
Georger, Michelle	mgeorger@
Haim, Theresa	thaim@
Hanna, Cindy	channa@
Jones, Anna	ajones@
Klass, Ann	aklass@
Kullman, Laurie	lkullman@
Lipman, Rachel	rlipman@
Manchester, Lisa	lmanchester@
Mazur, Mark	mmazur@
Neary, Mary Beth	mneary@
Pfalzgraf, Stephanie	spfalzgraf@
Quinn, Lisa	lquinn@
Rohrbacher, Erika	erohrbacher@
Sacilowski, Stefanie	ssacilowski@
Seeley, Denise	dseeley@
Serpe, Danette	dserpe@
Siepel, Maria	msiepel@
Twichell, Jaclyn	jtwichell@
Udagaua, Cynthia	cudagaua@
Vasatka, Lynn	lvasatka@
Zimmerman, Colleen	czimmerman@
Zydel, Kelli	kzydel@

Department Chairs

ELA	Amy Doerr	adoerr@nardin.org
Math	Kelli Zydel	kzydel@nardin.org
Science	Ann Klass	aklass@nardin.org
Social Studies	Nicole Beahan	nbeahan@nardin.org
Foreign Language	Maureen Feeley	mfeeley@nardin.org
Arts	Gaile Amigone	gamigone@nardin.org
Religious Studies	Denise Seeley	dseeley@nardin.org
Support Services	Lisa Marie Quinn	lquinn@nardin.org

Academic 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.

Academic Resource Program

The Academic Resource Team assists student needs in three ways. Students can receive Pull Out Services in Academic Resource, Push In Services in the General Education Classroom, and “Extra” Services such as OT, PT and Speech. Current IEP or 504 Documentation is required for students to be eligible for Student Support Services.

In Pull Out Services students attend a resource room program which enables them to receive reinforcement of classroom material. Students are given study guides, notes, practice problems and reteaching across all subject areas. They are also able to work on study skills and organizational skills. The student ratio is no more than 5 students per teacher which provides ample opportunities for each student to focus on mastery of difficult skills.

Through Push In Services the special education teacher goes into the classroom to give support to both the general education teacher and students. This provides a greater teacher to student ratio, enabling students to have questions clarified more quickly during instruction, and helping

them stay keep them focused when taking notes or working. The push-in teacher also helps the students with organizational needs. The general education teacher is given support by implementing the student's classroom and testing accommodations.

Students may also qualify for additional services. **Occupational Therapy, Physical Therapy, and Speech Therapy** are provided to students who have documented IEP goals in those areas. These specialists are provided and contracted through the Buffalo Public Schools.

After School Supervision Program

As a service to working parents, our After School Supervision Program is available for students in Grades K - 8 from 3:00 p.m. until 5:30 p.m. for an additional hourly fee on a regular or "as needed" basis. **Students who have not been picked up by 3:20 p.m. from dismissal are required to report to the After School Supervision Program.**

The After School Supervision Program includes a quiet period which students can work on homework. A healthy snack is provided after 4:00 p.m. Additional time for games or outside play will be included.

Students who are involved in music lessons or after school sports may use this service. The fee will be indicated on the tuition bill. Policies and procedures will be communicated to all participants with safety being the primary concern.

Anti-Harassment Statement

Harassment

Everyone 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 Dean of Discipline, 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 in the altercation will meet individually with the Principal. The school counselor or 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 is given the opportunity to give 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, School Counselor, and other staff members involved 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

Arrival and Dismissal Policies & Procedures

Arrival

The school day begins at 8:14 a.m. for all students. Arrival time is between 7:30 and 8:00 a.m. All students are to report to the gym where they are supervised until 8:00 a.m. At 8:00am all students may proceed to their lockers and classrooms. Students arriving after 8:10 a.m. must report to the office before going to class. All absences and tardiness are part of a child’s permanent record file.

Dismissal

Dismissal begins at 3:01 p.m. Students are dismissed by their Homeroom teacher. Please note that the ***front of the school is reserved for bus traffic***, and the ***driveway adjacent to the building is for pick-up purposes***.

At the beginning of the school year, a parent must complete, sign, and return a [Transportation Form](#) (linked) stating how their child(ren) will generally be getting home from school (e.g., parents will pick up, student will walk, student will take school bus). If such procedure changes during the year, a new form must be completed and submitted. If your child will be going home with a classmate after school, the school must have a written note from the parent granting permission to release the child to another parent. The note must be given to the homeroom teacher first thing in the morning.

In order to ensure the safety of our students, Nardin Academy utilizes:

1. After school elementary teachers who direct children to their parents' vehicles at the elementary school side entrance, along the one way driveway from Cleveland Avenue to Auburn Avenue from 3:01 to 3:20 p.m.
2. Private security in the Nardin driveway and parking lot to assist in proper parking, traffic flow, and safety.
3. Buffalo Police Department traffic officers at the corner of Tudor and Cleveland Avenues to assist traffic in and around the district buses and to enforce legal parking.
4. After school elementary teachers at the Cleveland Avenue school doors to direct children to the school buses.

End of the Day Procedures

Pick Up:

Students who are being picked up will be called out as the elementary administrator or teacher sees that child's vehicle. Each student will be escorted to his or her vehicle to ensure safety.

Walkers:

If a student would like to walk home, a [Transportation Form](#) (linked) must be filled out and signed by a parent or legal guardian.

Buses:

Students who travel on Buffalo Buses are supervised by an elementary teacher in the front right side of the building until their bus arrives.

Students on district buses are supervised by an elementary teacher in front of the main entrance of the building.

Parking:

CLEVELAND AVENUE:

- Parking on Cleveland Avenue is clearly posted and enforced by the City of Buffalo Parking Violations Division. There is no parking in front of the school during school hours, from 8:00 a.m. to 4:00 p.m.
- Legal parking is posted and has opposite side of the street restrictions based on the day of the week.

AUBURN AVENUE:

- For safety reasons, students are not allowed to meet parents outside the school gates on Auburn Avenue.
- Double parking on Auburn Avenue is illegal and creates a traffic jam on both Auburn and Cleveland Avenues.

Assessments

Tests, quizzes, and teacher observations are part of a comprehensive program to assess student progress. Students will not have more than two full period tests on any given day. Cumulative ten week tests are given in Math, Social Studies, and Science in grades 5-8. An average of these tests is considered a final exam grade.

Nardin Academy students in grades K-8 participate in NWEA's MAP (Measures of Academic Progress) assessment. These online tests are used in conjunction with goal setting to evaluate students' progress in reading and math.

Students in grades K-3 participate in MAP fluency assessments.

Athletic Participation:

<u>Season</u>	<u>Sport</u>	<u>Grade Level(s)</u>
FALL	Soccer	5&6 Girls 7&8 Girls 5-8 Boys
	Swimming	K-8 Coed
	Tennis	5-8 Girls
WINTER	Basketball	5&6 Girls 7&8 Girls 5&6 Boys 7&8 Boys
	Squash	5-8 Coed
SPRING	Lacrosse	6-8 Girls 6-8 Boys
	Softball	6-8 Girls
	Track & Field	3-8 Coed

Participation Requirements:

1. A current physical exam is required prior to tryouts for any sport.
2. A 75% average must be maintained to participate in any sport. If a student's average falls below this, a review of her status will be conducted by the athletic director and Principal.
3. Misconduct or violation of the school rules may result in removal from the team. *See Discipline Policy.*
4. Absence from school on the day of a game automatically results in the athlete's not participating in that day's game.
5. Arrival at school after 9:00 a.m., except for when due to a physician-verified medical appointment, disqualifies an athlete from participating on that day.
6. Athletes must be punctual and attend all practices and games.
7. Athletes are required to attend Study Hall when practices or competitions are held later in the day.
8. Parental athletic consent forms must be signed by the parent(s).

Attendance and Absenteeism

Parents or guardians must call the school office (x3050) before 8:30 a.m. to report their child's absence. This should be done each day a child is absent. In the event that no call is received, we will contact the child's home or parent's place of employment by 10:00 a.m. to inquire about the nature of the absence. When the child returns to school, parents are required to provide a note explaining the reason for the absence. New York State legal absences are for personal illness, the illness or death of a family member, impassable roads or weather, or a religious observance.

Therefore, students who miss fifteen (15) or more days of school and who have not met periodically with school administration are in jeopardy of retention. The school secretary will notify the Principal of students who are approaching the fifteen (15) day limit and a letter will be sent to parents expressing the school's concerns. At a conference with the school administration and teachers, alternative educational plans will be determined. It is the parent's responsibility to notify school administration of an attendance concern and to request such a conference.

Absentee Homework

If a child is absent for *one or two consecutive days*, he/she should contact a classmate or check Schoology for assignments. If a child is absent for *three or more consecutive days*, parents should call the office (x 1010) between 8:00 am and 10:00 am to request assignments and books. The materials will be collected and placed in the elementary office by 3:00 pm. *Teachers will not prepare separate assignments in anticipation of, nor are they responsible for tutorial assistance, after such absences.*

Work missed during an absence can be made up within 5 school days upon the child's return to school. When your child returns to school they should contact their teachers to receive assistance and to verify missed assignments. Additionally, students in grades 5-8 can use Resource to meet with a teacher regarding missed assignments.

Please note that teachers do not prepare work for students who are traveling and/or going on vacation. In this scenario, students should call a friend and/or check Schoology for any missed work.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Every practical means is used to notify parents of school closings. Cancellation announcements are carried by School Messenger.

In the unusual circumstance where school must be canceled during the school day, parents and/or guardians will be notified immediately through School Messenger. Contact information on the Emergency Form on file in the office will be used, and administrators and teachers will determine that all students have satisfactory transportation and supervision at home before releasing them from school.

Cell Phones

Use and carrying of cell phones during the school day are prohibited. If a student has brought a cell phone to school it should be placed in his/her locker immediately for the day. Any lost or misplaced cell phone(s) are not the responsibility of Nardin Academy. Student cell phone use will result in four (4) discipline points. Parents who want to contact their child may always call the school office.

Dining Hall Service

As part of Sustainable Nardin, we now offer scratch cooking on a daily basis. When possible, we purchase our food from local sources and these items are often organically grown. Students are responsible for recycling and sorting waste for composting.

Students have lunch in the dining hall in two shifts. Grades K-4 eat at 10:45 a.m., and students in grades 5-8 eat at 11:23 a.m. Students may bring a lunch, purchase a full meal, or choose from a wide selection of individual items. A credit account is setup for each student for this purpose. To make the dining hall as pleasant and efficient as possible, Nardin Academy has set up a secure online payment system. To purchase food, a student must have an account with *Lunchtime*. To set up an account, [visit the Lunchtime School Payment Portal](#) on Nardin Academy's website. A menu of the full lunch selections is published monthly on Nardin Academy's website. **No food or drink is to be removed from the cafeteria.** Eating or drinking in the halls or in a classroom is strictly prohibited unless under the supervision of a faculty member.

Dress Code

[All clothing to be purchased from Lands' End School Uniform-www.landsend.com](http://www.landsend.com)

Attire	Montessori, Lower School & Montessori Options
Polo Shirts Solid color, polo-style shirts with collar, buttoned placket, short- or full-length sleeves (no cap sleeves) with the Nardin logo. Shirts must be tucked in during school hours.	Evergreen, White, Classic Navy and Pink
Shirts and Blouses Solid color Oxford	Boys: White or Blue long sleeve Oxford shirts Girls: White, 3/4 sleeve or long sleeve Oxford blouses
Pants Khaki pants (pleated or plain front) with belt loops	Khaki

Shorts Khaki knee-length shorts	Summer dress code only
Skirts Khaki or plaid knee-length Skirts	Khaki or Classic Navy/Evergreen plaid
Skorts Khaki knee-length skorts	Khaki
Jumpers Khaki and plaid knee-length, worn with dress code shirt or blouse	Khaki and <u>Classic Navy plaid only</u>
Dresses Short or long sleeve mesh polo pleated dress	Evergreen, Classic Navy and Pink
Sweaters V-neck, crew neck, cardigan or vest	Evergreen, Classic Navy and White (girls)
Socks/Tights Socks must be worn at all times	Evergreen, Navy, White or Black leggings or tights for girls
Belts Plain black or brown leather belt or uniform plaid belt	Girls: Belts may be worn when shirt is tucked in. Boys: Belts must be worn. Khaki or Navy blue fabric belts, plain black or brown leather
Hair/Accessories	Non-traditional hair styles or color, visible permanent or temporary tattoos, and body piercings are not permitted.
Shoes No Uggs, Ugg moccasins, slippers or boots are allowed during school hours. Shoes must have a covered toe and back. Sneakers are allowed.	Sneakers with shoelaces or Velcro are required for physical education.
Fleece/Hoodies Outerwear is not permitted with school uniform. Hoodies and fleece tops may be worn on jeans days.	Class hoodie is an eighth grade Wednesday privilege

<p>Special Days: Summer Dress Code Polos, knee-length skorts, and khaki knee-length shorts may be worn.</p>	<p>May 1 - October 1</p>
<p>Jeans Days Denim pants, jeans, skirts and cargo pants should be neat, clean and in good repair without holes. No inappropriate style or message is allowed. Nardin attire is not required.</p>	<p>Dates to be announced by Principal *Eighth grade Wednesday privilege</p>
<p>Nardinware Days Nardinware or outfits of predominantly green and white are allowed. All other “jeans day” and regular dress code expectations are in effect.</p>	<p>Dates to be announced by the Principal</p>

Extracurricular Activities

All students are encouraged to participate as learning does not stop in the classroom. Nardin Academy offers a wide range of extracurricular activities. The following are among the activities that students may become involved in during the school year. **Current extracurricular activities include but are not limited to:**

* There is an additional fee for these activities.

<p style="text-align: center;"><u>BALLET*</u></p> <p>An after school ballet program for students in Montessori through 8th grade is administered by a certified instructor. Instruction is once a week and students of all abilities are invited to participate.</p>
<p style="text-align: center;"><u>CHORUS</u></p> <p>Students in grades 3 through 8 may audition for the Nardin Chorus which performs for the school and in the community throughout the year. Participants work on musical ensemble and are given the opportunity to do solo singing as well.</p>
<p style="text-align: center;"><u>INSTRUMENTAL MUSIC*</u></p> <p>Music and voice lessons are given after school to students who wish to pursue the study of instrumental music.</p>
<p style="text-align: center;"><u>ORCHESTRA</u></p> <p>The Nardin Elementary Orchestra is open to students in grades 3 through 8 who are proficient in playing an instrument. Orchestra members rehearse once a week and perform for the school throughout the year.</p>
<p style="text-align: center;"><u>IT’S ACADEMIC</u></p> <p>Students in Grade 6 through 8 may participate on the It’s Academic teams which compete locally. Practices are held during lunch. Participation broadens as well as draws upon knowledge of the very significant to the trivial in all areas.</p>

MATH TEAM

Seventh grade students are chosen to compete at local math competitions at St. Francis High School and St. Joseph's Collegiate Institute.

SKI & ADVENTURE CLUB*

Students in grades 5 through 8 may choose either to ski on Friday afternoons in January and February or be a member of the Adventure Club. Students involved in ski club leave school at 11:30 a.m. for an afternoon and evening of downhill skiing at Holiday Valley. Lessons are included and skiers may rent equipment if they do not have their own. In Adventure Club, students participate in local activities such as bowling, curling, skating, sledding, and visiting other sites with their classmates and faculty members. Study Hall is provided for those students who may be unable to participate in Ski Club due to illness or injury.

STUDENT COUNCIL

Homeroom representatives are elected from the 5th through 8th grades to form the Student Council. This body's president is an 8th grader elected by all members of these grades, while the vice president is a similarly elected 7th grader. The group organizes school projects and social events through the year.

Health Office Policies and Procedures

Physical Examinations

1. A current physical examination is required for all new students and students in the Daycare, 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.
2. Any students who participate in any extracurricular physical activity including team sports (swimming, etc.) and after school clinics, ski club, and the 6th grade camping adventures, **must have an updated annual physical report for the current year**. No exceptions to this requirement can be made. Parents are advised to make 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 healthcare 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:

1. A note from the student's physician stating the name of the medication, the dose

and the time to be given.

2. A note from the student's parent giving the school nurse or designee permission to administer the medication.
3. A separate bottle of medication with the prescription label which will remain in the school until the completion of the therapy.

This applies to all medications, including over the counter drugs such as aspirin, cold capsules, cough drops, etc. There are no exceptions to this policy. 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 your child becomes ill with a communicable disease or condition, you 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 your child presents with symptoms of contagious infection, such as strep throat, conjunctivitis (pink eye), or a questionable skin rash, he/she will be sent home until diagnosis can be confirmed or ruled out and a physician's note is sent in with your child. This is necessary to ensure the health and well-being of the entire student body. Children who come to school sick will be sent home.

Absences

Colds and other illnesses are easily contracted by children during the first few years of exposure to other children. For the health of the staff and other children, we ask that your child remain 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 he/she must be fever free without medication for a full twenty-four (24) hours before returning to school. A written excuse is required (for students who are over five (5) years of age) for each absence and should be brought to school the day the student returns.

Medical Emergencies & Information

An Emergency Information Form is kept on file in the office. **Please notify the school office if there is any change in address, telephone number, place of employment, or emergency contact person so that we may be in contact with you at any time if necessary.** In the case that a parent or emergency contact cannot be reached school personnel will render first aid treatment and then arrange transportation by ambulance to Women's and 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

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

Honor Roll/Merit Roll

Distinction is given for Honor Roll/Merit Roll based on quarter grades for students in grades 5-8. A student can become a member of the Scholar's Club by maintaining an honor roll average of at least 93.0% for the year. Scholars will be recognized at a town meeting at the beginning of the next school year. Only academic courses are included in the average. Averages are not rounded.

Honor Roll - 93% - 100%

Merit Roll - 89% - 92%

Library Media Center

The Koessler Family Library Media Center ("LMC") is truly a center of activity within the school. Students may go to the LMC between 8:00 a.m. and 3:30 p.m. The librarians provide research instruction, reference assistance, and reader advisor service in class settings and informally to individual library users. The LMC is a member of the Buffalo School Library System, a statewide operation providing Interlibrary Loan and other services. It is also a member of BissNet, the Buffalo Secondary School Network, a consortium of private high schools in the Buffalo area.

Liturgies

The Nardin community celebrates holy days and other religious seasons with liturgies that involve student planning and participation. Responsibility for these services is shared by younger and older students throughout the year. Morning Mass is offered on Tuesdays and Fridays to students, parents, and faculty at 7:40 am.

Lockers

Students are given locker space in which to store outside clothing and school materials not in use. Lockers should be kept neat and clean with special attention being paid to the disposal of food items. The school is not responsible for any item left in a locker. If for some reason a student must carry something valuable to school, *it is recommended that it be left in the school office for the day*. The school retains the right to inspect lockers if the school deems it necessary.

Lost and Found

The Lost and Found is located in the coat area on the first floor (across from the Elementary office). Clothing items are generally taken there while books, eyeglasses, money, and jewelry are usually taken to the school office. Lost items are put on display periodically during the year before they are donated to charity.

Meet the Teachers Night

Parents of 1st-8th grade students are invited to meet with their child(ren)'s teachers within the first few weeks of school. At this time Teachers will discuss procedures and curriculum. Information regarding this event will be sent home the first week of school.

Parent Conferences

Parents will have the opportunity to meet with teachers on Parent Conference day scheduled mid-first semester, at the end of November. Other conferences may be arranged through the Guidance Office.

Scheduling a Parent-Teacher Conference:

- A letter, including a schedule form, will be sent home to parents requesting a conference with individual teachers.
- Parents will complete and return the schedule form to the school office by a designated date.
- Schedules will then be sent home to parents.
- If parents cannot attend at the scheduled time, another time will be arranged by the office or by the individual teachers. Parents must telephone the office to reschedule appointment times.

Progress Reports

Academic Progress Reports will be issued during each quarter as needed. Teachers send Progress Reports to the parents of students who need to improve their performance. These reports usually indicate a need for increased effort, better work habits, or additional support in order to reach a higher level of achievement by the end of the marking period.

Parent Portal

Parents can also monitor grades and attendance by using the PowerSchool Parent Portal. Access is through Nardin Academy's website and a password is needed to ensure privacy.

Release of Records

The school maintains records on all students. Information included on these records may not be released without written parental consent except when a student transfers to another school or when a student applies for admission to a high school. In both instances, a transcript will be sent upon request to the educational institution.

Report Cards

Report cards are mailed to parents at the end of each quarter. The forms used in grades K-3 have been developed by the faculty to reflect education as a process and to underscore individual growth and skill mastery. Grades 4-8 use a more traditional report card with letters and numbers indicating the achievement level of the student. In grades 5 through 8, the final grade is determined by a weighted average that combines the quarters and an average of the ten (10) week tests.

Grades 4 – 8	
A+	98
A	95
A-	92
B+	89
B	86
B-	83
C+	80
C	77
C-	74
D+	71
D	68
D-	65
F	Below 65

Student Gator Bites Positive Behavior Program

As a community, we strive to be proactive in developing appropriate behaviors in our students. In doing so, we have implemented a program which supports the social, emotional, and academic behaviors of your child through increased positive reinforcement and feedback. Our program model stems from the research based concept of *Positive Behavior Interventions and Supports*, commonly known as PBIS. The root purpose of schools using various forms of PBIS models is to create an environment that proactively

models and reinforces positive behaviors with greater regularity than correcting incorrect behaviors.

Our program is centered around five school wide expectations:

1. Follow directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Be respectful in your words and actions.
4. Be on time and be prepared.
5. Use materials and equipment properly.

These expectations are posted in each classroom as well as in high profile areas of the school. Faculty, staff, and administrators have *Gator Bites* coupon books. As adults observe behavior aligned with or exceeding the five expectations, they will spontaneously praise that behavior by offering *Gator Bites* to students. *Gator Bites* may be “cashed in” weekly for experiential and/or tangible rewards.

Student Discipline Policy

Philosophy

Together, parents, teachers guardians, students, and staff at Nardin Academy are raising a community of children helping them to form responsible and respectful student behavior. Their positive behavioral choices ensure the safety of all and ensure an effective learning environment.

Both the Lower and Middle School *Gator Bites* program and discipline policies stem from the five school wide expectations (listed above). Each school will approach consequences for negative behaviors based on what is developmentally appropriate for the child. Lower and Middle School discipline policies are outlined below:

Middle School Discipline Policy

Point System:

The point system is a cumulative system of tracking violations.

- 6 points = 1 detention
- Detentions are 45 min long
- Detentions are served on Tues./Wed., before and after school (7:15 - 8am or 3:15 - 4pm)
- Student(s) are not allowed to participate in any sports, special events or extracurricular activities until the detention(s) are served.

- Points will roll over each quarter
- Parents will be notified in writing each time their child receives a point
- Students are expected to have their points signed and returned to the issuing teacher the next school day.
- Parents will be notified both by phone and in writing each time their child reaches six (6) points

Assigning Points:

Points are assigned at the discretion of the teacher and Principal. Points will be final and based on the nature/severity of the infraction. Below are some examples of where some actions could be placed. These can change at the discretion of the adult assigning the points.

1 - 3 points: Actions that are less severe.

- Not returning a signed point
- Chewing gum
- Dress code violation
- Unprepared to P.E. class,
- Etc...

4 - 5 points: Actions that are more severe.

- *Disrespect to a teacher/adult*
- *Cell phone use,*
- *Inappropriate behavior,*
- *Etc...*

6 points: Actions that are severe and/or dangerous.

- *Use of illegal and/or prescription drugs/alcohol*
- *Bullying/harassment*
- *Cheating*
- *Violence*
- *Etc...*

During detention, students may be asked to:

- Perform community service
- Complete a writing or reading assignment, but will be not be allowed to do homework.
- Sit silently for the duration of the detention.

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 his/her position on a team, club, office, play, etc. and will be given a five (5) day out of school suspension. If a student has more than one offense, they may be expelled. Nardin may also require that the student attend and complete a rehab program.

Suspensions

Suspensions can be assigned at the discretion of the Principal. Suspensions can include in-school and out of school. Suspensions may range in duration depending on the severity of the behavior.

In-school suspensions:

- The student will attend school and spend their day in the Principal's office.
- The student will be allowed to complete assigned work from his/her teachers.

Out of school suspensions:

- The student will remain at home for the designated amount of time.
- The student may complete any missed work for a maximum credit of 50%.

Following a second suspension at any point throughout the year, the student and parent will be required to attend a meeting to determine whether the student will be allowed to remain at Nardin

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 and its learning environment. 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.

Lower School Discipline Policy

Should students in grades K-4 have difficulty following one or more of our School Wide Expectations (listed above), faculty and staff will use the following graduated consequences to foster positive decision making:

1. Teachers will provide a verbal warning for the student.

2. Student will have a private conversation with the teacher. Parents will be informed of the conversation via email or letter home.
3. Student will complete a self reflection (written or spoken).
4. Teacher will make a phone call home to discuss the student's decision(s).
5. Student will be referred to the office to meet with the principal and, if necessary, other support staff.

Tutoring Policy

You may decide that your child would benefit from individual tutoring outside of the school day. Nardin Academy teachers may offer tutoring services to enrolled students only. Tutoring is not permitted between the hours of 8:00 am and 3:00 pm. Nardin Academy offers no input, takes no responsibility for, and makes no promises as to the success of any tutoring program. The use of school facilities for tutoring is provided solely as a convenience for our students and their families. All tutoring arrangements, including those for payment, are strictly between the teacher and the student's family. In order to avoid misplacement, tutoring payment should be given directly to the teacher providing the service.

If the after school program is the destination for a child released from tutoring, the teacher will walk that child to the appropriate classroom and sign that child in to the after school room supervisor's care.

Transportation to Nonpublic Schools

Section 3635(1)(a) of the Education Law requires a board of education to provide transportation to a nonpublic school for all pupils who live up to fifteen (15) miles from such school when a written request has been submitted by April 1st of the preceding school year.

In addition, Section 3635(1)(b) requires a board of education to provide transportation from a centralized pickup point, which must be a public school building, for nonpublic school pupils who live more than fifteen (15) miles from school, when a pupil residing within fifteen (15) miles is receiving transportation to the same nonpublic school.

Conduct on the school bus is a joint concern of the district and Nardin Academy. For the safety and comfort of all passengers, students are expected to obey the following rules:

1. Students must use only the bus and the bus stop assigned.
2. Students should wait for the bus in an orderly fashion.
3. Students are to remain seated, facing forward, when the bus is in motion.
4. Students are expected to converse quietly and refrain from making unnecessary noise.
5. Students should not talk to the driver unless it is necessary.
6. Head and arms must always be kept inside the bus.
7. Students should not litter inside the bus, nor throw anything out the window.
8. Students are to be respectful of the bus driver and considerate of other passengers.
9. Fighting, shoving, name calling, vulgar language and spitting are expressly forbidden.

10. Students should learn and observe the rules and recommendations of the home school district.

Failure to follow these rules may result in disciplinary action taken by the school and may result in the refusal of the district to supply this service to the student.

Visitors

To ensure security for our students and school personnel, all visitors, including parents, are required to enter and sign-in with the school receptionist at the main entrance on Cleveland.

Responsible Use & Internet Safety Procedures

Purpose

The purpose of this policy is to set forth guidelines for access and safe use of Nardin Academy's 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.
- 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 parent's email.

Student Name (Please print clearly)

Student ID Number

Student Signature

Date

As the parent or legal guardian of this student, I have read and understand the Responsible Use Agreement.

Parent Name (Please print clearly)

Parent Email

Parent Signature

Date

Please review this document with your child. Sign and return this page to the technology department via your child's homeroom teacher.

