MOUNT NOTRE DAME
Empowering Young Women

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.

Communication Expectations

Students and families are encouraged to reach out directly and respectfully when questions or concerns arise. Because teachers work most closely with students in their courses, questions about assignments, grades, classroom expectations, or academic performance should begin with the classroom teacher.

- If a concern continues after communication with the teacher, families may then contact the student's school counselor or the appropriate administrator for additional support.
- Teachers respond to emails or voicemails within two school days. Faculty contact information can be found at https://www.mndhs.org/about/faculty-staff/ and in the student handbook.

Who Should I Contact?

Question about a grade, assignment, missing work, classroom expectation or course concern?
Start with the teacher

Concern continues after speaking with the teacher?
Contact the school counselor for support and guidance.

Need additional support after teacher/counselor communication?
Contact the appropriate administrator.

Student and Family Responsibilities

Students are expected to take an active role in their learning. This includes asking teachers for help, communicating with MND about absences, checking MND email regularly, and monitoring Canvas.

Families are expected to monitor Canvas grades and course information regularly. Canvas provides access to course content, assignments, agendas, and grades. Because grades may change throughout the semester, families should not wait for a formal school update before reviewing academic progress.

If a parent or guardian needs help creating or accessing a Canvas observer account, please contact Mr. Ben Hunt at bhunt@mndhs.org.

Monitoring Academic Progress in Canvas

Students and families are expected to monitor Canvas regularly, as grades may change throughout the semester. Questions about a specific grade, assignment, missing item, or course expectation should begin with the course teacher.

Teachers update grades regularly; smaller assignments may be graded more quickly than larger assessments, projects, or essays.

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

Additional Support

Teachers will communicate with students, and when appropriate families, if a student is struggling or shows a noticeable change in academic performance.

Counselors and Academic Support staff also help monitor student progress across grade levels. Students and families are encouraged to contact the school counselor to discuss wellness, scheduling, relational concerns, or other issues that may be impacting the student's overall MND experience.

If a student fails a course at the end of a semester, her counselor will contact the family to discuss next steps and options for credit recovery.

By working together—with students, families, teachers, counselors, and administrators communicating through the appropriate channels—we help ensure that each student is supported and empowered to reach her full potential.