



Communication for Student Empowerment

"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

Mount Notre Dame’s mission statement highlights the “empowerment of young women” as a primary goal of our Catholic, educational environment. As educators, we draw upon our skills and resources to meet each student along her journey and to provide the necessary encouragement to grow to her God-given potential. As we prepare students to enter the ever-changing global society, we must empower them with the skills that they will need to succeed. To facilitate students learning these skills, Mount Notre Dame believes that students, teachers, and families must work to model effective communication.

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.

For awareness, MND faculty are asked to respond to email/voicemail within two workdays of receipt. Families can find their contact information in the school handbook as well as at <https://www.mndhs.org/about/faculty-staff/>.

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.

Regarding academic communication, MND has the following benchmarks in place to ensure that MND faculty are proactively communicating about progress.

Grading and Checkpoint Weeks

For the 2023 – 2024 school year, MND will use Canvas as our Learning Management System (LMS). Canvas provides access to the school calendar, course guidelines, course agendas, homework, related course documents, resources as well as grade updates. Course guidelines will outline course expectations and grading procedures. Grade updates will occur automatically as teachers enter grades in the gradebook so grades will be current throughout the course.

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.

Checkpoint Weeks

These specific times are set aside to ensure an intentional look at student progress on the part of the student, parent/guardians, and the faculty. Teachers will use these weeks to communicate with students and families. Teachers have the freedom to utilize these checkpoints in a variety of ways. Some faculty may request specific acknowledgment of student progress. Families have been reminded that grades will fluctuate throughout the semester and therefore, Canvas should be accessed regularly to monitor progress regardless of the date.

Checkpoint Weeks:
September 11
October 9
November 6
February 5
Mach 11
April 15

Additionally...

- Staff members from our Counseling and Academic Support (as appropriate) teams will monitor student progress.
- At the end of a semester, if a student has failed a course, her school counselor will make a phone call to the family to plan for credit recovery.