

# **NOTRE DAME ELEMENTARY SCHOOL**

## **PARENT AND STUDENT HANDBOOK**

### **Notre Dame Elementary School**

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## **INTRODUCTION**

Welcome to Notre Dame Elementary School! By sharing this Parent-Student Handbook with you, we hope to express our mission and beliefs as a school community and Diocesan education unit staffed by a dedicated and committed faculty and staff.

Notre Dame Elementary School invites students from kindergarten to eighth grade. We, the faculty and staff, minister with parents in the formation and education of our school children. We are committed to each child's total education. We believe that each person is led to a deeper sense of self-acceptance, self-reliance and responsibility by recognizing personal gifts and talents.

Our quality educational program integrates Catholic Christian truths and values with a life-centered curriculum. Students are encouraged to discover their own unique contributions to society as faithful, giving and responsible citizens.

## **PROVISIONS**

The administration of Notre Dame Elementary School reserves the right to amend this Parent-Student Handbook at any time and will promptly notify parents in writing if changes are made.

Implementation and interpretation of the provisions in this handbook rests with the administration. The administration's interpretation of the provisions in this handbook shall be the final and authoritative interpretation.

## **POLICY SUPPORT STATEMENT**

All families and students of Notre Dame Elementary School are required to follow and support the policies contained in this Parent-Student Handbook.

## **NOTRE DAME ELEMENTARY SCHOOL MISSION STATEMENT**

Notre Dame Elementary School is a Catholic School that educates children according to the educational vision and principles of the Sisters of Notre Dame.

## **VISION STATEMENT**

Notre Dame Elementary School is committed to perpetuating the charism of the Sisters of Notre Dame in an academically excellent and financially strong setting that sets the standard for educating the whole person and developing a respect for God, self and others in a welcoming and nurturing environment.

## **BELIEF STATEMENT**

We believe that Notre Dame Elementary School, in partnership with parents, assists children to grow in the knowledge of God's Goodness and the practice of the Catholic Faith.

We believe in the worth of the individual; the centrality of religion; the thoroughness of instruction; and the dignity of the teacher.

We believe that we extend the Good News of Jesus to the world of tomorrow by educating children today.

## **GOALS AND OBJECTIVES**

- ◆ Developing and strengthening a personal love for Christ
- ◆ Creating an atmosphere which fosters the development of the whole child: spiritual, physical, intellectual, emotional and social
- ◆ Stimulating a life-long desire for knowledge
- ◆ Providing opportunities for service

## **SCHOOL PERSONNEL**

- ◆ Notre Dame Elementary School, sponsored by the Sisters of Notre Dame, is staffed by highly qualified and state certified administrators and teachers.
- ◆ The Religious Coordinator addresses the faith formation of parents, teachers and students. It is the Coordinator's responsibility to assist the Principal in maintaining and enhancing the Catholic identity of the school.
- ◆ Specialized instructors in the areas of art, music, physical education, technology, Spanish, and enrichment expand our curriculum.
- ◆ Auxiliary personnel, who provide additional support for the school, include: a nurse, speech therapist, psychologist and an intervention specialist.
- ◆ Professional secretaries, an athletic director, maintenance team and volunteers assist the educational staff.

## **STUDENT RESPONSIBILITIES**

Students at Notre Dame Elementary School are responsible for:

- ◆ Developing a personal relationship with God
- ◆ Accepting personal responsibility for choices
- ◆ Developing good study habits and skills
- ◆ Completing class work and assignments
- ◆ Showing thoughtfulness and respect for others
- ◆ Respecting and following the directions of those in authority
- ◆ Taking pride in Notre Dame Elementary School
- ◆ Supporting and participating in school activities

## **EIGHTH GRADE SERVICE REQUIREMENT**

All eighth grade students are required to complete 20 service hours before they graduate.

## **PARENT RESPONSIBILITIES**

Parents are the primary educators of their children. Parents partner with the school by:

- ◆ Promoting the religious development of their children
- ◆ Weekly attendance at Church
- ◆ Supporting the school and staff in word and action
- ◆ Providing a home atmosphere that promotes good study habits
- ◆ Encouraging the development of interests and talents

- ◆ Paying tuition and other financial obligations promptly
- ◆ Participating in the NDES Fund and Parent Association fundraisers

## **BOARD OF DIRECTORS**

The NDES/NDCL Board of Directors consists of lay men and women and three Sisters of Notre Dame who oversee the strategic planning, financial stability, facilities and policies of the school in commitment to the school's mission.

## **PARENT GROUPS**

The following parent groups help us to achieve the goals of Notre Dame Elementary School:

- ◆ The Parent Association
- ◆ Sports Advisory Board

## **PARENT VOLUNTEERS**

Parent volunteers who work consistently with students must complete the following:

- Complete a volunteer application.
- Read and acknowledge the Diocese of Cleveland, "Policy for the Safety of Children in Matters of Sexual Abuse."
- Read and acknowledge the Diocese of Cleveland, "Standards of Conduct for Ministry."
- Attend the Diocesan VIRTUS Program.
- Complete a background check.

In addition to the requirements listed above, coaches must also complete the CYO Coaches Development Program and an approved concussion training program.

See the NDES website for the volunteer application, the "Policy for the Safety of Children in Matters of Sexual Abuse," the "Standards of Conduct for Ministry" and a link to sign up for the VIRTUS training.

## **ADMINISTRATIVE PROCEDURES**

### **NON-DISCRIMINATION POLICY**

Notre Dame Elementary School does not discriminate in its admission of students on the basis of race, color, religion, sex, national origin or citizenship.



## REGISTRATION OF CURRENT STUDENTS

- ◆ Registration of current students takes place early in the second semester.
- ◆ A non-refundable registration fee is required at registration.
- ◆ The administration reserves the right not to invite a student to return to Notre Dame Elementary School for the next year.

## REGISTRATION OF KINDERGARTEN STUDENTS

A child must be five years of age on or before September 30th and be screened before final acceptance into kindergarten.

## REGISTRATION OF NEW STUDENTS

- ◆ Transfer students applying for admission in grades 1-8 must present a copy of their current report card and standardized testing results. An interview with the student as well as an entrance exam is part of the admission process.
- ◆ Registration is complete when all academic and health records are received from the previous school and FACTS Forms are completed.
- ◆ All students new to the school are accepted on probation for the first semester of the school year.

## FAMILY CUSTODIAL AGREEMENTS

In cases of custodial agreements, a copy of the page of the court decision bearing the case number, the sections referring to visitation rights, the school's responsibilities and contact, as well as the page bearing the judge's signature and court seal must be on file in the school office.

The custodial parent must inform the Principal of any modifications made to the court order. Ordinarily, communications regarding the child will be sent to the custodial parent **only**.

**In cases of "joint custody"** one copy of communications and information will be sent home with the child and the information will be shared *by* and *between* the parents.

Parent/Teacher conferences will be scheduled jointly if both parents wish to have a conference. Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

*In the case of family difficulties (lawsuits, divorce, etc.) the student will be released to the parent who is the legal guardian.*

## SCHOOL RECORDS

### ◆ Permanent Record Cards

Accurate and complete permanent cumulative records are maintained for each student. Parents have the right to inspect and review the educational records of their children

(FERPA). Access to education records shall be made within 45 days of receiving a written request from the parents.

### ◆ **Transcripts**

Final report cards and student records are the property of Notre Dame Elementary School. The school will release student records after all financial accounts have been settled. When a student withdraws from Notre Dame Elementary School, a copy of the cumulative record card and health records will be sent directly to the receiving school after a signed request by the parent is received and all payments are complete.

## **FINANCES**

- ◆ Tuition for the new school year is published at the time of registration.
- ◆ Families have the option to pay tuition in full, 2 payments, 4 payments or monthly payments through FACTS. If tuition payments are not current, report cards will be withheld and access to Rediker may be discontinued.
- ◆ Installment tuition is paid to FACTS starting July 15<sup>th</sup>.
- ◆ If payment is not made on time, **a late fee** will also be charged.

If a financial problem arises during the school year, a plan to pay tuition must be submitted in writing and accepted by the Finance Board. Report cards will not be mailed, transcripts sent nor may a student participate in graduation unless all money owed to the school is collected. Tuition must be paid in full by June 30<sup>th</sup> if the student is to return to school in August.

## **REFUND SCHEDULE**

The following refund schedule applies if a student withdraws after the first day of classes of the academic year:

First day of school to September 30 <sup>th</sup> :	65% of first semester tuition
October 1 <sup>st</sup> to November 15 <sup>th</sup> :	30% of first semester tuition
November 16 <sup>th</sup> to last day of first semester	No refund
First day of second semester to February 28 <sup>th</sup> :	65% of second semester tuition
March 1 <sup>st</sup> to April 15 <sup>th</sup> :	30% of second semester tuition
April 16 <sup>th</sup> to last day of second semester:	No refund

## **SCHOOL HOURS**

Classes begin at 7:55 am and end at 2:40 pm. Students not picked up by 3:00 pm will be sent to the school's Extended Day Program and parents will be responsible for paying for this service.

## **OFFICE HOURS**

The school office can be contacted at 440.279.1127 or at 440.286.7101 extension 1127 from 7:30 am until 4:00 pm on school days.

## CHANGES IN TRANSPORTATION

If an emergency arises during the school day and transportation needs to be changed, please call the office no later than 2:00 pm.

## ATTENDANCE POLICIES

### ATTENDANCE AND PUNCTUALITY

State Code includes the following reasons for lawful absence

- ◆ Personal illness or critical illness in the family
- ◆ Death of a parent, guardian, grandparent or very close relative
- ◆ Quarantine at home
- ◆ Observance of religious holidays
- ◆ Discretion of the Principal

### REPORTING ABSENCE

Parents/guardian must notify the office if a student is absent **by 9:00 am**. If a parent fails to call, the school will confirm the student's absence by a telephone call.

An absence occurs when a student is missing from school for a whole day or for a portion of the day. A student is absent for a half day if a student misses 2 hours of school.

**A child who is absent, tardy or has been dismissed early from school will not be eligible for the Perfect Attendance Award. This includes medical appointments.**

The Principal will contact the attendance department of the local public school concerning cases of truancy.

The regulations of the health department will be followed for students who have had a communicable disease.

### MAKE-UP WORK DUE TO ABSENCE

The **student** is responsible to make up work missed when absent. This must be done immediately upon returning to school. Work must be made up **at the teacher's discretion**.

If a student can manage some assignments, parents may call in the morning (when reporting absence) and request work to be picked up at **dismissal only**. A sibling may pick up the child's work with a parent's request.

It is the **responsibility of the student** upon returning to school to ensure that they have all assignments and make up all work.

## PROLONGED ILLNESS

The school must be notified in the case of prolonged illness of a student. If a child is absent more than 5 consecutive days, parents are to provide the school with a note from the doctor indicating the amount of time the student will be absent and what type of activity the student is permitted to do. It is required, when a prolonged absence occurs, that the parents contact the teachers regularly to receive and/or return work. Upon returning to school the student must meet with the teachers to schedule make-up work that cannot be done at home.

## FAMILY VACATIONS

Since the State Board of Education does not consider vacations a lawful absence, the responsibility for taking a student out of school is the decision of the parent.

- ◆ Teachers **will not** be required to provide assignments ahead.
- ◆ Teachers will not be required to tutor or reteach material missed during an absence due to a vacation.
- ◆ **Students** are responsible for work missed while on vacation.
- ◆ Work must be completed **one week** after the student returns to school or no credit will be given.

## TARDINESS

A student is tardy if he/she is not present **in the classroom by 7:55 am.** If a bus is late, the student will not be marked tardy. A **tardy slip** is needed for admission to class after 7:55 am. Tardiness will be recorded on the report card and cumulative record.

## EARLY RELEASE OF STUDENTS

The procedure for early release of students is as follows:

- ◆ When a medical appointment is necessary, the student is to present an appointment notice or letter to the teacher.
- ◆ Appointments should be made after school when possible.
- ◆ Students who are released early are picked up at the school office after the release form is signed.
- ◆ Students are responsible for making up any work missed in their absence.
- ◆ If a child must be sent home and the parent or guardian cannot be contacted, another person listed on the emergency card will be contacted to pick up the student and sign the release form.

**Students leaving school early will not be considered for the Perfect Attendance Award.**

## EMERGENCY CLOSING PROCEDURES

In case of **inclement weather**, Notre Dame Elementary School follows the decision of the Chardon School District. Every effort will be made to list Notre Dame Elementary School individually.

Information regarding school closings will be broadcast through Metro Traffic Control over local television and radio stations. Please **do not** call the school or Educational Center for school closing information.

Notre Dame Elementary School will notify all households and parents through the school communication system within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. NDES will continue to report school closings due to snow or weather on TV stations and will use this system as an overlay to the public announcements.

If a particular school district is closed and/or does not provide busing and Notre Dame Elementary School is in session, parents make the decision about bringing students to school. Students not in attendance on these days will be marked absent.

**NOTE: If school is closed, all scheduled activities are also cancelled.**

## **LEAVING SCHOOL DURING THE SCHOOL DAY**

A student is not permitted to leave the school grounds during the school day.

## **HOME-SCHOOL COMMUNICATIONS**

### **◆ Weekly Communication**

All important school information is sent home weekly electronically and posted on the school website. In addition, any formal communications will be sent home through the Wednesday folder.

Messages for the weekly communication must be received by Monday at noon or by 8:30 am on Tuesday if there is no school on Monday.

### **◆ Parent Notification System**

Messages/announcements/updates will periodically be sent home through the parent notification system.

### **◆ Rediker Student Information System**

Parents can receive updated information regarding their child's classroom, homework and grades through the Parent Portal of the Rediker Student Information System.

### **◆ Parent-Teacher Conferences**

Mandatory conferences are scheduled during the first semester. Conferences are optional during the second semester. If a parent or teacher wishes to have a conference at another time, the conference is scheduled with the teacher or teachers at a mutually agreed time.

◆ **Parent/Student Orientation**

An orientation time is scheduled before school starts each year to provide an opportunity for students and their families to visit classrooms, meet the teachers and buy school supplies.

◆ **August/September Parent Meetings**

At the beginning of the school year, a parent meeting is held which provides teachers the opportunity to explain the curriculum, class procedures, policies, expectations and other information specific to the grade level. At least one parent should attend this parent meeting.

◆ **Contacting a Teacher**

Teachers may be contacted via phone, voice mail, written note or e-mail. Preference on how to contact individual teachers will be given at orientation. Expect a response within 24 hours. The home phone numbers of teachers, school personnel or students will not be given through the school office.

◆ **Procedure for Addressing Concerns**

If a concern arises with a teacher and/or a staff member and your child, the procedure for addressing the concern is as follows:

1. Contact the teacher or staff member directly involved to discuss the concern. If the concern is not resolved...
2. Contact the Principal/Assistant Principal to discuss the concern.

◆ **Emergency Messages during School Hours**

In order to allow the school to run efficiently only **emergency messages** will be delivered to students during the school day. Dismissal plans should be made **before the child comes to school**. Forgotten items will not be delivered to the classroom.

◆ **Parent Travel**

When traveling and unable to be contacted, please inform the office in writing who is responsible for your child(ren) in case of an emergency.

◆ **Addresses, Phone Numbers and Employment Changes**

If there is a change of address, phone numbers at home or work or change in place of employment, this information should be sent in writing to the office and the teacher as soon as possible.

◆ **Media Consent Form**

Respecting parental wishes, a media release form is sent home in the Orientation folder each year.

# **INSTRUCTIONAL PROGRAM**

## **CURRICULUM GUIDELINES AND PRACTICES**

### **◆ Courses of Study**

The curriculum at Notre Dame Elementary School is based on the Courses of Study for the Diocese of Cleveland and the Ohio Department of Education Standards.

### **◆ Textbooks**

The Principal and teachers select textbooks to support the curriculum.

## **RELIGIOUS FORMATION**

Notre Dame Elementary School provides students with an experience of living in a community of faith. The purpose of religious instruction is to:

- ◆ Help students develop a personal relationship with Jesus
- ◆ Prepare students for a deeper and more mature life of faith
- ◆ Nurture silence of the heart that awakens a sense of prayer and openness to God
- ◆ Lead students to meaningful participation in the sacramental life of the Church
- ◆ Complement family efforts to live the Catholic faith
- ◆ Foster the formation of a right conscience
- ◆ Foster Christian community
- ◆ Assist students in developing attitudes of service
- ◆ Encourage awareness of the missions and other global needs

All students participate in religious instruction. The National Catechetical Directory is the norm for instruction along with the curriculum guidelines from the Catholic Diocese of Cleveland. The *Christ Our Life Series*, written by the Sisters of Notre Dame, is the basic text used for religious instruction throughout the school. The integration of religion and the principles of Christian living are included throughout the curriculum.

## **LITURGICAL PARTICIPATION**

- ◆ The student body has monthly opportunities to participate in the celebration of Eucharist or prayer services.
- ◆ Students observe and celebrate the liturgical seasons of the Church year.
- ◆ The students in grades 3 through 8 have the opportunity to celebrate the Sacrament of Reconciliation during Lent.

## **SACRAMENTAL PREPARATION**

Sacraments are received in your home parish. It is the responsibility of the parent to contact your parish in September to have your children included in the parish programs for sacramental preparation.

- ◆ Reconciliation and Eucharist: The second grade curriculum focuses on the preparation for these sacraments.
- ◆ Confirmation: The grade and requirements for the reception of Confirmation is different for each parish and will be handled by your home parish. Religious instruction for Confirmation is given in grade eight.

## **SPECIAL SUBJECTS**

In addition to the core curriculum subjects, STEM, computer education, Spanish, music, art, library and physical education classes are offered for all students in grades K-8. Enrichment classes are provided for grades K-8.

Students in grades 4-8 may participate in the school band program. A fee is required for participation in this program.

## **FIELD TRIPS**

- ◆ Field trips enrich and extend classroom learning.
- ◆ Students travel by bus to and from a field trip. If a parent chooses to drive their own child to the field trip, the child must also return with the parent.
- ◆ The official school parent permission slip must be signed before a student may participate on a field trip. (A note or phone call is not sufficient.)
- ◆ Fees for field trips must be paid before the trip is taken.

The Principal may exclude a student from a field trip if it is determined that participation would be detrimental to the group.

## **CLASSROOM ASSIGNMENTS**

The Principal, in consultation with the teachers, assigns students to classrooms. To maintain the balance of classes, changes in classroom assignments will be made **for educational reasons only**.

## **DEPARTMENTAL CLASSES**

Departmental teaching begins in kindergarten.

## **GROUPING**

For some skill subjects, students may be grouped according to ability.



## **HOMEWORK**

Homework provides students with practice of basic skills and opportunities for enrichment and extension of learning. To insure success the suggested daily time allotments for homework are a minimum of:

- ◆ 10-15 minutes for kindergarten
- ◆ 15-30 minutes for grades 1-2
- ◆ 30-45 minutes for grades 3-4
- ◆ 45-60 minutes for grades 5-6
- ◆ 60-90 minutes for grades 7-8

Parents can assist children in the following ways:

- ◆ Provide a quiet place for homework
- ◆ Provide assistance with organization when needed
- ◆ Check for completeness, neatness and accuracy
- ◆ Encourage your child
- ◆ Listen and offer suggestions when needed
- ◆ Listen to your child read or recite work
- ◆ Help your child prepare for tests by daily study

## **STUDENT EVALUATION**

Students are evaluated on the objectives stated in the Courses of Study for the Diocese of Cleveland and the Ohio Department of Education Standards and incorporated into the teacher's plans for instruction. Some areas considered in evaluation include but are not limited to:

- ◆ Teacher observation
- ◆ Directed activities
- ◆ Quizzes and tests
- ◆ Student participation and engagement in class discussions and activities
- ◆ Experiments
- ◆ Projects
- ◆ Oral and written reports
- ◆ Home and class oral assignments and written work

**NOTE: Cooperation in class impacts student progress.**

### **Report Cards**

Report cards provide parents with evidence of student growth and development. Report cards for grades 1 to 8 are issued quarterly. Kindergarten reports are issued in quarters 2, 3 and 4. Report cards are signed by a parent and returned to school within a week.

The following marking code is used in kindergarten through grade 2 and for some special subjects in grades K-5.

O	Outstanding
S	Satisfactory
U	Unsatisfactory
N	Needs Improvement

The following marking code is used in grades 3-8:

**A...SUPERIOR**

A+	100-98
A	97-95
A-	94-93

**B...ABOVE AVERAGE**

B+	92-90
B	89-87
B-	86-85

**C...AVERAGE**

C+	84-82
C	81-79
C-	78-77

**D...BELOW AVERAGE**

D+	76-75
D	74-72
D-	71-70

**F...FAILING**

F	69 and Below
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**I...INCOMPLETE** Incomplete work must be completed within two weeks. If work is not completed the “Incomplete” grade is changed to “F” and the average is determined.

## Academic Notices

Academic Notices will be issued to students in grades 3-8 to inform them and their parents of missing and/or incomplete assignments.

## Interim Reports

- ◆ Interim reports are issued in grades 1 through 8 halfway through the quarter for students who may be experiencing difficulty in a certain subject area. This gives the student adequate time to make the adjustments necessary to improve. Interim reports are to be signed and returned to school within one week of distribution.
- ◆ Interim reports include effort and conduct.
- ◆ Student progress is posted regularly on Rediker.

## AWARDS

### ◆ Honor Roll

Students in grades 4 through 8 are eligible for the Honor Roll at the end of each quarter. Grade 4 begins honors at the end of the first semester.

### ◆ Student of the Month

Students in grades K-8 will be eligible for the Student of the Month Award based upon The Student Responsibility Criteria on page 7 of this handbook.

### ◆ Attendance Award

A Perfect Attendance Award is given to students who attend **100% of the day every day school is in session.**

### ◆ Awards for Grades 4-5-6-7-8

The following subjects are worth one credit:

religion, math, English language arts (ELA), social studies and science

The following subjects are worth 1/4 credit:

physical education, computer, art, music and health

The following points are added up and divided by the possible credits.

A+ = 4.3

A = 4.0

A- = 3.7

B+ = 3.3

B = 3.0

B- = 2.7

C+ = 2.3

C = 2.0

C- = 1.7

D+ = 1.3

D = 1.0

D- = .7

F = 0

First Honors: 4.3 – 3.8

Second Honors: 3.7 – 3.5

Third Honors: 3.4 – 3.0 (no 'D's)

### ◆ Grade 4 begins Honors during Second Semester.

## PROMOTION, RETENTION AND ACCELERATION

Promotion and retention decisions will be determined on an individual basis.

If a student is being considered for retention, the parents will be notified prior to any decision.

By the end of the first semester, parents are made aware of continuing educational concerns that may indicate the possibility of retention. Retention may be considered for the following reasons:

- ◆ Failure in three or more major subjects i.e., reading, mathematics, English, science and social studies. A student fails an individual subject if he/she receives an average grade of “F” in that subject for the school year.
- ◆ Failure to master fundamental reading skills in the primary grades
- ◆ Failure to show the readiness necessary for the next grade
- ◆ Social immaturity
- ◆ Excessive absence

NOTE: Retention is subject to the final approval of the Principal.

Consistent with the Ohio Revised Code, the right to assign students to a particular grade level is the responsibility of the Principal. The right to retain a student is dependent on the school's judgment and therefore, parental permission is not required.

Acceleration of a student shall be advised if all other avenues of meeting the student's needs have been exhausted. Acceleration must have the approval of the teachers involved, the Principal, the parents and the student.

## **ACADEMIC PROBATION**

Students will be placed on Academic Probation when they receive two failing grades, three or more D's or any combination of these grades. A student receiving such grades is placed on Academic Probation for one quarter. During this quarter, it will be the responsibility of the student and the parents to monitor progress in those subject areas where grades are below average. If, at the end of the quarter, the student has improved and no longer has two failing grades or three subject areas below average, he/she will automatically be removed from Academic Probation.

Academic Probation is a serious matter. Failure to improve a grade could possibly lead to a failure that must be made up in summer school. Students who continually fail to show improvement may be asked to transfer from Notre Dame Elementary School.

## **SUMMER SCHOOL**

Students failing a major subject must attend summer school or be privately tutored. Summer school courses are offered by the students' local public school district. Tutoring is available through Notre Dame Skills Lab. Individual tutoring also meets the requirement of attending summer school. Proof of attendance and a report of progress must be sent to the school in August.

## **FINAL REPORT CARDS**

Final report cards are mailed home in June. All financial obligations must be met (tuition, Aladdin, Before/After Care, library fees, etc.) before the final report cards are sent home.

## **STANDARDIZED TESTING PROGRAM**

Standardized testing provides a systematic way of assessing student mastery of basic skills. The following standardized tests are given:

- ◆ Grades 1, 3, 5 and 7: Cognitive Abilities Testing (CAT)
- ◆ Grades 1 through 7: Iowa Assessments
- ◆ Grades 3, 5 and 7: Writing Proficiency Test
- ◆ Grades 5 and 8: ACRE Religion Test

## **EDUCATIONAL RESOURCES**

- ◆ The State of Ohio Auxiliary Services Program provides the following services for Notre Dame Elementary School: school nurse, psychologist, speech-language pathologist, intervention specialist.
- ◆ Either the parents or the teacher may request these services. The parent request for services must be written and sent to the Principal or to the classroom teacher.
- ◆ Parents must sign a parental consent form before a child may receive services other than from the school nurse.

## **SCHOOL POLICIES AND PROCEDURES**

### **CODE OF CONDUCT**

Students of Notre Dame Elementary School are expected to act in a manner that reflects their dignity as children of God. Students and parents are expected to comply with and support the discipline policy of Notre Dame Elementary School at school and at school related events. A student is expected to represent Notre Dame Elementary School in a positive way at all times.

The goals of the Code of Conduct for Notre Dame Elementary School are to develop self-discipline and promote mutual respect.

To achieve these goals, the students will:

- ◆ Follow the teachings of Christ
- ◆ Learn and help others to learn
- ◆ Show respect for all people and property

### **STANDARDS OF BEHAVIOR**

The goal of discipline of Notre Dame Elementary School is self-discipline that leads students to follow Christ more closely as His disciples. When a student fails to make a correct choice, he/she must accept the consequences of their action.

Notre Dame Elementary School has a demerit system as a means of communication between home and school. When a demerit is issued the parent is asked to discuss the behavior leading to the demerit with the child and help the child to determine a plan of action to correct the

behavior. The demerit is signed and returned to school indicating that the parent and child have discussed the problem and a plan of action is in place. Repeated demerits may lead to a child serving an after school detention.

Administrators and teachers have the authority to issue an immediate detention when their authority and dignity have not been respected or when they feel a circumstance warrants a stronger reaction but less than suspension. Parents will be notified immediately.

## **CONSEQUENCES OF BEHAVIOR**

The following disciplinary measures serve to help the student follow Christ more closely as a disciple.

- ◆ Personal interview/intervention with the student
- ◆ Loss of privileges
- ◆ Demerit
- ◆ Making of restitution
- ◆ Conference with parent
- ◆ Detention (3 detentions may lead to a suspension), Probation or Suspension at the discretion of the Principal.

### **Suspension**

The Principal and Assistant Principal may suspend a student after notifying the parents. Ordinarily suspensions are served at home supervised by the parents. Suspension may last from one day to two weeks. The student is responsible for work and tests missed and will be downgraded 20% for the completed work. If a second suspension is served in the same year completed work will be downgraded 40%.

The suspension is served the day(s) immediately following the violation.

#### **The following are some, not all, reasons for suspension:**

- ◆ Interfering with the teacher's conducting of a lesson
- ◆ Defying a reasonable directive by a person in authority
- ◆ Using vulgar and/or obscene language
- ◆ Physical or verbal abuse toward a student, teacher or another person
- ◆ Threatening violence
- ◆ Stealing, cheating or plagiarism
- ◆ Leaving the school grounds without permission
- ◆ Defacing or destroying school property or the property of another person; (Restitution is also required.)
- ◆ Possession, distribution or use of alcohol, drugs or cigarettes
- ◆ Possession of weapons
- ◆ Possession and/or distribution of pornographic materials

Some of the above mentioned offenses might also warrant contacting the police, referral to the Juvenile Court and/or Children's Services, immediate suspension and/or a mandatory conference with parents before the student may return to school.

Intervention by trained professionals may also be required as a condition for the student to remain at Notre Dame Elementary School.

## **Expulsion**

In some cases, a student may be removed from school permanently. The Principal makes the decision to expel a student after consultation with the Diocesan Assistant Superintendent. Lack of cooperation on the part of either the student or the parents may result in the student's expulsion from school.

### **The following are some, not all, reasons for expulsion:**

- ◆ Possession, distribution or use of any illegal drug or alcohol in the school or on school grounds or at school events
- ◆ Possession and/or use of pornographic materials
- ◆ Possession of firearms, knives, explosive devices, inhalants, fireworks or other dangerous device or material
- ◆ Involvement in gangs or gang activity
- ◆ Threatening to inflict serious harm

## **ELASTIC CLAUSE:**

Because it is impossible to foresee problems that may arise, this clause empowers faculty members and administration to issue consequences for any action that violates the spirit of Notre Dame Elementary School, even though not specified here. The judgment of the administration in all disciplinary matters is final.

## **PROCEDURE FOR APPEAL**

In cases of suspension and/or expulsion, the parent may request a conference with the Principal to discuss the suspension or expulsion. The Principal, the parents and the student, as well as those the Principal deems necessary, will be present at the conference. At this conference, the parents and/or student will be able to make a case against suspension and/or expulsion. If the parents and/or student are dissatisfied with the Principal's decision, appeal may be made to the Eastern Assistant Superintendent for the Diocese.

## **DRESS CODE AND UNIFORM POLICY**

Notre Dame Elementary School requires the students to wear uniforms. **It is the responsibility of the parents to make sure the students are dressed according to the dress code.** A one-point demerit will be given if a student is not neatly dressed in proper uniform. Random weekly uniform checks will be held to enforce this policy. Visit [www.Schoolbelles.com](http://www.Schoolbelles.com) for details.

## Girls Grades K-3

The girls in grades K-3 wear a NDES plaid jumper, navy blue slacks or NDES plaid or navy shorts from Schoolbelles. A navy, white, yellow or forest green cardigan or pullover sweater may also be worn with the uniform.

## Girls Grades 4-8:

The girls in grades 4-8 wear a NDES plaid skirt, skort, kilt or kick-pleated skirt of appropriate length (2 inches above the knee or longer), navy blue slacks or NDES plaid, or navy shorts and a navy blue vest purchased from Schoolbelles.

## Girls Blouses Grades K-8:

The girls wear solid white, pastel blue or pastel yellow blouses (including the piping area and collar) with a Peter Pan, tailored or button-down collar either long or short sleeved. A solid white turtleneck or solid white, pastel blue or pastel yellow polo shirt (including the piping area and collar), regular or banded bottom, may also be worn. Vests are not required with polo shirts as long as appropriate attire is worn under the polo shirt (solid white or cream colored cami or tank top). If attire is not appropriate, a sweater vest will be provided for the day. If not purchased from Schoolbelles, blouses must be of **the same style and fabric** as those from Schoolbelles. **Blouses must be tucked in.** The NDES logo is the only logo permitted on blouses and shirts.

## Boys Grades K-8:

The boys wear navy blue **dress** pants, navy blue corduroy pants or navy shorts purchased from Schoolbelles. A navy, white, yellow or forest green cardigan or pullover sweater may also be worn with the uniform.

## Boys Shirts Grades K-8:

The boys wear solid white, pastel yellow or pastel blue knit polo shirts (including the piping area and collar), solid white, pastel yellow or pastel blue button-down dress shirts or white turtlenecks. Shirts may be long or short-sleeved and **must be tucked in.** The NDES logo is the only logo permitted on shirts.

## Grades 7-8:

Junior high students may wear khaki pants as part of their uniform. The pants are to be traditional in style. They may not have pockets down the sides or any brads on them. Polo shirts or button down dress shirts (see above) may be worn with the khaki pants. Shirts are to be tucked in and a solid brown or black belt must be worn with belt-looped pants and shorts for grades 4-8. Girls may also wear banded polo shirts; vests are not required with polo shirts and khakis (see above).



## Dress Uniforms:

All students are required to wear dress uniforms on Mass days or other special days that may be announced throughout the year. Girls' dress uniform consists of wearing the NDES plaid jumper with a blouse or oxford shirt (K-3). For grades 4-8, the dress uniform consists of the NDES plaid skirt with a blouse or oxford shirt and vest. Girls may not wear pants or shorts on dress uniform days.

Boys in grades K-6 dress uniform consists of wearing navy school pants with a short or long sleeved solid polo shirt or dress shirt (see above); boys in grades 7 and 8 are required to wear a solid dress shirt (see above) and tie with khaki or navy pants. Boys may not wear shorts on dress uniform days.

## Uniform Shorts:

Schoolbelles uniform shorts may be worn August – October 31<sup>st</sup> and April – June.

Jr. High students may wear khaki uniform shorts without cargo pockets, pockets down the sides or brads of any type on them.

## Belts:

Solid brown or black belts **must be worn** with belt-looped pants and shorts in grades 4-8.

## Socks:

Socks for both boys and girls must be worn to cover the ankle. **No sports socks may be worn.** Socks must be solid colored navy blue, black, forest green or white of crew length with no logos or designs. Girls may wear solid colored tights in colors listed above, leggings with matching colored solid socks, anklets or knee hi socks of the same colors. "No show" socks and tights with holes are not acceptable.

## Leggings/Yoga Pants

Yoga pants are not permitted as part of the school uniform. Leggings may be worn on dress down days with a dress, skirt or long tunic (2 inches above the knee). Tight fitting clothing of any kind, short dresses or short skirts are not permitted and will result in a call home for a change of clothes.

## Shoes:

- Style: closed toe and closed heel.
- Colors: solid navy, black, tan, cordovan or brown. Shoes with a contrast in the same color family ~ for example: black with grey or brown with tan are acceptable.
- Two-color shoes are not permitted with the exception of traditional saddle shoes.
- "Sperry" shoes may be worn as school shoes, if they are in the same color family as listed above. The contrast must be solid with no print in the same color family ~

for example: black with grey or brown with tan. Gold, silver, flashy or sparkly Sperry shoes are not acceptable.

- Canvas shoes such as Keds, Toms or Vans may be worn with uniform shorts but not with school uniform skirts, jumpers or pants. The same color policy applies.
- Heels may not exceed 1½ inches.
- Gold, silver, flashy or sparkly shoes are not acceptable.
- Traditional-style (non-high/mid tops) white, navy or black **tennis shoes** or any combination of these colors, may be worn with NDES uniform shorts and with the NDES gym warm-up uniform *that can be worn to school on gym days*.
- Regular school shoes may also be worn with school uniform shorts and with the NDES gym warm-up uniform *that can be worn to school on gym days*.
- High top or mid-top tennis shoes may only be worn on dress down days.
- Tennis shoes worn to school may not be the same shoes worn for gym class. *Shoes for gym class are to be kept at NDES.*
- Light-up tennis shoes are permitted.

## **Make up:**

No make-up may be worn as part of the uniform. This includes colored nail polish and colored lip-gloss. Acrylic nails and French manicures are not acceptable. Clear nail polish is permitted.

On dress-down days, junior high girls (grades 7 & 8) may wear **light** make-up.

## **Jewelry:**

- Traditional wristwatches, religious pins and a simple gold or silver chain with a religious symbol may be worn. Girls may wear simple post stud earrings. **No hoops or dangling earrings may be worn.** Simple earlobe piercings only. Only one simple bracelet may be worn at a time.
- Electronic (ex. Apple) watches are not permitted.

## **Hair:**

Hair is to be clean, well groomed and styled appropriately. Boys' hair must be no longer than collar length and out of the eyes. Extreme hairstyles and colors are not allowed. Simple, appropriate hair accessories are acceptable.

## **Accessory Clothing:**

Sweaters and colored or printed tee shirts are not permitted under blouses or shirts. No long sleeve shirts under short sleeve shirts. Skirts and slacks **may not** be worn together. Jackets, especially those with hoods, are for outdoor wear only.

## **Spiritwear:**

Crewneck sweatshirts, sweaters, polos and turtlenecks with an NDES logo can be worn when purchased from Schoolbelles or through NDES. Blouses/shirts must be worn under

sweatshirts and sweaters. Hooded sweatshirts are only permitted on spiritwear dress down days.

Clothing must be clean, in good repair and replaced when outgrown or discolored.

**The judgment of the school administration as to the appropriateness of dress, jewelry, hairstyle or make-up is final.**

## **GYM UNIFORM POLICY**

### **Grades K-8:**

The physical education uniform consists of a gold Notre Dame t-shirt (purchased at school) and solid navy shorts with the ND logo (purchased at school). All students who purchased the warm-up suits may wear them to school on their gym days. They should wear their gym shorts and t-shirt under the warm-up suits. On warm days, the students only need to wear their gym warm-up pants with their gym shirts and shorts when they arrive in the morning. The students will be permitted to take off their warm-up suits on warm days. Tennis shoes may be worn with the warm-up suits. Students that did not purchase gym warm-up suits will change before and after gym class. Gym warm-up suits may not be worn to school on dress uniform days. **All students are required to change for gym on dress uniform days.**

### **Gym Uniform Shoe Policy**

- All students are required to have a pair of non-marking tennis shoes at school that will be worn only for gym class. The tennis shoes are to be traditional in style and the color/colors of your choice.
- Shoes must either have Velcro or laces that are fully laced and tied
- No light-up, high-top or mid-top tennis shoes may be worn for gym class

## **OUTDOOR ATTIRE**

Students should be prepared for outside recess **at all times**.

Students have outdoor recess if the temperature is 22 degrees or above.

## **SPIRITWEAR DAYS/DRESS DOWN DAYS**

Clothing for Spiritwear Days consists of any appropriate NDES Spiritwear t-shirt or sweatshirt with jeans, sweatpants or shorts. If shorts are worn, they must be at least fingertip length.

Running-type shorts and pajama pants are not permitted.

Birthdays are considered “Out of Uniform Days.”

Clothing for out of uniform days must be appropriate for a Catholic school environment. Tops with suggestive or offensive language and/or pictures are unacceptable. Tanks, tiny tees, spaghetti straps, see-through, bare midriff or too-tight shirts are **not permitted**. Tops/t-shirts are not to be tied or rubber-banded. Camouflage attire, oversized pants, miniskirts or tight-fitting skirts or pants are **not appropriate**. **If the students choose to wear leggings/yoga pants they must have a skirt/shirt worn over them that is no more than 2 inches above the knee.** If shorts are worn, they must be at least fingertip length. Running shorts are not permitted.

If a student comes dressed inappropriately, a demerit will be issued and the student will be required to call home for a change of clothes.

## TRANSPORTATION AND SAFETY

### TRANSPORTATION BY CAR

#### Arrival

1. Parents who bring their children to school should use the lower lot entrance and follow the perimeter of the lot. Students are dropped off at the orange cones and enter the school by the side door.
2. If it is necessary to conduct business in the office, parents are to park in the **ND Provincial Center parking lot** and walk with their children to the school.

#### Dismissal

1. Parents meet their children in the lower parking lot.
2. Cars park in the lower parking lot facing the exit.
3. Parents are to leave the car to pick up students.
4. If business needs to be transacted at dismissal time, parents are asked to arrive early and complete business by 2:30 pm. Parents must park in the lower parking lot or the Provincial Center lot but **not in the bus parking places**.
5. Parents are not permitted to pick up other students without the express permission of the parent.

#### During School Hours

Since children use the blacktop for recess, the blacktop area is closed to cars between 9:30 am and 2:15 pm. Parents who come to school during these hours are to park in the bus parking area **until 2:00 pm** or in the **Provincial Center lot**.

**To ensure the safety of all, please observe the proper speed (20 mph) at all times.**

## TRANSPORTATION BY BUS

Students must observe all rules of bus conduct established by the district providing transportation. Failure to follow rules may result in a student being removed from the bus for a period of time. Students may only ride the bus from their district.

## SAFETY

The NDES Crisis Plan is available in the school office and all classrooms.

Notre Dame Elementary School will notify all households and parents through the school communication system within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

## HEALTH

### The School Nurse (440.279.1130)

- Provides immediate care for students who become ill or injured at school. Treatment is limited. Abrasions are cleansed with soap and water only. Antiseptic is not used. Sprains/strains are treated with ice, not splinted or wrapped.
- Conducts vision and hearing screening for grades 1, 3, 5 and 7 and on request.
- Conducts postural screening for grades 5, 6 and 7 and on request.
- Administers medication in accordance with school policy.
- Provides immediate care for those who become ill or are injured during school hours.

### ◆ Health of all students

1. Students must stay home if they are ill and/or have a fever.
2. Students must be *symptom free for 24 hours* before returning to school.
3. Students seen in the clinic with any of the following symptoms will be sent home:
  - a. Temperature greater than 100 degrees
  - b. Any vomiting
  - c. Diarrhea more than once
  - d. Any undiagnosed skin rash
  - e. Pediculosis (head lice)

NOTE: If a child is not well enough to participate in **all activities** he/she should be kept at home. Reasonable exceptions to this would include children with severe asthma or broken bones.

### ◆ Administration of Medications:

Any student who is required to take prescription or non-prescription medication during school hours must:

1. Complete the medication permission form with physician and parent signatures or provide a written note from the prescribing physician which details the name of the

drug, dosage, route and time of administration, possible side effects, reason for use and expiration date of order with physician and parent signatures.

2. Bring the medication in the original container.
3. Bring all medication to the Clinic upon arrival to school.

Note: Cough suppressants, throat lozenges and antacids are over-the-counter non-prescription medications, which require completion of the medication permission form.

- Parents of students who use an inhaler or an epi-pen must submit the necessary forms for a child to carry this medication.
- Before the end of the school year, a parent or guardian must pick up unused medication or the nurse will dispose of it.

## ◆ Immunizations and Physicals

Ohio State Law requires that any child who does not meet the Ohio minimum requirements for shots cannot be admitted to school. Parents will be notified if a student is not in compliance. After 15 days, the student will be excluded from school if they are still non-compliant.

## ◆ Universal Precautions

We must follow mandated state guidelines when dealing with blood.

- When a student loses a tooth, it will come home in a plastic bag labeled with a biohazard sticker.
- Blood on clothes will be covered with tape or clothes will be changed and the soiled ones sent home in a bag labeled with a biohazard sticker.

## Return to school following surgery or injury

Please contact the clinic to discuss any accommodations that need to be made for your child such as medication, modified activity levels or mobility issues.

## Non-participation in Physical Education Class

In the event your child is unable to actively take part in physical education, please send a note to the P.E. teacher and school nurse providing information regarding the specific condition, restrictions and length of the expected non-participation. A note from the physician will be required for extended non-participation.

## Crutches and Wheelchairs

Students need to report to the clinic on the first day they come to school with crutches or a wheelchair. A note from the physician providing care for the injury is requested. It is assumed that any injury severe enough to require crutches or a wheelchair needs to be medically evaluated. Inform your child to not allow others to play with the crutches or wheelchair.

## **Communicable Diseases**

If your child is diagnosed with a communicable disease such as strep throat, pink eye, head lice or chicken pox, please inform the school. A notice will be sent out to each class that has been exposed in accordance with State Law.

# **GENERAL SCHOOL INFORMATION**

## **BEFORE CARE & AFTER CARE PROGRAM**

Notre Dame Elementary School provides Before Care/After Care Programs. Before Care is available from 6:30 a.m. to 7:30 a.m. After Care is from 2:40 p.m. until 6:00 p.m. ***All students attending either program must have a paid registration form on file.*** The Code of Conduct found in the handbook applies to both programs.

## **HOT LUNCH**

Aladdin Food Management Services is Notre Dame Elementary's food service provider. Lunch menus will be sent home monthly and a menu will be posted on the NDES school website. Milk is included in this program. Students may also purchase milk separately from the hot lunch. Aladdin lunch menus meet the guidelines of the Diocese of Cleveland, the Ohio Department of Education and the U.S. Dietary Guidelines for Americans. All ingredients and recipes are added into NutriKids, a nutrient analysis computer program, which analyzes the planned menus. In addition, each monthly menu is submitted for review by an Aladdin Registered Dietician (RD), registered in the state of Ohio.

## **BEVERAGES**

Beverages in glass containers or those containing red food dye **may not** be brought to school.

## **SNACKS, TREATS, PARTIES**

1. Individually wrapped simple birthday treats for your homeroom may be brought to school. (Gum is not permitted.) **Foods needing refrigeration or freezing are not encouraged.**
2. If a special occasion calls for some type of celebration, permission must be obtained from the Principal.
3. Please refer to the Safe Snack and Holiday/Birthday Treats pages found in the Appendix of the Parent-Student Handbook.

**Many of our students (across all grade levels) have food allergies and/or dietary restrictions. We strive to do our best each and every day to keep all our children safe. All classrooms are nut free classrooms.**

## **CARE OF BOOKS AND PROPERTY**

1. Students are responsible for the materials they use.
2. Book bags are to be used for carrying books to school.
3. Students are responsible for any damage to any property.
4. All workbooks must be covered in clear contact paper. All hard-bound books must be covered in cloth or paper book covers.

## **MONEY**

1. All money should be in a sealed envelope marked with the student's name, room number and the purpose for the money.
2. Students should not bring money to school for personal use.

## **COLLECTION OF MONEY**

Collecting of money for any purpose from school families must receive the prior approval of the Principal.

## **LOST AND FOUND**

All materials and clothing should be labeled clearly with the student's name and grade. Lost items will be placed in "lost and found" which is located outside of the Dining Room. Items not claimed will be given to charity.

## **FORGOTTEN ITEMS (LUNCHES, HOMEWORK, GYM/ SPORTS CLOTHES)**

**Classes cannot be interrupted for a child to be called down to the office to claim items forgotten at home that are delivered to the office. Students may check with the office during the day, however, it is not the responsibility of the office to deliver these items.**

## **DELIVERIES**

Deliveries of balloons, flowers etc. will not be given to students during school hours.

## **SUPPLIES**

School supply lists are sent home prior to the final report card. Students are to bring only the supplies required for their grade. Pencil pouches and assignment notebooks can be purchased in the school office.

## **PETS**

In order to respect the needs of all children and families, we ask that you do not bring your pet to school. An exception would be service animals, dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability. Pets should be kept in the car during drop off and pick up of students.



## **EXTRA-CURRICULAR PROGRAMS**

### **SPORTS:**

Notre Dame Elementary School participates in the CYO sports program for basketball, volleyball, wrestling, softball, fast pitch softball, baseball, cheerleading, cross country and track. Students in grades 3 through 8 may participate in the CYO sports program.

1. Interest and the number of parent volunteers determine the number of teams sponsored each year.
2. Notices for sports teams are sent out from the school office. Parents may contact the athletic director for additional information.
3. Participants must maintain a satisfactory level of academic achievement. (See CYO policy in the Appendix)
4. Participants are expected to adhere to all CYO rules, the spirit and Code of Conduct of Notre Dame Elementary School and the rules of good sportsmanship.
5. A participation fee is required for each sport. Parents must also sign a consent form before a child is permitted to participate in each sport.
6. A current physical is required for all athletes.

### **CLUBS AND ACTIVITIES**

Notre Dame Elementary School sponsors clubs and activities based upon student interest and availability of moderators. The following are available: chess club, cooking, student council, band, choir, drama, nature club, art club, dance, yoga, group fitness, team sports, golf club, lacrosse, recorder, handbells, Power of the Pen and Science Olympiad.

### **INTERVENTION PROGRAMS**

*DARE, Bullies to Buddies, Journeys and Heroes and Choose Life*

## **SCHOOL POLICIES**

### **♦ NON-HARASSMENT ANTI-BULLYING POLICY**

1. The administration and staff of Notre Dame Elementary School believe that all employees and students are entitled to work and study in school-related environments that are free of harassment, intimidation or coercion. Any threat of harm to any person either in writing, verbal, or physical will be dealt with immediately and appropriately.
2. Notre Dame Elementary School will not tolerate harassment and/or bullying of any type. Reports of either harassment and/or bullying behaviors will be dealt with in a prompt manner including appropriate disciplinary action by the school. Disciplinary action may include suspension, dismissal or being asked to withdraw from the school.

3. Examples of harassment include, but are not limited to: unwelcome sexual advances or other similar verbal or physical contact, verbal or written taunting; bullying; inappropriate, intimidating, hostile or offensive conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, abuse or demean an individual or group. Any and all types of bullying (verbal, emotional, physical, use of telecommunications, photography/videotaping as a means to bully and/or intimidate, and socio-economic) as set forth in the Federal Anti-Bullying Guidelines will be addressed by the professional staff of NDES.
4. Students who believe they have experienced harassment or bullying shall report such matters to the Principal or any other administrator as soon as possible.
  - a. The Principal or designated administrator shall immediately investigate the complaint and shall make written notations of specific allegations.
  - b. Information to be acquired during the investigation of the complaint shall include names of witnesses, dates, times and the specific charge. The inquiry should be as specific as possible.
  - c. All information relating to the complaint or the investigation shall be kept confidential when possible, consistent with a complete investigation. All participants should be reminded of this obligation.
  - d. The investigator shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the involved parties regarding the disposition of the investigation consistent with the privacy of student records.
  - e. No retaliation will be permitted for participating in a complaint or investigation.
  - f. The Principal shall make a prompt determination regarding any disciplinary actions. Notice shall be made to the parties regarding the disposition of the investigation consistent with the privacy of student records.

## ◆ THREATS POLICY

It is the responsibility of the administration, teachers and staff to ensure the safety of all in the school or on school grounds or while participating in a school sponsored activity. Any threat of harm to any person either in writing, verbal or physical will be dealt with immediately and appropriately. Such action may include: notification of parents, suspension, dismissal, expulsion, notification of local law officials, psychological/psychiatric evaluation, counseling or other actions deemed necessary.

## ◆ WEAPONS POLICY

The school recognizes that a safe, secure school atmosphere is a fundamental tenet to providing an educational environment conducive to learning. Therefore, weapons are prohibited. This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive, incendiary device or any toy or “look-alike” weapon. As defined by state law, a deadly weapon is “any instrument, device or thing capable of inflicting death and designed or specifically adapted for use as a weapon or possessed, carried or used as a weapon.” Ohio Rev. Code 2923.11(A). Firearms include any loaded or unloaded gun of any caliber

or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles. Possession of hunting weapons is also a violation of this policy. No student may have possession of a weapon on school grounds, during or immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while at a place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. Violations of this policy are subject to the Code of Behavior and may warrant notification of the police, immediate suspension, dismissal or expulsion.

*A search for a weapon may be conducted in a manner consistent with the policy set forth in the Search Policy.*

## ◆ **SEARCH POLICY**

The school reserves its right to search at any time all school property such as lockers and desks even if assigned to an individual. Additionally, by enrolling in the school, the student and parents consent to a search of a student's backpack, gym bag, book bag, handbag, purse, coat and student's network folder, when the school has reasonable grounds to believe a student has in his/her possession some unlawful or otherwise prohibited item or items when on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds or while any place or location for the purpose of or related to attendance at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when a student is subject to the authority of the school. The search may extend to a student's person or clothing only if the school has reasonable grounds to believe the student possesses a weapon as defined under the Weapons Policy. Upon the commencement of any searches outlined above, the school will first request permission from the student in question to conduct the search. If the student refuses to allow the search, the school reserves the right to discipline the student for possession of the alleged unlawful or prohibited item or items in the manner provided in the school's Code of Behavior.

## ◆ **ELECTRONIC DEVICE POLICY**

No electronic devices will be permitted at school. This includes electronic watches, hand held games, iPods, iPads, etc. Many new electronics come equipped with cameras and Internet access and cannot be used at school.

## ◆ **CELL PHONES:**

Cell phones may be brought to school for emergencies under the following conditions:

- ⇒ Cell phones must be off and kept in the student's book bag at all times.
- ⇒ No cell phones may be used for picture taking or video taking.
- ⇒ No harassment or threatening of person via the cell phone is permitted.
- ⇒ Cell phones may not be used for game playing, text messaging, Internet or e-mail access, gambling or making purchases of any kind.

- Those who violate any of the rules regarding cell phones may forfeit their privileges

of bringing them to school. They will also be issued a detention. Phones will be taken away and must be picked up by the parents in the office.

## ◆ **CHALLENGED MATERIALS POLICY**

Decisions regarding the purchase of materials selected for library and classroom required use are made in light of the school's mission and philosophy. Should there be an objection to the use of materials/textbooks/videos, the following procedures will be followed:

1. The person objecting to the materials/textbook/video will be asked to file any objection(s) in writing by completing the Request for Reconsideration of Materials. The Review Committee, comprised of administrators and appropriate faculty, will review the Request for Reconsideration of Materials form and notification of its decision will be forthcoming and binding. The material in question will not be removed unless and until the Review Committee makes that determination.
2. The Review Committee reserves the right to instruct certain faculty and/or staff to assign alternate materials or assignments to particular students, in lieu of removing challenged materials/textbooks/videos from a classroom curriculum or from the school library.

## ◆ **GUIDELINES REGARDING STUDENTS WITH AIDS**

Students with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Notre Dame Elementary School shall be permitted to attend school provided:

1. The health of a student, as documented by his/her physician, allows participation in regular school activities.
2. The student behaves acceptably; in a manner that would not cause spread of the disease or in any way put others at risk.
3. The student does not have open sores, skin eruptions or any other condition that prevents his/her control of bodily secretions.
4. There are periodic evaluations of the student's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.
5. Parents and guardians have the obligation to report to the school administration when any student has been diagnosed as having AIDS (Acquired Immune Deficiency Syndrome); ARC (AIDS Related Complex) or other illness caused by HIV (Human Immune Deficiency Virus, the virus that causes AIDS also known as HTLVIII or LAV).
6. In order to protect confidentiality, when a student with AIDS is admitted to school, personnel who are made aware of the student's condition should be the minimum necessary to assure proper care of the student and the safety of all others.
7. Based on the condition of the student and the expected type of interaction with others, the Principal, after consultation with proper authorities, may limit the student's participation in school activities.

## ◆ **YOUTH GANGS**

Youth gangs and gang related activities are prohibited.

## ◆ **PREGNANCY POLICY**

Two sets of principles are to be applied in the situation of adolescent pregnancy in the Catholic school setting. One set of principles applies to the teaching on respect for human life. The second set of principles applies to effective school management. If the need arises, the two sets of principles will be applied on an individual basis.

## ◆ **COMPUTER AND ACCEPTABLE USE POLICY**

We believe that technology is an important tool in the educational program of Notre Dame Elementary School. With this in mind, Notre Dame Elementary School has gradually infused current technologies into the classroom, offices and common areas for educational purposes. World Wide Web information resources have also become an inherent part of the learning process. All activities involving computer technology must be consistent with the mission of Notre Dame Elementary School and in accordance with the philosophy of the school. Use of any and all technology is a privilege that requires all users to exercise responsible and ethical behavior. We are pleased to offer students access to our computer network for the use of the Internet. Accessing the Internet will enable students to explore thousands of libraries, databases and bulletin boards, exchanging messages with Internet users throughout the world. Our intent is to make Internet access available to further educational goals and objectives. However, some material accessible via the Internet might contain illegal, defamatory or inaccurate information and/or be potentially offensive to some people. Although Notre Dame Elementary School employs filtering software and reserves the right to directly monitor and supervise students' use of the Notre Dame Elementary School network, students may find ways to access inappropriate information. We believe that students gain many benefits from access to the Internet, in the form of information, resources and opportunities for collaboration.

The Notre Dame Elementary School network is considered a limited forum and therefore the school does restrict speech on the network to that which is deemed educational. It should be assumed that the content of personal files on the network has **no** privacy or confidentiality. The school will have access to files, especially for routine maintenance and monitoring, as well as to monitor for breaches of security or inappropriate technology usage. Notre Dame Elementary School makes no guarantee that the functions or services provided through the network will be error-free or without defect. Notre Dame Elementary School will not be responsible for financial obligations arising through the unauthorized use of the system.

Beyond the clarification of the above standards, Notre Dame Elementary School is not responsible for restricting, monitoring or controlling the communications of individuals using the network.

Students may not access their e-mail accounts while at school.

Students may not download any software, whether free or for purchase at school.

## **Student Responsibilities:**

### **The student will:**

1. Use computers for educational purposes
2. Promptly disclose any message received that is inappropriate or offensive
3. Assume responsibility for personal use of the computer and files on their account, which includes not accessing their e-mail account or downloading software
4. Notify a teacher if a possible security or mechanical error occurs

### **The student will not:**

1. Post-personal information about him/herself or other people
2. Attempt to gain unauthorized access to the network or any other computer throughout the system
3. Log in through another person's account or access another person's files
4. Attempt to disrupt the Notre Dame Elementary School network
5. Download files without prior approval
6. Plagiarize works found on the Internet
  - a. Load unauthorized or unlicensed software onto the Notre Dame Elementary School network computers
  - b. Copy software from the Notre Dame Elementary School network without authorization or otherwise infringe upon any copyright
7. Engage in personal attacks, including prejudicial or discriminatory attacks by use of the Notre Dame Elementary School network
8. Send broadcast messages, instant messages, "chat," use obscene, harassing or demeaning language while using the Notre Dame Elementary School network
9. Use the Notre Dame Elementary School network for illegal or commercial or gaming purposes

The preceding list is not an all-inclusive list of inappropriate uses and responsibilities. Violations of the above standards and other such standards of which students and parents are subsequently advised will be subject to disciplinary actions as well as appropriate legal action.

**All students are required to complete a User Agreement and Parent Permission Form to use the school computers. These are to be returned to the homeroom teacher.**