



Communication for Student Empowerment

Mount Notre Dame's mission centers on the empowerment of young women. We are committed to walking with each student as she grows into her God-given potential—academically, personally, and spiritually. This journey is supported by strong partnerships between students, families, and educators, rooted in mutual trust and respectful communication.

"All I ask of the good God is for you to be busy improving your minds as much as possible."
Saint Julie Billiart, Letter 296

Students and parents/guardians are encouraged to reach out to MND faculty directly and respectfully as questions arise. The partnership for education is based upon a trust that all involved are seeking to help each student find success. We kindly ask that this is kept in mind throughout all communications, even those that are more challenging.

We encourage students and families to reach out directly and respectfully to teachers with questions or concerns. Our shared goal is student success, and open communication helps ensure every student is supported along the way.

- **Faculty Response Time:** Teachers respond to emails or voicemails within two school days.
- **Contact Information:** Contact information can be found here <https://www.mndhs.org/about/faculty-staff/> as well as in the student handbook (updated for 2025–2026 over the summer).

Student/Family Reminders

- Students are encouraged to ask for help from their teachers when they are struggling with the curriculum.
- Students are expected to check Canvas and initiate communication with teachers regarding absences, whether planned or unplanned.
- Students are expected to check and respond to MND email in a timely manner. It is the primary communication tool for academic communication outside of in-person communication with the teacher in the building.
- Students and families are encouraged to contact the school counselor to discuss the overall MND experience or to discuss wellness, scheduling, or relational concerns that are impacting the student.

Canvas & Academic Progress

Canvas provides real-time access to course content, agendas, assignments, and grades. Teachers update grades regularly; smaller assignments may be graded more quickly than larger ones. If you have questions about grading, please reach out to the course teacher.

PLEASE NOTE: MND has established faculty guidelines for the timeliness of grade entries into the gradebook. Students and parent/guardians can expect that grades for smaller assessments will be available quicker than grades for larger assessments. Questions about the timeliness of graded items should begin with the course teacher.

With the semester system in place for the school year, families should take care to monitor work and progress regularly. Teachers will communicate regularly with students who are struggling or who have a noticeable change in performance. Parent/guardians will also be contacted for these more serious concerns.

Monitoring Academic Progress

With our semester system in place, it's important for students and families to regularly monitor academic progress. Teachers will communicate with students—and families when needed—if a student is struggling or shows a noticeable change in performance.

Throughout the year, faculty will also participate in designated checkpoint weeks to intentionally review student progress and connect with students and families as needed. Teachers may use these checkpoints in different ways—some may ask students to reflect on their performance, while others may reach out directly. Families are encouraged to check Canvas consistently, as grades may fluctuate over the course of the semester.

Checkpoint Weeks:
September 15
October 13
November 10
February 2
March 9
April 13

In addition:

- Counselors and Academic Support staff help monitor student progress across all grade levels.
- If a student fails a course at semester's end, her counselor will call home to discuss options for credit recovery.

By working together, we ensure each student is supported and empowered to reach her full potential.